RESOLUTION RESCINDING AND REPLACING RESOLUTION NO. 2026-375 TO CLARIFY THE AWARDS OF PROPOSALS FOR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF), TITLE XX SOCIAL SERVICE, AND TRANSPORTATION PROGRAMS, ACJFS

WHEREAS, on September 10, 2026, the Board adopted Resolution No. 2026-375 approving and awarding proposals for the Ashtabula County Department of Job and Family Services' Temporary Assistance for Needy Families (TANF), Title XX Social Service, and Transportation Programs; and

WHEREAS, the Board desires to clarify and accurately set forth the details of the awards and non-awards in a replacement resolution; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio, that Resolution No. 2026-375 is hereby rescinded and replaced in its entirety by the provisions of this resolution; and

BE IT FURTHER RESOLVED, that the Board makes the following findings and takes the following actions:

WHEREAS, on May 19,2026, by Resolution No. 2026-234, proposals were ordered for the Ashtabula County Job and Family Services TANF, Title XX Social Service and Transportation Programs and Services for eligible residents of Ashtabula County; and

WHEREAS, on July 12, 2026 proposals were received, as follows:

RFP # 2-26 Temporary Assistance for Needy Families (TANF) Services

OFFEROR	OFFEROR	OFFEROR	OFFEROR
ATECH	Ash. Co. Community Action Agency	Signature Health, Inc.	Catholic Charities of Ash. Co.
1565 St. Rt. 167	PO Box 2610	7232 Justin Way	4200 Park Ave., 3rd Floor
Jefferson, OH 44047	Ashtabula, OH 44005-2610	Mentor, OH 44060	Ashtabula, OH 44004

OFFEROR
Ashtabula County Educational
Service Center
2630 West 13th Street
Ashtabula, OH 44004

RFP #3-26 TITLE XX PROGRAMS

OFFEROR	OFFEROR	OFFEROR	OFFEROR	OFFEROR
Lake Area Recovery Center	ARMC Ash. Regional Home Health Services	Ash. Co Community Action Agency	Catholic Charities of Ash. Co.	Country Neighbor Program Inc.
2801 C Court	2131 Lake Ave. #2	P.O. Box 2610	4200 Park Ave., 3rd Floor	PO Box 212
Ashtabula, OH 44004	Ashtabula, OH 44004	Ashtabula, OH 44004	Ashtabula, OH 44004	Orwell, OH 44076

RFP # 4-26 Transportation Services for Employment and Health Related Transportation

OFFEROR	OFFEROR	OFFEROR	OFFEROR	OFFEROR
Country Neighbor Program Inc.	Richmond Transportation	Black Eagle Transit Co	Sunset Transportation	GoGeneva

PO Box 212	2423 Deerfield Dr.	5600 W. 58th St.	4519 E. Maple Rd.	5201 Spire Circle
Orwell, OH 44076	Ashtabula, OH 44004	Ashtabula, OH 44004	Geneva, OH 44041	Geneva, OH 44041

OFFEROR
Ashtabula Co. Transportation System
C Court
Ashtabula, OH 44004

WHEREAS, below is the recommendation of the Department of Job and Family Services and the various program evaluation committees to award said proposals and approve sub-grant agreements:

RFP # 2-26 Temporary Assistance for Needy Family (TANF) Services		
It is the recommendation of Ashtabula County Job & Family Services and the TANF RFP Evaluation Committee to award proposals and approve sub-grant agreements for the following Providers for the specified TANF services:		
Providers & Contract #:	**Services:**	**Agreement Amounts:**
Ashtabula County Community Action Agency #27-1001-TANF	New Hope Homeless Assistance	$62,000.00
Ashtabula County Educational Service Center #27-1009-TANF	Educational, Mentorship & Career Program	$544,983.00
Ashtabula County Technical & Career Center #27-1004-TANF	Life Skills Navigation Program	$62,482.00
Catholic Charities of Ashtabula County #27-1005-TANF	Financial Literacy Education	$11,233.80
Signature Health #27-1008-TANF	Family Planning Services	$17,417.59
Signature Health #27-1007-TANF	Pregnancy Prevention Education	$11,131.15
	Total TANF Funds:	**$709,247.54**

RFP # 3-26 Title XX Services		
It is the recommendation of Ashtabula County Job & Family Services and the Title XX RFP Evaluation Committee to award proposals and approve sub-grant agreements for the following Providers for the specified Title XX services:		
Providers & Contract #:	**Services:**	**Agreement Amounts:**
Ashtabula County Community Action Agency #27-2001-XX	Home Delivered Meals	$26,850.00
Ashtabula County Community Action Agency #27-2002-XX	Information & Referral Services	$10,000.00
ARMC Regional Home Health #27-2003-XX	Nursing, Homemaker & Chore Services	$41,608.07
Catholic Charities of Ashtabula County #27-2004-XX	Guardianship Services	$45,000.00
Catholic Charities of Ashtabula County #27-2005-XX	Housing & SSI Specialist	$53,361.09
Country Neighbor Program, Inc. #27-2006-XX	Home Delivered Meals	$62,650.00

Lake Area Recovery Center 27-2007-XX	Residential Treatment Services	$4,497.00
Catholic Charities of Ashtabula County 27-2008-XX	Payeeship Services	$25,615.04

RFP # 4-26 Transportation Services for Employment and Health Related Transportation		
It is the recommendation of Ashtabula County Job & Family Services and the Transportation RFP Evaluation Committee to award proposals and approve sub-grant agreements for the following transportation providers:		
Providers:	**Services & Contract #:**	**Agreement Amounts:**
Ashtabula County Transportation System	Health Related Transportation #27-3002-HRT Employment Related Transportation #27-3001-ERT	$ 500,000.00 $20,000.00
Black Eagle Transit Co.	Health Related Transportation #27-3004-HRT Employment Related Transportation #27-3003-ERT	$ 850,000.00 $20,000.00
Country Neighbor Program, Inc.	Health Related Transportation #27-3006-HRT Employment Related Transportation #27-3005-ERT	$ 414,504.00 $5,460.00
Richmond Transportation, LLC	Health Related Transportation #27-3008-HRT Employment Related Transportation #27-3007-ERT	$ 850,000.00 $20,000.00
Sunset Transportation and Rentals, LLC	Health Related Transportation #27-3010-HRT Employment Related Transportation #27-3009-ERT	$ 850,000.00 $20,000.00
	Total Transportation Funds:	**$3,549,964.00**

WHEREAS, the Evaluation Committees further recommended that the following two proposals not be awarded:

1. The transportation proposal submitted by GoGeneva was not recommended for an award because another provider received a higher evaluation score for the applicable transportation service area; and

2. The proposal submitted by the Ashtabula County Technical and Career Center (A-Tech) for the No Kidding program was not recommended for funding under TANF because TANF funding is not available for the proposed program. However, the No Kidding curriculum may be incorporated into services funded through the Comprehensive Case Management and Employment Program (CCMEP); and

WHEREAS, the Board has reviewed the recommendations of the Ashtabula County Job and Family Services Department and the applicable Evaluation Committees and concurs with the recommended awards and non-awards; now

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio, that the proposals recommended for award are hereby awarded, and the related subgrant agreements are hereby approved, as set forth above.

BE IT FURTHER RESOLVED, that the transportation proposal submitted by GoGeneva and the A-Tech proposal for the No Kidding program are hereby received but not awarded for the reasons stated above.

BE IT FURTHER RESOLVED, that the non-award of A-Tech’s No Kidding proposal does not affect the award to A-Tech for its Life Skills Navigation Program under Contract No. 27-1004-TANF.

ASHTABULA COUNTY COMMISSIONERS

CERTIFICATION PAGE

Resolution No. 2026-398 **September 24, 2026**

RESOLUTION RESCINDING AND REPLACING RESOLUTION NO. 2026-375 TO CLARIFY THE AWARDS OF PROPOSALS FOR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF), TITLE XX SOCIAL SERVICE, AND TRANSPORTATION PROGRAMS, ACJFS

Upon the motion of J.P. Ducro IV, seconded by Kathryn L. Whittington.

VOTE:

Casey R. Kozlowski	**Aye**
Kathryn L. Whittington	**Aye**
J.P. Ducro IV	**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: 853CA286-EDD7-8475-8181-A2100C7F49C9

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2026** between **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the "Grantor") and **Ashtabula County Educational Service Center**, located at **2630 West 13th Street, Ashtabula, Ohio 44004)** and whose phone number is: **440-576-9023** (hereinafter referred to as the "Subgrantee") to provide **Educational, Mentorship & Career Program** for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

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

RECITALS:

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

DEFINITIONS:

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

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

B. "Subgrantee" means **Ashtabula County Educational Service Center**

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

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

ARTICLE I ~ PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES:

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

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

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

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

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

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

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

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

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026** through **September 30, 2027** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

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

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This subgrant agreement is in the total amount of: **$544,983.00**

The unit rate is: **$499.98 per day for 220 days**

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

Federal Award Project Description: FFY 2027 TANF

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

Catalog of Federal Domestic Assistance (CFDA): 93.558

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

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

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

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

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

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

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

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

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

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

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

   e. Source documentation; and

   f. Cash management.

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

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

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

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

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

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

ARTICLE VI ~ RECORDS:

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

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

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

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

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

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

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH, AND DEFAULT:

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

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

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

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

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

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

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

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

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

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

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

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

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

4. Perform any other tasks that Grantor requires.

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

ARTICLE IX ~ NOTICES:

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 2630 West 13th Street, Ashtabula, Ohio 44004**

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

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

ARTICLE XII ~ SUB-GRANTS:

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

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

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

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

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

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

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

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

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

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

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

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

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

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

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

SIGNATURES:

DocuSigned by:

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

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9/15/2026
Date

Signed by:

Ashtabula County Educational Service Center

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9/16/2026
Date

DocuSigned by:

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Signed by:

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9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners

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Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

Exhibit I

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TANF PURPOSE

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

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

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

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

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

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

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

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

Exhibit II

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Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

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

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #2-26

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

TABLE OF CONTENTS

RFP Section:

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

TANF Programs RFP

I. INTRODUCTION:

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

Terms:

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

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

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

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

Program and Funding Details:

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

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

Participant Eligibility and Referrals:

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-12-26
RFP Question Period Begins	Date: 6-12-26
Pre-Proposal Conference	Date: 6-24-26 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-24-26 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-10-26 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-26

Pre-Proposal Conference:
A Pre-Proposal Conference will be held on **June 24, 2026, at 9:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

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

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

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

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-10-26 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-26

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

III. PROVIDER REQUIREMENTS:

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

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

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

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

The proposal must be organized in the following format:

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

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

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

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

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

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

-or-

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

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

A. Program description:

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

B. Organizational Structure:

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

C. Provider/Staff Qualifications:

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

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

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

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

V. EVALUATION AND SELECTION PROCESS:

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

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

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

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

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

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

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

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

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

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

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

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

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

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

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:

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

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

Term: The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2026.

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

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

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

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

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

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

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

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Ashtabula County Educational Service Center

ADDRESS: 2630 West 13th Street, Ashtabula, OH 44004

PHONE: 440 576-9023 FAX: 440 576-3065

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 341550750

EXECUTIVE DIRECTOR/DIRECTOR: Michael A. Candela

PROGRAM COORDINATOR: Alexandra DeGeorge EMAIL: alexandra.degeorge@ashtabulaesc.org

FISCAL CONTACT: Tracy Derylak EMAIL: tracy.derylak@ashtabulaesc.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 whether to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Michael A. Candela SIGNATURE: Michael Candela

(Note: original signature must be in blue ink)

TITLE: Superintendent DATE: 6/29/2026

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

Section 3
Program Planning and Development

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

A. Program Description

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

   The Ashtabula County Educational Service Center (ACESC) proposed Educational, Mentorship & Career Program will contribute to the individual needs of TANF-eligible participants by focusing on two of the goals of the TANF funding: Goal #2 End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; and Goal #4 Encourage the formation and maintenance of two-parent families. The main objectives of the program will address student learning loss by eliminating barriers to attending and being successful in school and job preparation. The target will be in-school, TANF-identified, and referred youth.

   We plan to utilize a referral process to identify program participants in several ways. It is our intent to partner with the Ashtabula County Job and Family Services (ACJFS) and share/receive information on in-school youth with families that are currently participating in the ACJFS programs. The ACESC will also include the Educational, Mentorship & Career Program TANF application in school forms at each district to identify students and families who are in need and provide this information back to the ACJFS. The ACESC will also work with school administrators and staff as well as our Community and Family Liaisons within districts to identify and refer students.

   The Educational, Mentorship & Career program will be accomplished through mentorship as each student is paired with a mentor that will provide personalized and intensified services throughout the school year and summer. Mentorship services connect students to resources, services, and organizations based on their identified needs. Examples of services and resources include: student-led goal setting, monitoring of student progress in school and continued support, tutoring, ESOL (English for Speakers of Other Languages) supports, credit recovery, career exploration to include awareness of various pathways, career and education field trips and experiences, life skills activities, continued summer programming, and referring to other agencies and organizations as needed. Program participants are provided with incentives as approved by the grant guidelines when a S.M.A.R.T. goal is achieved. Incentives are only awarded when students attain their established goals. Ongoing monitoring is used to indicate achievement of individualized goals and to identify students that earned the appropriate incentives.The incentives are not guaranteed simply for participation in the program, therefore it is possible that participants may not receive any incentives. The program incentives also include non-monetary activities such as attendance at career and education field trips, extra gym or lunch time with peers/Mentor, and Mentor-accompanied attendance at school events. These types of incentives are provided for students who meet their individual goals that support their success in school and life.

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

The ACESC will collaborate and partner with Education agencies such as SST5 and other various stakeholders in our county to provide high quality Professional Development. The professional development will be a continuation and expansion of what we currently offer and would be implemented as necessary to support staff in meeting the needs of all students. There are several professional development opportunities throughout the year that the ESC provides both through in-person training and online modules. It would be our plan to secure experts in the areas in which we need updated and current information with regard to our student population. Examples of professional development topics include: family engagement, working with vulnerable youth groups, trauma-informed care, the referral and application process with the ACESC's Educational, Mentorship and Career program, and the role of a Mentor in the program. Additional PD opportunities will be present throughout the year to continue growth and improvement of the program. Additional PD is identified through Mentor self-evaluations completed at the end of the school year.

The following are descriptions of the proposed program and services components:

a. Mentors

The ACESC is committed to the Educational, Mentorship & Career Program for Mentors to establish positive relationships and connections with students. The goal is for students to have a single, trusted point of contact to help navigate their needs. The Mentor will be the adult contact for other service providers the student is utilizing within the school. The Mentors will meet with students at their respective school at least twice per week throughout the program year. First and foremost the goal is for students to know that someone cares about them and is willing to help them be successful in school and life. Each Mentor will have a maximum caseload of 25 students. There are currently five (5) Mentors serving students in six (6) different school districts in Ashtabula County. The Mentors are assigned to Ashtabula Area City School District, Buckeye Local School District, Conneaut Area City School District, Geneva Area City School District, Grand Valley Local School District, and Jefferson Area Local School District. The ACESC desires to continue our program to support the growing needs of students by ensuring each district has a full-time Mentor. With this Request for Proposal, the ACESC proposes to add an additional full-time Mentor so we can have one (1) full-time Mentor at Geneva Area City Schools and one (1) full-time at Jefferson Area Local Schools. This would bring the total to six (6) Mentors serving students in six (6) different school districts. The Mentor job description can be located in Section 3, Part C.

b. Tutors

Certified teachers to serve as Tutors to meet with students to clarify and review concepts taught in class, explain processes and help students solve specific problems as well as work on life skills and career coaching. The Tutor will work in conjunction with the district staff to determine where they need to support

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classroom-centered activities. In other words, the emphasis and content of the tutoring sessions will be determined by the student's needs based on district input and student performance. Tutors will be placed in the districts where they are already employed to surround students with familiar and positive relationships and align student needs with Tutor expertise. Mentors will notify Tutors when a student needs additional academic support.

c. Credit Recovery

Coursework for credit recovery will be provided through a program called ACE Digital Academy. This program provides over 300 course options for K-12 students that are monitored and provided by certified teachers. For students not in the ACESC's proposed program, families bear the burden of a cost anywhere from $200-$350 per credit for their student to recover credit for a class. Being able to provide this service will alleviate this barrier to student achievement, graduation, and career preparation.

d. Industry Credentials

Coursework and assessments to earn Industry Credentials will be facilitated for program participants. Earning an industry-recognized credential is one of multiple options to earn a high school diploma. These alternative pathways help students meet graduation requirements. For students not in the ACESC's proposed program, the schools and/or families bear the burden of a cost for industry credentials that can reach up to $500. The ACESC will work with the county high schools to provide access for program participants.

e. Career Exploration

We will offer appropriate participants a Career Exploration component to include career awareness and pathways. We will partner with Pathful, Inc. to provide the following purchased services to program participants:

- Over 900 career profiles, that include over 1,000 career content videos, where students can learn more about the career and whether it's a good match for their interests and goals.
- Over 500 flex lessons and employability and life skills videos to gain new skills from wherever they are.
- College/scholarship exploration plus job searching in real time to plan their future.
- Career assessments (including an aptitude test), resume builder, cover letter builder, post-secondary planning/goal planning to prep for that first job.
- Assignments with pre-made flex lessons that you can edit- along with the option to make lessons from scratch- to make implementation quick and easy.

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

- Messaging tool to keep staff and students in communication with each other.
- Reporting tool to track and download users' progress.

Additionally, we will plan and provide hands-on field trips that align to the needs of students, as well as incorporate educational and life experiences, and to further enhance career exploration of the opportunities that are within Ashtabula County.

f. Life Skills/Soft Skills

We will plan and provide hands-on field trips throughout the school year that align to the needs of the students to further develop life skills and promote soft skill development. These skills will continue to be strengthened through summer programming also. This is a critical component for students to be successful in school, as well as any chosen career path, and become a productive member of the community. These activities provide students with experiences they otherwise might not have the opportunity in which to participate.

g. Summer Programming

The ACESC will continue to plan and facilitate summer programming in two ways: a three-day summer camp for all students in the program throughout the county and individualized summer programming at each school that will vary based on student needs. These programs will focus on career exploration, life skills, team-building, self-esteem and confidence. The Mentors will also provide academic credit recovery services along with welfare check-ins throughout the summer.

h. Whole Child Supports

The ACESC is dedicated to the Community and Family Liaison (C/F) role partnered with the Community Learning Center (CLC) Model to improve the ability and accessibility of academic achievement for every student in our service area. There are currently C/F Liaisons embedded in districts in the ACESC service area in addition to an ESC-based C/F Liaison. There are three (3) CLCs in Ashtabula County with a minimum of one (1) full time Resource Coordinator in each. The ACESC desires to employ additional C/F Liaisons and establish additional CLCs to provide direct services to the families in their service area while working closely with the ESC Liaison. CLCs and C/F Liaisons in Ashtabula County are the connectors between schools, families, stakeholders, and the community resources. The Ashtabula ESC C/F Liaison will continue to assist districts in administering community needs assessments to properly identify the gaps and barriers students are facing that are preventing academic achievement. Barriers and gaps of the identified student will be addressed through our program. The intention of ACESC is to amplify the C/F Liaison services and expand the

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

opportunities in each CLC by partnering with the Mentor of the participants of this program.

i. TESOL (Teaching English to Speakers of Other Languages)

The ACESC is the provider for TESOL services for students enrolled in public schools in Ashtabula County. As this student population grows, we continue to provide staff necessary to service them appropriately. The ACESC employs TESOL Teachers, English Language Aides, and District Translators. When necessary for students participating in the Educational, Mentorship, & Career Program, they will have access to these services in order to meet their S.M.A.R.T. goals.

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

There is a need for the ACESC proposed program in our service area as indicated by several sources of evidence:

Ashtabula County is the most northeastern county in the state of Ohio. The county encompasses 702 square miles and is the largest county in Ohio, geographically. According to population estimates by the U.S. Census Bureau, the population of Ashtabula County as of July 2024 was 96,606. 21.5% are residents under the age of 18. The racial makeup of the county is 92.1% White, 4.2% Black/African American, .05% Asian, and 2.7% two or more races. 5.3% of the population is Hispanic or Latino. Median household income for 2020-2024 was $57,728, compared to the state median household income of $71,389, and 15.2% of persons of all ages were living in poverty compared to 12.7% for Ohio. According to the 2043 Point-in-Time Ashtabula County ALICE (Asset Limited, Income Constrained, Employed) data, out of the 41,035 households, 24% were below the ALICE threshold compared to the state average of 23%. The ALICE threshold accounts for households that earn above the federal poverty level but not enough to afford basic household necessities and expenses (housing, child care, food, transportation, health care, phone plan, taxes). The 2020-2024 US Census also reported that 87.6% of the population aged 25 years or older has a high school degree or higher and 16.1% has a bachelor's degree. According to the Robert Wood Johnson Foundation 2025 County Health Ranking Report, Ashtabula County is faring slightly worse than the average county in Ohio. 28% of children in Ashtabula County live in poverty compared to 18% for Ohio. In that same report, 26% of children in Ashtabula County live in single-parent households, 87% of Ashtabula County residents have a high school diploma and 46% have some college compared to 66% for Ohio, and 18% of Ashtabula County residents are food insecure. The location of most human service resources are primarily in the northern part of the county including all comprehensive behavioral health agencies, Job and Family Services, Children's Services, and Emergency Medical Services. There is limited public transportation throughout the county and the only regular bus route in the county runs in the City of Ashtabula 7 a.m. to 5 p.m. Monday through Friday with shorter hours on Saturday. Transportation can be arranged through public transportation for free

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

or a fee for the remaining areas of the county but there can be extensive wait times between the time a person is dropped off, their appointment time and the time they are returned home. Rides also must be scheduled at least 24-48 hours in advance. Ashtabula County Community Action Agency 2024 Needs Assessment reported that poverty was identified as the second biggest problem in the community, behind substance use. The 2024-2025 Ashtabula County Community Action Agency Report to Community reported that in 2023, the top 5 highest needs when calling 2-1-1 were Utility Assistance, Housing, Information Services, Food & Meals, and Income Support & Assistance. Of those that called, over 1 in 3 callers have minor children in their home.

Through the implementation of the ACESC's Educational, Mentorship & Career Program, students with barriers to attending and succeeding in school, job preparation, and students encountering learning loss will be connected with resources and services to break those barriers. Students will gain insight into the value of education regardless of their path after graduation. Consistently having a trusted adult throughout their experience in the program will give participants the tools they need to succeed and become a productive member of our community. By tailoring the program to those living in poverty, we are making the resources and services more easily accessible to promote equity in our districts so all students can thrive, regardless of socioeconomic status. Additionally, the transportation that this program would provide would give opportunities to those students who otherwise would not have access.

3. Experience of applicant in administering proposed service.

There are several elements to the program that the ACESC proposes to provide, enhance, or develop with the assistance of this grant. With the combined resources currently available and the necessary additional assistance from this grant, we can help alleviate some of the burden on our school districts to provide a holistic approach to the program participants and in turn grow the program to include our youth in school districts that are not eligible for this funding. We see the proposed elements as necessary and valuable tools that our students need to be successful in school from middle to high school and moving forward to a successful career pathway. We would like the opportunity to further our partnership with the ACJFS to help us sustain a strong long-term program that will continue to meet our students and families as well as community, county and school district needs.

We are uniquely qualified to provide this program because we are an educational institution that has deep rooted partnerships, knowledge of resources available, active community and family engagement, long established partnerships with community organizations and agencies, and proven programming. We have the partnerships established with our school districts, we know what programs are working now and which ones need enhancement or further development. With the ability to leverage our resources with this grant, we will be able to create more opportunities for our students and families. Our experience in the proposed services is as follows:

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

a. Student Goal Setting, Monitoring, and Continued Support

The ACESC has successfully established five (5) Mentors in six (6) school districts in Ashtabula County with the inception of the Educational, Mentorship & Career Program since October 1, 2022. The program currently serves 114 students from middle school through high school. Please refer to the data in Section 3A Part 4 that supports increased school achievement and personal growth of students who were part of the program. Additionally, our Transitions Program, Community Liaisons, School-Family Coordinator, Intervention Specialists, and various other staff all work with students and families to set goals for student success and strategies for continued support.

b. Tutoring and Credit Recovery Services

We have experience in hiring certified and classified staff for all of the school districts in Ashtabula County. We have staff that are knowledgeable and continuously trained about the methods in which students may reach the goal of creating pathways for success and lifelong opportunity. We also have experience working with families to enroll their students in the ACESC Credit Recovery program that local school districts utilize. The ACESC provides professional development to ensure the tutoring and credit recovery services provided to students are high quality.

c. Career Exploration and Experiences and Life Skills Training

The ACESC has an expansive history in providing services to students with disabilities, specifically in transitioning into life after high school graduation whether that be workforce, vocational training, or postsecondary education. Through our Transitions Program, students meet goals that have been set in their transition plan through exposure to opportunities in the local community as well as practicing soft skills needed for success. Happy Hearts has five advanced units throughout the county. Students in these units are provided exposure to various careers and local workshops to learn about different roles and make connections. Students visit locations and practice the skills of that craft and are able to interact with people in organizations that hold various positions. Students who graduate from the Happy Hearts program have successfully met their goals and demonstrated necessary competencies. All families of graduates meet with the ACESC Parent Mentor to ensure their awareness of all of the available opportunities for their students.

Botvin Lifeskills is provided to Building Bridges students and has been for numerous years. The ACESC has a strong partnership with the Ashtabula County Mental Health and Recovery Services Board and University Hospitals who are the funders and organizers of the program throughout the county schools. Additionally, the ACESC Community and Family Liaison is a trained facilitator

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

of the program and has provided the curriculum to classrooms in many local schools.

d. Summer Programming

The ACESC is experienced in planning and facilitating out of school programming through the ACESC Educational, Mentorship and Career Program, the Nita M. Lowey 21st Century Community Learning Center Program at Grand Valley Local School District, as well as hosting two additional ACESC summer camps each year, one for gifted education and one for special education. The ACESC is the grant manager for the Grand Valley Middle School After-School and Summer Program. Both of these programs are held at Grand Valley Middle School. These programs provide 5th-8th grade students core academic subject enrichment, positive youth development activities, social-emotional learning programming, and engages families. The after-school program is held after school hours throughout the school year from August to May. The ACESC has also held successful summer camps through collaboration with our districts. First, we offer gifted students in grades 3-8 two weeks of summer programming emphasizing higher level thinking, in-depth study, and 21st century learning with a conscious effort to offer sessions in greatest need per county trend data. The ACESC has partnered with Kent State University to provide a quality, higher education facility for students to receive programming. The gifted summer programming is reflective of the data and future college/career needs (most often math, writing, and critical/creative thinking) while addressing the whole gifted child. Programming includes robotics, engineering, biology/chemistry, archeology, python programming, democratic process/ mock trial, visual and performing arts portfolio creation,creative writing, marketing/media, and wellness/self-advocacy. Each of our seven Ashtabula County Districts support our gifted summer programming. Second, ACESC, in collaboration with Ashtabula County school districts, provides a four week summer camp for young adults ages 14-22 years of age with special needs.The program is held at the ACESC Campus. The focus and elements of the content are: community exploration, independent living skills, and work and leisure exploration. The curriculum includes classroom instruction and modeling and weekly field trips. We have referrals to the program of appropriate students through our county school districts in which we serve.

e. Connecting with Community Liaisons and Other Resources

Through the ESC Extended Learning Grant, ACESC was able to continue to build the Ashtabula County Liaison Network and continue to grow the preexisting programming. We have established and supported a network of Community Liaisons and Community Learning Centers. These are critical for resource referral as well as community and family engagement. The ACESC has extensive experience with managing and administering grant funded programs throughout our service area including the Community and Family Partnership Liaison Project. In 2020, ACESC received one year CARES funding for the Community

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

and Family Partnership Liaison project. The initial grant was scheduled to end in December of 2021, however the ACESC secured a funding extension that continued the C/F Liaison work through September 2024. Through this grant, the ACESC has had an integral role in establishing Community Learning Centers, expanding the C/F Liaison Network, facilitating regional professional development activities, and establishing a county-wide coalition to focus on meeting the needs of vulnerable youth.

f. English for Speakers of Other Languages (ESOL)

The ACESC became the TESOL provider in Ashtabula County in June 2026. The growing need for English language support and the increasing population of English Language Learners in Ashtabula County encouraged the ACESC to meet this need and fill the gaps for those students. The ACESC employs District Translators, TESOL Teachers, and English Learning Aides.

Many of our programs and services would grow beyond and or would need more than the initial proposed grant period. To continue the goal of sustainability the ACESC will use the following staff members who have relevant experience and will contribute to the implementation of the program and services:

- Superintendent, Michael Candela, has over 37 years of experience in education and administration and will provide in-kind program support and administrative oversight.
- Treasurer, Tracy Derylak, has 10 years of experience in school fiscal administration and oversight. She will manage the program's budget and provide administrative support.
- Director of Student Services and Human Resources, Lori Slekar, has over 27 years of experience in education and administration and guiding programs from conception through implementation. She will assist with the recruitment and hiring of staff for the program.
- Supervisor of Pupil Services and Gifted and Talented, Denise Hunt, has over 28 years of experience in education with evaluation and supervision. She will oversee the program services and staff.
- Special Projects Coordinator, Alexandra DeGeorge, has 8 years of experience working in community engagement and grant management throughout Ashtabula County. She will also provide professional development activities for Mentors, manage grant data, and coordinate services.
- Administrative Assistant, Kristie Ferrando, has 27 years of experience providing administrative and clerical support. She will provide program support.
- Youth Mentor, Ashley Church, has 12 years of experience working with students. She will be the Mentor at Jefferson Area Local Schools.
- Youth Mentor, Angela Hall, has 17 years of experience working with students. She will be the Mentor at Ashtabula Area City Schools.

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

- Youth Mentor, Ashley Hall has 3 years of experience working with students. She will be the Mentor at Grand Valley Local School District.
- Youth Mentor, Adrian Loomis, has 4 years of experience working with students. She will be the Mentor at Conneaut Area City Schools.
- Youth Mentor, Theresa Morrison, has 5 years of experience working with students. She will be the Mentor at Buckeye Local Schools.

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

   The ACESC's Educational, Mentorship & Career program collected performance data from students who participated in the program in the school year 2025-2026, as well as school staff and parents/guardians of those students. The results inform a positive and satisfactory performance and advocate continued support from TANF funding.

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

Grade Level of Enrolled Students	
5th	2
6th	11
7th	31
8th	28
9th	16
10th	17
11th	5
12th	4

Home District of Enrolled Students			
	Overall	Middle School	High School
Ashtabula Area City	21.93%	18.06%	28.57%
Buckeye Local	18.42%	19.44%	16.67%
Conneaut Area City	21.05%	18.06%	26.19%
Geneva Area City	7.89%	12.50%	0.00%
Grand Valley Local	16.67%	9.72%	28.57%
Jefferson Area Local	14.04%	22.22%	0.00%

New Students Per Quarter	
1st	10
2nd	12
3rd	29
4th	11

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

Student GPA		
All students enrolled in ACESC Educational, Mentorship and Career Program	Students that **increased** GPA	35.37%
	Average improvement of those that **increased** GPA	0.55
	Students with 2.0 GPA or higher	56.14%
All **Middle School** students enrolled in ACESC Educational, Mentorship and Career Program	Students that **increased** GPA	25.58%
	Average improvement of those that **increased** GPA	0.48
	Students with 2.0 GPA or higher	55.56%
All **High School** students enrolled in ACESC Educational, Mentorship and Career Program	Students that **increased** GPA	43.59%
	Average improvement of those that **increased** GPA	0.51
	Students with 3.0 GPA or higher	54.76%
Student Attendance		
All students enrolled in ACESC Educational, Mentorship and Career Program	Students that **maintained** or **decreased** unexcused absence	46.15%
	Average improvement of those that **decreased** unexcused absences	39.17 hours
	Students with **10% unexcused hours or less** for the school year	77.68%
All **Middle School** students enrolled in ACESC Educational, Mentorship and Career Program	Students that **maintained** or **decreased** unexcused absence	50.00%
	Average improvement of those that **decreased** unexcused absences	26.11 hours
	Students with **10% unexcused hours or less** for the school year	81.69%
All **High School** students enrolled in ACESC Educational, Mentorship and Career Program	Students that **maintained** or **decreased** unexcused absence	36.59%
	Average improvement of those that **decreased** unexcused absences	52.22 hours
	Students with **10% unexcused hours or less** for the school year	70.73%

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

Student Discipline		
All students enrolled in ACESC Educational, Mentorship and Career Program	Students that **maintained** or **decreased** suspensions	78.46%
	Average improvement of those that **decreased** suspensions	69.23 hours
	Students with **0** suspension hours	75.89%
All **Middle School** students enrolled in ACESC Educational, Mentorship and Career Program	Students that **maintained** or **decreased** suspensions	73.33%
	Average improvement of those that **decreased** suspensions	29.90 hours
	Students with **0** suspension hours	76.06%
All **High School** students enrolled in ACESC Educational, Mentorship and Career Program	Students that **maintained** or **decreased** suspensions	82.86%
	Average improvement of those that **decreased** suspensions	86.08 hours
	Students with **0** suspension hours	75.61%

% of Program Participants Earning Incentives per Quarter			
	Overall	Middle School	High School
1st Quarter	35.09%	27.78%	71.43%
2nd Quarter	47.37%	34.72%	69.05%
3rd Quarter*	76.32%	73.61%	80.95%

**First quarter possible for Geneva and Jefferson students to receive incentives*

% of Program Participants Utilizing Service by Student Population			
	All Students	Middle School	High School
Check-in	98.25%	98.61%	97.62%
Goal Setting/Progress Monitoring	97.37%	97.22%	97.62%
Career/College Readiness	77.19%	72.22%	85.71%
Referral	21.93%	15.28%	33.33%
Goal Achievement/ Earned Incentive	78.07%	70.83%	90.48%
Homework Help	80.70%	75.00%	90.48%
Specialized Support	28.95%	25.00%	35.71%

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

Key findings are indicated in lines "a" through "r" below.

a. The average cumulative GPA of all students enrolled in the program is 2.09.
b. 56.14% of students enrolled in the program have a 2.00 or higher GPA.
c. 15.58% of students enrolled in the program engage with their Mentor, on average, 9+ days per month.
d. 46.15% of students in the Mentorship Program decreased the number of unexcused hours they were absent from school from baseline to the current school year.
e. Of the courses completed, 100% of the students passed the required courses for Credit Recovery or an Industry Credential.
f. 71.83% of adults that responded to the Mentorship Program evaluation indicated that their overall experience with the program was positive.
g. Adults that completed the Mentorship Program evaluation believed that Attendance (82.6%), Academics (78.0%), Engagement (80.0%), and Behavior (78.8%) were positively impacted due to student enrollment in the program.
h. 100% of Administrators that responded to the Mentorship Program evaluation indicated that the program is an asset to their role.
i. When asked if the Mentorship Program has been an asset to their role in the school, staff responses included:
    i. "The Mentorship Program may have helped some of my students to be more motivated to complete classwork.."
    ii. "[Youth Mentor] comes into my classroom and works with her students. She has a good relationship with her students and having another adult in the room helping is very helpful."
    iii. "I was able to better assist and understand students through the help of the youth mentor. She was able to be a bridge between some of the challenging students and the teachers. We also gained a lot of background information that helped us help those struggling students more effectively."
    iv. "The Mentorship Program has helped students feel they have a steady person to go to for motivation or inspiration to succeed. Students involved that attend my classroom are always looking forward to some time with [Youth Mentor]. "
j. When asked what suggestions school staff has to improve the program, they responded:
    i. " If we had a 2nd mentor, they could really work together, and sometimes push into classes, while tag teaming grade and credit recovery."
k. When given the opportunity for any additional comments, school staff responded:
    i. "I am glad that there are programs designed to help where teachers are unable to. Reaching students is a team effort."
    ii. "[Youth Mentor] has been a key asset to our school district."
l. Adults that responded to the Mentorship Program evaluation believe that the Youth Mentor in their district builds positive relationships with students (98.4%), school staff (90.5%), and parents/families (97.6%).

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m. When asked if the Mentorship Program has been an asset to their role as a parent/caregiver, responses included:
   i. "My child is happier."
   ii. "My child had someone she could go to for advice and help when us parents didn't know answers."
n. 85.5% of students that completed the Mentorship Program evaluation indicated that their overall experience with the program has been either "Good" (29.1%) or "Excellent" (56.4%)
o. 100% of students indicated that their Mentor helps them meet the goals they have set for themselves.
p. Students indicated that:
   i. The Mentorship Program is helping them prepare for their future (98.2%).
   ii. Their Mentor cares about their success (100%).
   iii. They would encourage their friends to join the Mentorship Program (100%).
q. When asked their favorite thing about the Mentorship Program, students responded:
   i. "I get to have fun and see things and places and I learn about stuff I didn't know before."
   ii. "You get to meet new people and build relationships with the people in the program."
   iii. "Getting the help I need and being able to talk to my mentor about anything."
r. When given the opportunity to provide any additional comments, students responded:
   i. "I want to stay in this program as long as I can."
   ii. "[Youth Mentor] is a great mentor."
   iii. "I love this program, it's very fun!"

In addition, the ACESC has experience with several programs aside from the Mentorship Program that can also inform satisfactory program performance capabilities for the proposed Educational, Mentorship and Career program:

a. The 2025-2026 GV Explorers had 34 students enrolled in the after-school program.

b. During the 2026 ACESC Summer Allegro Camp for Ashtabula County gifted students, there were 125 student attendees from all 7 districts in our service area.

c. For the ACESC 2026 Special Education Summer Camp, the program had full capacity with 24 individuals attending.

d. During the 2024-25 school year, the ACESC Mentorship, Career and Education Program provided 22 Credit Recovery and Industry Credential courses and exams to program participants. In addition, the ACESC typically services approximately 30 students per year with Credit Recovery. Currently families bear the cost,

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therefore, numbers are anticipated to increase with financial assistance leading to less barriers to graduation for all students.

e. For the proposed Educational, Mentorship and Career program, the projected number of clients to be served is 150 students. The target will be in-school identified and referred youth.

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

We plan to monitor and evaluate the effectiveness and success of the proposed program using several tools:

a. Student school attendance, academic grades, discipline occurrences, and PBIS program data will be used. This information is accessed through the school district's electronic student information system. Mentors will be expected to participate in attendance meetings, be a member of the building PBIS Team, and have frequent communication with the students' teachers.

b. A spreadsheet file that will track students, date, service provided, required documentation needed, etc. This information will be compiled and separated by each of the school districts. Each spreadsheet will have a new tab for each month of program service.

c. Student Surveys will be given to program participants to assess and receive feedback on the program's services and components. This survey will be an electronic survey, with a hard copy option. An Adult Survey will also be sent to all district personnel and parents/guardians who are consistently involved with the student and their participation in the program. Surveys will be given twice per school year to continually monitor, evaluate, and improve. Survey attached following Program Description.

d. Mentors will complete self-evaluations at the end of each school year assessing themselves on topics such as job knowledge, timeliness, communication, programming, etc. Mentors will be evaluated by their Supervisor every year using the same tool. Evaluation tool attached following Program Description.

6. Days and hours program is available.

The ACESC plans to provide the proposed program and services Monday through Friday during school hours (7:30 am - 3:30 pm) and after school as students' needs are assessed. We plan to have the program available during the academic school year as well as part of the summer months. This will keep the connection between the student and mentor and allow us to continue to provide necessary support services.

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

   As public agencies, ESCs receive some state funding to support operations. Each ESC depends on revenues from contracted delivery of services to districts of competition for public dollars and/or grant funds as their primary source of revenue.

   In regards to the general fund, an average of 5% of the ACESC's funding is provided by the state and 94% is generated by fee for service contracts. The total revenue budget is broken down into: 55% General, 27% Levy, 18% State and Federal Grants and other miscellaneous funds.

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

ACESC Mentorship Program - Student Survey

* Indicates required question

1. I go to: *

Mark only one oval.

- ◯ Ashtabula Area City Schools (Lakeside Junior High, Lakeside 9, Lakeside High School)
- ◯ Buckeye Local Schools (Braden Middle School, Edgewood High School)
- ◯ Conneaut Area City Schools (Conneaut Middle School, Conneaut High School)
- ◯ Geneva Area City Schools (Geneva Middle School)
- ◯ Grand Valley Local Schools (Grand Valley Middle School, Grand Valley High School)
- ◯ Jefferson Area Local Schools (Jefferson Jr. High)

2. I am in: *

Mark only one oval.

- ◯ 5th Grade
- ◯ 6th Grade
- ◯ 7th Grade
- ◯ 8th Grade
- ◯ 9th Grade
- ◯ 10th Grade
- ◯ 11th Grade
- ◯ 12th Grade

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3.

Mark only one oval per row.

	Poor	Fair	Average	Good	Excellent
My overall experience in the Mentorship Program is:	◯	◯	◯	◯	◯

4.

Mark only one oval per row.

	Never	Sometimes	Always
Being in the Mentorship Program meets my personal expectations.	◯	◯	◯
I can contact my Mentor when I need them.	◯	◯	◯
My Mentor helps me with the things that I need.	◯	◯	◯
My Mentor helps me meet the goals that I set for myself.	◯	◯	◯

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

5. If you selected "Never" above, please explain.

6.

Mark only one oval per row.

	Yes	No
The Mentorship Program is helping me prepare for my future.	◯	◯
My Mentor cares about my success.	◯	◯
I would tell my friends to join the Mentorship Program.	◯	◯

7. If you selected "No" above, please explain.

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8. What is your favorite thing about the Mentorship Program?

9. Do you have anything you would change about the Mentorship Program?

10. Any additional comments:

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ACESC Mentorship Program - Adult Survey

1. Role:

Mark only one oval.

- ◯ Parent/Caregiver
- ◯ Teacher
- ◯ Administrator
- ◯ Staff

2. District:

Mark only one oval.

- ◯ Ashtabula Area City Schools (Lakeside Junior High, Lakeside 9, Lakeside High School)
- ◯ Buckeye Local Schools (Braden Middle School, Edgewood High School)
- ◯ Conneaut Area City Schools (Conneaut Middle School, Conneaut High School)
- ◯ Geneva Area City Schools (Geneva Middle School)
- ◯ Grand Valley Local Schools (Grand Valley Middle School, Grand Valley High School)
- ◯ Jefferson Area Local Schools (Jefferson Jr. High)

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

3.

Mark only one oval per row.

	Poor	Fair	Average	Good	Excellent
My overall experience with the Mentorship Program is:	◯	◯	◯	◯	◯

4. Do you believe the Mentorship Program has positively impacted the following areas for participating students:

Mark only one oval per row.

	Yes	No	Unsure
Attendance	◯	◯	◯
Academics	◯	◯	◯
Engagement	◯	◯	◯
Behavior	◯	◯	◯

5. Please explain your answers above.

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

6.

Mark only one oval per row.

	Never	Sometimes	Always	Unsure
The Youth Mentor effectively communicates with me regarding my students in the program.	◯	◯	◯	◯

7. If you selected "Never" above, please explain.

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8.

Mark only one oval per row.

	Yes	No	Unsure
The Youth Mentor builds positive relationships with students in the program.	◯	◯	◯
The Youth Mentor builds positive relationships with school staff.	◯	◯	◯
The Youth Mentor builds positive relationships with the families of students in the program.	◯	◯	◯

9.

Mark only one oval per row.

	Yes	No
Has the Mentorship Program been an asset to your role?	◯	◯

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10. Please explain your answer above.

11. Do you have suggestions for how can we improve the Mentorship Program?

12. Any additional comments:

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Mentor Self-Evaluation - 2026

This is a self-assessment for Mentors that is designed to encourage personal reflection on current job performance, professional growth, and contributions to the school environment this school year. Your thoughtful response will serve as a valuable tool for identifying strengths and pinpointing areas for professional development and future support. Please answer each question honestly and reflectively.

* Indicates required question

1. Name: *

Job Knowledge and Responsibilities

2. I exhibit a working knowledge of job responsibilities and requirements of performing the job. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

3. I can explain my role and responsibilities to someone, even if they are not familiar with the Mentorship Program. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

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4. If I am unsure of a specific policy or procedure relevant to performing my role, I seek assistance. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

5. Please provide an example of you demonstrating your job knowledge. *

6. Please provide an area where you can see an opportunity for growth regarding your job knowledge. *

Timeliness

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7. I follow the expected timelines and meet deadlines for the following procedures: *

Mark only one oval per row.

	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
Submitting estimates for requisitions	◯	◯	◯	◯	◯
Entering personal/sick time	◯	◯	◯	◯	◯
Completing Public SchoolWorks	◯	◯	◯	◯	◯
Updating student spreadsheets	◯	◯	◯	◯	◯

8. Please provide an example of you demonstrating timeliness. *

9. Please provide an area where you see an opportunity for growth regarding timeliness in your role. *

Communication and Relationships

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10. I communicate **effectively** with: *

Mark only one oval per row.

	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
Administration	◯	◯	◯	◯	◯
Teachers	◯	◯	◯	◯	◯
Other School Staff	◯	◯	◯	◯	◯
Students	◯	◯	◯	◯	◯
Parents/Caregivers	◯	◯	◯	◯	◯
ESC-Based Team/Other Mentors	◯	◯	◯	◯	◯

11. I provide updates on a regular basis to school staff so they are informed and up-to-date with students in the Mentorship Program. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

12. I understand, maintain, and practice confidentiality at all times. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

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13. Please provide an example of a time that you demonstrated effective communication. *

14. Please provide an area where you see the opportunity for growth in regards to communication. *

15. I maintain professional, positive relationships with: *

Mark only one oval per row.

	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
Administration	◯	◯	◯	◯	◯
Teachers	◯	◯	◯	◯	◯
Other School Staff	◯	◯	◯	◯	◯
Students	◯	◯	◯	◯	◯
Parents/Caregivers	◯	◯	◯	◯	◯
ESC-Based Team/Other Mentors	◯	◯	◯	◯	◯

Supervision

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16. When given direction or feedback from a school administrator or my ESC Supervisor, I respond professionally, accept appropriate feedback, and follow the guidance provided to me. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

17. Please provide an example of a situation in which you were given feedback, how you handled it, what was positive about how you handled it, and how you could have improved. *

Programming

18. I demonstrate initiative and time-management skills while assisting students. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

19. I recognize the strengths in each student. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

20. I work effectively both with students individually, and when I have students in small groups or as a whole group. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

21. I plan a variety of quality career exploration activities for students. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

22. I encourage students to take the lead to set their S.M.A.R.T. goals. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

23. The services I provide to my students aid them in meeting their S.M.A.R.T. goals. *

Mark only one oval.

	1	2	3	4	5	
Stro	◯	◯	◯	◯	◯	Strongly Agree

Goals for Next Year

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24. Please identify two goals you have for yourself and your role in the upcoming school year. Where do you see yourself growing, and what steps can help you get there? *

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B. Organizational Structure:

Educational Service Centers (ESC) were established in 1914 through an act of the Ohio General Assembly. The law created 88 County School Districts. In 1995, Am. Sub. H.B. 117 changed the role of the "County School Districts" by redefining their responsibilities, and renaming them "Educational Service Centers" - a statutory name change intended to reflect the evolving nature of ESC programs and services.

ESCs, as Defined in Both State and Federal Law as School Districts, are Public Education Agencies and are grounded in state and federal law. ESCs are defined as school districts under section 3311.05 of the Ohio Revised Code and, in federal statute are defined in the Higher Education Act (HEA), Elementary and Secondary Education Act (ESEA), and Individuals with Disabilities Education Act (IDEA) as such, "(A) -The term 'local educational agency' means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or of or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools. (D) The term includes educational service agencies and consortia of those agencies."

The ESC's purpose is to elevate the state's system of education to a higher proper standard. The mission has evolved to service our county school districts in whatever capacity they see fit. The role of the ESC has evolved and expanded over the decades. They began assisting districts with fiscal and purchasing services; later they began operating special education programs and increased professional development and technical assistance for schools. This effort employs staff members to assist in drafting courses of study for school systems, providing in-service training for teachers and assuring quality classroom instruction through supervision and evaluation and all other support services.

The purpose of the Ashtabula County Educational Service Center (ACESC) is to ensure that every school child in Ashtabula County attends a properly supervised school and to:

- Maintain contact with the State Department of Education
- Furnish professional leadership and consulting services in order to strengthen local districts in areas they are unable to finance or staff independently
- Provide specialized programs on a collective basis with local district and city districts
- Coordinate certain State and Federal program standards to ensure local district compliance.

The ACESC is a public education agency and has a Governing Board who are elected by the voters of all the local school districts, this Board is the policy-making authority that must determine the objectives of the County Office. To the extent that consensus has been expressed by the local boards for joint action, the County Board may at its discretion make policies in areas not expressly prohibited by law. The Board, administration, and staff shall, at all times, represent all of the voters, taxpayers, parents, students, and employees within their jurisdiction. Their obligation is:

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- to the taxpayers to maintain and operate the best educational system possible and as economically as possible
- to the parents to provide educational opportunity for all, regardless of station in life
- to students to provide educational opportunity for all, regardless of station in life
- to employees to provide the best possible working conditions and means for doing the best job possible
- to the local districts to provide the comprehensive services they require in an economical and efficient manner.

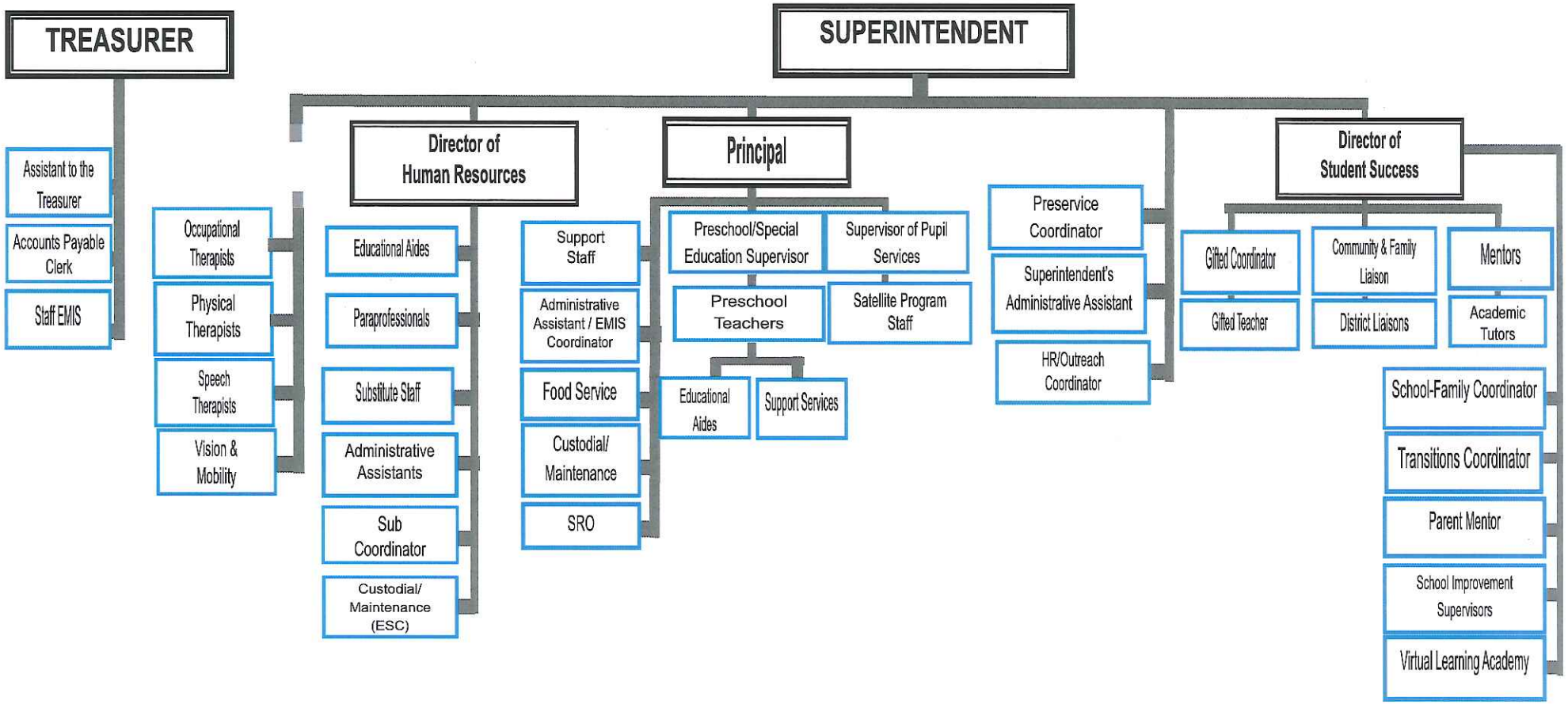
The following is the current Governing Board of the ACESC (an organizational chart is also included):

- Superintendent – Michael Candela
- Treasurer – Tracy Deryalk
- Governing Board:
    - Joseph F. Donatone
    - Dr. Rick Hoyson
    - Barbara Klingensmith
    - George Smith, II.
    - Dr. Harlan S. Waid, Jr.

As public agencies ESCs receive some state funding to support operations. Each ESC depends on revenues from contracted delivery of services to districts of competition for public dollars and/or grant funds as their primary source of revenue. On average 23.51% of and ESC's funding is provided by the state, 8.75% federal, 3.13% other, and 64.61% is generated through fee-for-service contracts with customer school districts.

As related to the requirements, our ACESC is currently funded in this manner: Federal Grants - 12%, State Grants - 2%, Special Funds - 31% (this includes a levy that was passed to serve our Happy Hearts students), General Fund - 55%, which is broken down by 5% state funding, 1% local funding, and 94% fees, contracts, services.

ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER ORGANIZATIONAL CHART



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Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

C. Provider/Staff Qualifications:

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

   ACESC Current Staff - all resumes and appropriate certifications attached.
   Mr. Mike Candela, Superintendent - license included
   In-kind program support, administrative oversight
   Mrs. Tracy Derylak, Treasurer- license included
   Program support, fiscal administrative assistance and oversight
   Ms. Denise Hunt, Supervisor of Pupil Services and Gifted and Talented - license included
   Supervisory duties, administrative oversight
   Ms. Lori Slekar, Director of Student Services and Human Resources - license included
   In-kind program support and necessary hiring and staffing
   Mrs. Alexandra DeGeorge, Community & Family Engagement Liaison
   Program support, data reporting and tracking
   Mrs. Kristie Ferrando, Administrative Assistant
   Program support
   Youth Mentors, Empower and support program participants in achieving their academic and career goals
   Ms. Ashley Church
   Mrs. Angela Hall
   Ms. Ashley Hall
   Mrs. Adrian Loomis
   Mrs. Theresa Morrison

   ACESC Anticipated Staff
   Youth Mentor, Job description attached
   Empower and support program participants in achieving their academic and career goals
   Tutors, Job description attached
   Assist program participants in their academic achievement

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

   When hired through the ACESC, all staff participate in an orientation meeting with the Director of Student Services and Human Resources. This meeting is to go over logistical questions like health insurance and ESC policy, but to also learn the operations and services the ACESC provides. All ACESC Staff are required to complete online modules through PublicSchoolWORKS. Depending on the staff certification status and their role with the ACESC, specific modules assigned for staff may vary. All staff are required to complete the following modules: AED Use, Bloodborne Pathogen, CPR, Child Abuse and Neglect Mandated Reporting, Discriminartory Harassment Identification and Response, Fire Safety and Fire-Extinguisher Use, Email Safety, Lockout/Tagout

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Awareness, Ohio Ethics Law, Sexual Harrassment, Reporting Fraud - Ohio, Student Privacy Rights (FERPA), Title IX, and more. All staff are monitored to ensure completion. Online modules are assigned twice per year. There are four Professional Development days scheduled per academic year for ACESC Staff. These are days dedicated to expanding and enriching ACESC staff in their knowledge of their position and the organizational structure. ACESC has monthly staff meetings for ESC Administrative Office staff to give reports from all departments. There are monthly Administrative Team meetings to monitor progress of the strategic plan, and assign duties to Supervisors on necessary training for their team moving forward. Additionally, all Certified Staff must meet Ohio Revised Code requirements for their licensing.

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Exhibit III

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Applicant Budget
Summary

Applicant: Ashtabula County Educational Service Center	
Date From: 10/01/2026-09/30/2027	

	Program	TANF
I. Staff		
A. Salaries	#N/A	$ 308,736.00
B. Payroll-Related Expenses	#N/A	$ 182,398.50
Total Staff Costs	#N/A	$ 491,134.50
II. Operations		
A. Travel and Short-Term Training	#N/A	$ 3,500.00
B. Consumable Supplies	#N/A	$ 4,575.50
C. Occupancy Costs	#N/A	$ 7,800.00
D. Contract and Professional Services	#N/A	$ 12,773.00
E. Other - Miscellaneous	#N/A	$ 24,000.00
Total Operational Costs	#N/A	$ 52,648.50
III. Equipment		
A. Equipment Depreciation	#N/A	$ -
B. Small Equipment Purchases	#N/A	$ 1,200.00
C. Leased and Rented Equipment	#N/A	$ -
Total Equipment Costs	#N/A	$ 1,200.00
Sub- Total of All Costs	#N/A	$ 544,983.00
IV. Minus Other Program Resources	#N/A	$ -
Total Program Costs	#N/A	$ -

Budget Computation

Total Operating Expenses	#N/A	$ 544,983.00
Divided by Total Operating Units		1,155.00
= Unit Rate	1155	499.98

Unit Rate	1,155.00	499.98
X number of units purchased		
= Total Contract Amount	$ -	$ -

Unit = Example: 1 meal, 1 hour (5.5 Mentors at 210 Days)

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	TANF Project Salary
Supervisor	$ 89,800.00		22.00%		$ 19,756.00
Coordinator	$ 57,100.00		40.00%		$ 22,840.00
Mentors	$ 258,930.00		100.00%		$ 258,930.00
Tutors	$ 1,000.00		100.00%		$ 1,000.00
Adm Asst	$ 41,400.00		15.00%		$ 6,210.00
Total Salaries				$ -	$ 308,736.00

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security		$ 4,476.67
Worker's Compensation		$ 1,140.01
Unemployment Insurance		
Retirement Expenses		$ 43,223.04
Hospitalization		$ 133,558.79
Other (*identify*)		
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ -	$ 182,398.51

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

II. A. Travel and Short-Term Training

	Entire Program	TANF Project
Mileage Reimbursement rate per mile: $ -	$ -	$ 3,500.00
Short-Term, Training $ -	$ -	$ -
Total Travel and Short-Term Training	$ -	$ 3,500.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies		$ 3,000.00
Cleaning Supplies	$ -	$ -
Student Supplies	$ -	$ 1,575.50
Other *(identify)*	$ -	$ -
Total Consumable Supplies	$ -	$ 4,575.50

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		$ 7,800.00
Usage allowance/depreciation @ rate of original acquisit cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*		
Total Occupancy Costs	$ -	$ 7,800.00

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Credit Recovery		$ 5,000.00
Job Shadowing		$ 2,773.00
Total Contract & Services Costs	$ -	$ 7,773.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Student Transportation/Career Ed and Life Skills Field Trips		$ 5,000.00
Summer Camp		$ 14,000.00
Student Incentives		$ 10,000.00
Total Miscellaneous Costs	$ -	$ 29,000.00

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

III. Equipment

A. Equipment Depreciation

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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

Item	Quantity	Amount Entire Program	Amount for TANF services
Laptop			$ 900.00
Printer			$ 300.00
Total Small Equipment Purchases		$ -	$ 1,200.00

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Total Other Resources	$ -	$ -

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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 Educational Service Center**
Date: **8/13/2026 8:45:12 AM**

This search produced the following list of **8** 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
Washington, Katrina	12967 Nelson Parkman Rd

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

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

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

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

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

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: **2006.030.100-601 Contract Services**; not to exceed **$136,245.75** and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Educational Service Center.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: 853CA286-EDD7-8475-8181-A2100C7F49C9

Contract No.: 27-1009-TANF

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Ashtabula County Educational Service Center** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: _____

April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Title XX Sub-Grant Agreement

This Sub-grant Agreement is entered into on the **1st** day of **October 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 **Catholic Charities of Ashtabula County**, located at: **4200 Park Ave, Third Floor, Ashtabula, Ohio 44004** and whose phone number is: **440-992-2121**, (hereinafter referred to as the "Subgrantee") to provide **Guardianship** for individuals determined eligible for **Title XX Services**.

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

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA#93.667, Federal Social Services Title XX Base Funds.

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

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

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

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

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

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

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

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

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

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

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

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

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

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

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

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026** through **September 30, 2027** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

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

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This Sub-Grant Agreement is in the total amount of: **$ 45,000.00**

The unit rate is: **$78.00 per hour of service** per service code **776-XX.**

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

Federal Award Project Description: FFY 2027 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Is the Award Research and Development: No

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

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

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

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

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

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

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

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300. 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

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

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

   e. Source documentation; and

   f. Cash management.

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

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

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

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

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

subgrantee(s) with Subgrant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

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

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

ARTICLE VI ~ RECORDS:

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

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

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

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

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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

4. Perform any other tasks that Grantor requires.

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

ARTICLE IX ~ NOTICES:

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

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

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

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

ARTICLE XII ~ SUB-GRANTS:

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

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

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

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

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

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

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

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of

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negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

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

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

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

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

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

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

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

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

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

SIGNATURES:

DocuSigned by:

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

9/15/2026
Date

DocuSigned by:

Catholic Charities of Ashtabula County
48687807A834C6...

9/16/2026
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners
8CC3D2025A6D44F...

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Exhibit I

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Request for Proposals

For

Title XX Social Services

Issued by:

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

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP # 3-26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

TABLE OF CONTENTS

1.0 GENERAL OVERVIEW 3
- 1.1 Introduction & Purpose of the Request for Proposal 3
- 1.2 Project Timeline 3
- 1.3 Contact Person/Proposal Delivery 3
- 1.4 Availability of Funds 4

2.0 SUBMISSION OF PROPOSAL 4
- 2.1 Preparation of Proposal 4
- 2.2 Proposal Communication 4
- 2.3 Proposal Information 4
- 2.4 Proposal Cost 4
- 2.5 Provider Representative's Signature 4
- 2.6 Delivery of Proposals 4
- 2.7 Acceptance and Rejection of Proposals 5
- 2.8 Evaluation and Award of Agreement 5
  - A. Stage 1 Review 5
  - B. Stage 2 Review 5
- 2.9 Proposal Selection 6
- 2.10 Post Selection Meeting 6

3.0 TERMS AND CONDITIONS 6
- 3.1 Agreement Period, Funding & Invoicing 6
- 3.2 Patent or Copyright Liabilities 7
- 3.3 Confidentiality and Security 7

4.0 REQUIREMENTS & SPECIFICATIONS 7
- 4.1 Description of Services 7
- 4.2 Applicant Project Requirements 7
  - A. Conditions of Participation (COP) 7
  - B. Service Specifications 9
  - C. Applicable Laws and Rules 9
  - D. Performance Goals and Outcome Measures 9
- 4.3 Required Documents 9
- 4.4 Program Planning and Development 10

5.0 PROPOSAL FORMAT 10

ATTACHMENT A ~ Applicant Information 12

ATTACHMENT B ~ Program Planning and Development 14

ATTACHMENT C ~ Provider Budget 16

ATTACHMENT D ~ Proposal Check List 22

APPENDIX A ~ Sample Agreement 24

APPENDIX B ~ Title XX Priority Policy 35

APPENDIX C ~ Title XX Rules & Regulations, Cover Pages for Required Documents (Section 4.3), Delinquent Personal Tax Affidavit, Non-Collusion Affidavit, Non-Discrimination Agreement, Representations, Assurances & Certifications Document, Lobbying Certification, and OMB Circular 2 CFR 200 Audit Certification 36

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REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-26 of the Administrative Code. See Appendix B.

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

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

1.2 Project Timeline:

- **June 12, 2026:** RFP Release & Question Period Begins
- **June 24, 2026:** Pre-Proposal Conference and RFP Question Deadline
- **July 10, 2026, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2026:** Project Start-Up (tentative):

* **NOTE:** A Pre-Proposal conference will be held on **June 24, 2026, at 9:30 am** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 10, 2026:** one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope in the required format to:

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

The sealed envelope or package must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-26

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1.4 Availability of Funds:

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

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:

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

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

2.2 Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

2.3 Proposal Information:

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

2.4 Proposal Cost:

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

2.5 Provider Representative's Signature:

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

2.6 Delivery of Proposals:

Applicants should mail or deliver one (1) master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 10, 2026, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

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2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not modify the RFP documents or excuse the applicant from full compliance with its specifications if the applicant is awarded an agreement.

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

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

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

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

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. Stage 1 Review:

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

1. Timely Submission - The proposal is received at the address designated in the RFP by **July 10, 2026, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 2 copies (3 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

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

B. Stage 2 Review:

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

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

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

2.9 Proposal Selection:

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

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

2.10 Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an applicant wishes to discuss the selection process, a request for an informal meeting and an explanation for it must be submitted in writing within five business days of receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. The agreement shall incorporate the terms, conditions and requirements of the RFP, the applicant's proposal, and all other agreements that may be reached.

ACJFS will design, develop, and implement the structure of the agreement. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

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

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of **October 1, 2026**. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. Actual expenses will be reported monthly. Agreements written with a unit-rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can

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claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

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

3.3 Confidentiality and Security:

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

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

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

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

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-26-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

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

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

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

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- non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
- non-discrimination laws in the provision of services; and,
- knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.

- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
   - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
   - Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
   - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
   - Maintain a file for each participant. Each file shall include this identifying data:
     - Application signed and completed
     - Income verification (if applicable)
     - Residency verification
     - Household composition verification
     - Signed Rights and Responsibilities including the Right to State Hearing
     - Approval or Denial Letters
     - Social Service Plan
   - Maintain documentation of each participant contact and each service delivered.
   - Obtain written approval from the participant to release participant information.
   - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
   - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
   - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
   - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
   - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
     - Employee position description and expectations,
     - Personnel policies,
     - Reporting procedures and policies,
     - Table of organization and lines of communication,
     - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specification practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:
   - Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
   - Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record, and other documents related to the provision of services.
7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS

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agreement with the applicant.

B. **Service Specifications:**

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

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. **Applicable Laws and Rules:**

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

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Clean Air Act, as amended, 42 USC ' ' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act
16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. **Performance Goals and Outcome Measures:**

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

4.3 **Required Documents:**

Applicants shall submit the following with their proposal:

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

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

-or-

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

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

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

4.4 **Program Planning and Development:**

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

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

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and to assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals shall contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

- Cover Page - The cover page must include the applicant's name, the RFP title (identifying the proposed service such as "Residential Treatment", "Personal Care") and the RFP number (ACJFS RFP #3-26.) The Cover Page must clearly identify the proposal as a "master" or "copy".
- Section 1 - Applicant Information. Master Copy must have original signature (Attachment A)
- Section 2 - Required documents in order listed in Section 4.3 (with appropriate cover pages)
- Section 3 - Program Planning and Development documents from Section 4.4 (Attachment B)
- Section 4 - Provider Budget (Attachment C)
- Section 5 - Proposal RFP Check List (Attachment D)

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Catholic Charites of Ashtabula County – **Guardianship**

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

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

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

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill Valentic

PROGRAM COORDINATOR: Kristin Cellini EMAIL: kristinc@doyccac.org

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

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Jill Valentic SIGNATURE: Jill Valentic

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/1/26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Attachment B
Program Planning and Development

Guardianship

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Section 4.4 – Planning and Development

A. Program description and proposed service - Guardianship

The Guardianship Program of Catholic Charities of Ashtabula County is the only program in the county providing Guardian of Person (GOP) services to two highly vulnerable populations:

- Adults aged 60 and older who are frail or incapacitated, and
- Adults under age 60 with severe and persistent mental illness.

Clients served by the program often suffer from conditions such as dementia, brain injury, or significant mental health disorders that render them unable to advocate for themselves. Many have experienced abuse, exploitation, or neglect, necessitating protective intervention.

The program utilizes both professional staff guardians and trained volunteer guardians from the community to act as legal decision-makers on behalf of these individuals. Guardians are entrusted with making critical decisions in areas such as medical care, mental health, housing, and overall well-being—always in the client's best interest.

Referrals to the Guardianship Program typically originate from a variety of community-based sources, including:

- Adult Protective Services (APS)
- Nursing homes
- Hospitals
- Mental health agencies
- Social service providers
- Concerned community members

Through this collaborative and compassionate approach, the Guardianship Program ensures that some of Ashtabula County's most vulnerable adults receive the protection, advocacy, and dignity they deserve.

Title XX Target Population

Funds from Title XX will support the continued provision of guardianship services for individuals age 60 and older enrolled in the Guardianship Program. This funding specifically targets the frail elderly population, including those diagnosed with Alzheimer's disease, dementia, long-term effects of alcohol abuse, and other physical or mental disabilities that impair decision-making capacity.

Clients served under Title XX often have a history of—or are at significant risk for—exploitation, neglect, or abandonment, and lack the ability to make informed decisions about their health, safety, and overall well-being. Guardianship services are essential to ensuring these individuals are protected and can live with dignity and care.

Eligibility forms are enclosed for review.

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History of the Catholic Charities of Ashtabula County Guardianship Program

The Guardianship Program originated in 1992 when the late Patrick Sorohan, then Executive Director of the Catholic Charities of Ashtabula County, responded to a growing community need by personally serving as a guardian for several vulnerable individuals. Following his passing in 1994, the Senior Care Network—a coalition of Ashtabula County organizations and advocates for the elderly—formed a dedicated task force to formalize and expand upon Sorohan's legacy. This initiative ultimately led to the development of what is now the Catholic Charities of Ashtabula County Guardianship Program.

To guide the creation of a strong volunteer-based model, the task force sought training and consultation from the Volunteer Guardianship Program of the Lutheran Metropolitan Ministry Association in Cleveland—a nationally recognized leader in volunteer guardianship services. This training, combined with Catholic Charities' community-focused mission and experience, laid the foundation for a robust and effective program designed specifically to serve the needs of Ashtabula County's most vulnerable adults.

Since its official establishment in 1996, the program has provided over 400 guardianships to individuals in need throughout Ashtabula County. Catholic Charities of Ashtabula County remains the only organization in the county providing Guardianship of Person services.

In 2018, Catholic Charities of Ashtabula County (CCAC) partnered with the Ashtabula County Mental Health and Recovery Services Board to expand the Guardianship Program to serve adults under the age of 60 who are diagnosed with severe and persistent mental illness (SPMI). This expansion allows the program to serve individuals who are actively engaged in case management with local mental health agencies, ensuring that vulnerable adults with complex mental health needs receive the legal protection and personal advocacy provided through guardianship services.

The Guardianship Program is a proud member of both the National Guardianship Association (NGA) and the Ohio Guardianship Association and operates in accordance with the NGA's nationally recognized best practices and ethical standards.

What is Guardianship?

Guardianship is a legal relationship established by the Probate Court between two parties: one being the guardian and the other being the ward. If, after a thorough investigation and hearing, the Court finds a person incapable of managing his or her own person, it will appoint a legal guardian.

The guardian protects and oversees the ward's day-to-day maintenance, which includes food, shelter, clothing, healthcare and other necessities. The guardian is the voice and decision-maker for the ward. The presence of a guardian increases accountability from care staff and medical professionals and provides protection from exploitative individuals or family in the ward's life. Guardians monitor their ward's medical, physical, emotional, material and environmental well-being.

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Guardianship Application and Appointment Process

Applications that meet the established criteria for guardianship are entered into a formal review and appointment process. Guardianship is not an immediate or automatic decision, it is a deliberate, multi-step procedure that involves in-depth research, assessments, and meetings to ensure the best outcome for the individual in need.

All referrals begin with a staff led assessment to determine the client's eligibility for the program. Every referral source must be accompanied by a Statement of Expert Evaluation, which is a physician assessment of the client stating his/her opinion on the need for a guardianship.

The Guardianship Program has an in-depth and detailed initial client intake and assessment process. The Protective Services Supervisor or Guardianship Caseworker accepts all referrals to the program. Individuals are evaluated at intake to ensure that:

- Guardianship is the least restrictive alternative that will still effectively meet the individual's needs;
- the level of guardianship is appropriate to the individual's assessed capacity; and
- there is no appropriate family member or friend who could assume the guardianship role.

When determining its capacity to serve as guardian, the organization considers the:

- current staff workloads;
- appropriateness of the court order/referral; and
- qualifications and skill level of staff.

The Protective Services Supervisor or Guardianship Caseworker schedules and conducts the assessment for the prospective client. The prospective client assessment involves the following actions:

- Meet with referral contact(s) and discuss the client's situation and reason(s) for possible guardianship.
- Meet with the prospective client to assess their cognitive abilities and living conditions. Multiple visits may be necessary.
- Review prospective client's medical, financial and personal situation.
- Research current family involvement, all Next of Kin, if any, and the reasons why family is not involved with prospective client's immediate care.
- Assess the need for services, appropriateness for program, and ensure that all other options for the prospective client have been considered and/or implemented.

Once eligibility is confirmed, staff work to identify a suitable guardian match—either a staff guardian or a trained volunteer. The process also includes contacting a volunteer attorney who will provide pro bono legal representation for the case and submit the court guardianship application.

A qualifying client will be reviewed and matched with the appropriate guardianship caseworker or volunteer guardian. Volunteers are matched based upon their location, availability and comfort level with the prospective client's level of care. Until the prospective client is matched

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with a guardian, the Protective Services Supervisor and Guardianship Caseworker will regularly reassess his or her need for guardianship. At times, a prospective client may have a change in his or her status where guardianship may not be pursued by the program. For example, a suitable family member or friend may be available to become the guardian for the prospective client, or the client moves out of the service area. If a prospective client is in immediate need of a guardian, a staff guardian will apply for Emergency Guardian of Person.

Guardianship Appointments

The Guardian of Person (ward of the court) is legally responsible for making decisions in the areas of medical care, mental health treatment, and housing, always acting in the best interests of the ward. These appointments are essential to ensure physical safety, health maintenance or improvement, and enhanced quality of life for individuals who can no longer make decisions on their own. Catholic Charities of Ashtabula County (CCAC) provides Guardian of Person (GOP)(ward of the court) services through either a staff guardianship caseworker or a carefully matched volunteer guardian, depending on the needs and circumstances of the ward.

In some cases, depending on the ward's financial situation, Catholic Charities may also serve as a Representative Payee or apply to become the Guardian of Estate. However, staff and volunteer guardians are not involved in managing Representative Payeeship accounts or Guardianships of Estate; these are handled separately by the agency's administrative team or designated representatives.

All court applications for guardianship are prepared by Catholic Charities staff and filed with the Ashtabula County Probate Court by one of the program's volunteer pro bono attorneys.

Guardianship appointments are made under the jurisdiction of the Honorable Judge Albert Camplese, with the support of Magistrate Richard Dana and Probate Court Administration. A formal hearing is held to determine whether a Guardian of Person is necessary. Upon appointment, a legal relationship is established between the Guardian and the ward.

This vital program is made possible through the continued support of local attorneys who generously volunteer their time to file legal guardianship documents pro bono with the Ashtabula County Probate Court.

Challenging guardianship cases that involve complex legal issues or complicated family dynamics are handled by staff guardianship caseworkers, as these cases often require more time, coordination, and expertise than is appropriate for volunteer guardians. Catholic Charities of Ashtabula County is committed to the proper and ethical administration of all guardianship cases under its care. The agency ensures that every case is managed with diligence, compassion, and in accordance with legal standards and best practices.

The Guardianship Program has a proven track record of significantly improving the quality of life for vulnerable seniors in Ashtabula County. It allows many older adults to live their final years with dignity, safety, and respect, while reducing instances of abuse, neglect, and exploitation among the elderly population.

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Application Referrals and Waiting List:

All referral applications will be placed on a list, prioritized by greatest need, and scheduled for assessment as quickly as possible. Adult Protective Services and the Ashtabula County Probate Court referrals will receive priority services.

Categories of referrals

- 60 years or older: All referrals will be placed on a list, prioritized by greatest need, and scheduled for assessment as quickly as possible. Adult Protective Services and the Ashtabula County Probate Court referrals will receive priority services.

- Under 60 years of age: All other referrals, for those under the age of 60, are prioritized by greatest need. Any referral must demonstrate the need for services and must not have other means of assistance through an appropriate family member or friend. Majority should be referred by a Mental Health agency and or is receiving case management services.

Title XX Prioritization Policy (60 years of age):

Any waiting list must be prioritized based on most the most in need in Ashtabula County referred to the Guardianship Program. Prioritizing clients in need is guided by the following conditions as stated under Title XX:

- Individuals receiving Adult Protective Services through the Ashtabula County Job & Family Services and without regard to income.

- Individuals less than 60 years of age, without dependent children, income eligible, living alone, and with no other means of social support.

- Individuals less than 60 years of age, without dependent children, income eligible, living with others, and with no other means of social support.

- Individuals 60+ years of age, income eligible, living alone, and with no other means of social support.

- Individuals 60+ years of age, income eligible, living with others, and with no other means of social support.

- Individuals that are income eligible with other means of social support.

All clients referred to a waiting list will be managed by the program supervisor and discussed and reviewed weekly with guardianship staff. The waiting list will record referral date and its referral source such as Adult Protective Services, Ashtabula County Probate Court, Medical provider and/or living institution.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Additionally, monthly meetings and/or an immediate meeting with Adult Protective Services and Ashtabula County Probate Court will assist with the prioritization of the wait list based on the greatest level of need for services.

As part of the guardianship application process, the Protective Services Supervisor is responsible for the following actions:

- Ensuring the guardian completes a background investigation in accordance with the Ohio Administrative Code 3701-60.
- Ensuring that the guardian completes drug testing in compliance with Agency policy and Title XX Social Services RFP
- Coordinating additional meetings with the potential guardian and ward.
- Preparing the guardianship application.
- Submitting the application to the volunteer attorney.
- Notifying the guardian of the court hearing date.
- Involvement with the court investigation.
- Attending the court hearing.
- Obtaining letters of guardianship and issuing documents to the volunteer guardian.

Need

In 2019, Governor Mike DeWine issued a resolution noting that by 2030 Ohioans age 60 and older will make up more than a quarter of the population in 81 Ohio counties (2019, jfs.ohio.gov). According to the Ashtabula County 2022 Community Health needs Assessment, 19.8% of the population is age 65 and older, versus the state average of 17.5%.

In Ohio from July 1, 2024 through June 30, 2025 Ohio Adult Protective Service Agencies received 45,597 reports of abuse, neglect, and exploitation for adults 60 and over. (ODJFS APS Data Fact Sheet for SFY 2025) Of the reported number:

- 8,098 were of referred of Emotional, Physical and sexual abuse
- 16,742 were referrals reporting of exploitation
- 25,451 were reporting referrals of self-neglect and neglect by others.

Ashtabula County Adult Protective Services received 360 reports during the period of 7/1/2024-6/30/2025. The 2025/2026 Ashtabula County report has not been released.

The Alzheimer's Association reports 1 in 3 seniors dies from Alzheimer's/Dementia. It is the 6th leading cause of death in the United States, killing more seniors than breast cancer and prostate cancer combined. The National Center on Elder Abuse reported: 9.5% of the elderly population experience some type of abuse, the most common being psychological and financial. Statistics report that in nursing homes 27.4% are physically abused and 13.8% are financially taken advantage of.

The National Center on Elder Abuse reported the following statistics from the Bureau of Justice 07.07.14 report:

a. 1 in 10 of the elderly population experience some type of abuse

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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

Monitoring

- Every three years, CCAC is accredited by Ohio Department of Mental Health and Recovery Services (OHMAS) for Guardianship Services.
- All guardianships serving through the program are required to submit an Annual Guardianship Report to the Ashtabula County Probate Court.
- The Guardianship Program maintains confidential records for each client and volunteer in a secure filing cabinet and room. All volunteer guardians and staff guardians have a file in their name documenting the completion of training and program requirements. Reporting and documentation of all clients are maintained electronically; status of volunteer involvement with ward and any activity of the ward included. See Confidentiality Policy.
- Background checks are facilitated every two years for guardians.
- Volunteer guardians are expected to complete and submit monthly contact reports, which serve as a visitation log and include comments summarizing the ward's status and any notable changes.
- The Protective Services Supervisor reviews each monthly report, monitors the well-being of the wards, and provides feedback or follow-up visits as needed.
- The Supervisor also strives to visit each ward at least once annually, in addition to regular oversight duties. The Protective Services Supervisor and the Guardianship Caseworker are available to support all volunteer guardians, including attending meetings with healthcare providers, conducting emergency visits, and offering guidance during end-of-life situations. Their ongoing availability ensures that volunteers feel supported and that wards receive the care and advocacy they need.
- Additionally, the Supervisor represents both the program and its volunteers at health fairs, community outreach events, and civic meetings, helping to raise awareness and promote the importance of guardianship services throughout Ashtabula County.

The Guardianship Program surveys our volunteer guardians to find out the status of our ward's health, safety and welfare. Our volunteer guardians reported:

- 100% of our guardians agree or strongly agree that their ward is in a safe protective environment.
- 87% agree or strongly agree that their ward's quality of life has improved.
- 58% of guardians agree or strongly agree that their ward's health has improved.
- 100% of guardians agree or strongly agree that their ward's plan of care meetings have been effective.

Training

All guardians are required to attend and complete guardianship training. The Supreme Court of Ohio mandates training for all first-time guardians which is also a requirement to participate in

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the guardianship program as a staff person or volunteer. Annually, the Guardianship staff attends the Annual Ohio Guardianship Conference. Catholic Charities is also a member of the Ohio Guardianship Association. The Guardianship program is also a member of the National Guardianship Association (NGA). The NGA provides best practices to guide the Guardianship program and the guardian's decision-making.

The Protective Services Supervisor coordinates all training courses for staff and volunteer guardians. Every potential volunteer must take part in a volunteer orientation, which provides an overview of the program and the mission of Catholic Charities.

The Role of Volunteers in the Guardianship Program:

Volunteer Guardians are utilized in the program to become legal guardians of person through the Ashtabula County Probate Court. Volunteers are trained and monitored by the Protective Services Supervisor and the Guardianship Caseworker to ensure that wards receive quality service.

Volunteer attorneys play an important role to the program, as they and their staff provide countless hours of "pro-bono" services by advising cases, filing guardianship applications to the Probate Court, and representing the program and volunteer guardians at the Probate Court hearings.

All trained volunteers are required to participate in an interview with the Protective Services Supervisor. This interview will help the supervisor understand the volunteer's availability to serve geographically in the county and to get to know their strengths and weaknesses before being paired with an alleged incompetent. Three references are obtained regarding the volunteer.

The guardianship program makes available on-going training opportunities throughout the year for all who are accepted as volunteer guardians. These training courses will provide expert information on issues frequently dealt with by the volunteer guardian. As part of the on-going training process the Protective Services Supervisor must ensure pertinence of the topic, develop the program and schedule the participants/presenters, amenities and provide all necessary follow-up.

Once a volunteer guardian has met all training requirements of the program, they are ready to be matched with a potential ward of the program. The Protective Services Supervisor or Guardianship Caseworker coordinates meetings with the volunteer guardian and introduces them to the potential ward. Once the volunteer agrees to be the guardian to a potential ward, the Protective Services Supervisor or Guardianship Caseworker will start the guardianship application process and coordinate a volunteer attorney to represent and file the guardianship application.

The Protective Services Supervisor will ensure that the volunteer has met with the ward and is familiar with the Probate Court Process prior to the hearing date. Once the guardianship is ordered by the Ashtabula County Probate Court, the Protective Services Supervisor will continue to work with the guardian to review the ward's needs and answer any questions pertaining to the guardianship and the program.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

The Protective Services Supervisor or Guardianship Caseworker prepares the new Volunteer Guardian with useful tools to assist with their duties, including the National Guardianship Association handbook; nursing home post (Guardian's rules); outline of tasks required; and the date that the annual report to the probate court is due.

Program Service Collaboration:

The Guardianship Program is the only guardianship program in Ashtabula County. The Volunteer Guardianship program coordinates its services with the following programs, services, funding sources and providers in the area

Adult Protective Services:

APS refers those aged 60 and above, currently living in the community, who may be exposed to risk due to abuse, neglect and exploitation because of his or her inability to make appropriate decisions. Usually there is no family or lack of appropriate family. APS works to place the alleged incompetent person in a protective environment with the necessary services and refers to the Guardianship Program. However, there are situations when the alleged incompetent is not voluntary with APS offered services and there is a concern for the person's welfare. APS may pursue a protective order through the Ashtabula County Probate Court and request Catholic Charities to apply for guardianship to the alleged incompetent. Guardianship Program and APS meet monthly to review open and/or prospective case via zoom.

Ashtabula County Probate Court:

The Probate Judge or Magistrate may find an alleged incompetent in the need of a guardian and will order the Volunteer Guardianship Program to be the guardian. A typical order for the court usually has competing applications or an unfit applicant for an alleged incompetent. The Ashtabula County Probate Court may find that there is a need for a neutral party to look out for the best interest of the ward.

Ashtabula County Mental Health and Recovery Services:

The Mental Health and Recovery Services Board provides funding and support for our services to provide assistance to adults with severe and persistent mental illness. The executive director, Miriam Walton serves as a member of the Guardianship Advisory Committee.

Ashtabula County Board of Developmental Disabilities

Service and Support Administrators (SSA) provide case management and coordinate services for some wards that live in the community. SSAs consult with and update the guardian about wards of the GP program ward's current progress and provides community case management support for the ward.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Ashtabula County Hospitals, Health Care Services and Establishments:

Hospitals, assisted living facilities, nursing homes, and home-based services, refer prospective clients that they feel are unable to make medical and personal decisions for themselves. Usually there is no family or suitable family available to ask or answer questions of providers, protect the ward, monitor quality of care, attend care-planning meetings, visit, advocate, arrange special need items for the ward, or fill the role of representative.

Bilingual clientele

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

For more information, visit www.languageline.com. See enclosed policy.

COVID-19 and Safety Precautions

The health and safety of our staff, volunteers and clients is our main priority. The Guardianship Program requires all staff and volunteers to adhere to the federal, state and local health guidelines to help prevent the spread of illness if in person with a ward of the court.

Catholic Charities of Ashtabula County will follow the CDC mandates for the State of Ohio.

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CATHOLIC CHARITIES OF ASHTABULA COUNTY

POLICY:	**Client Translation Services using Language Line**	DATE DEVELOPED: **October 31, 2018**
DEPARTMENT: **Administration**		DATE REVIEWED: July 16, 2025
		DATE REVISED: July 16, 2025

BACKGROUND:

It is the desire of Catholic Charities of Ashtabula County to communicate as best as possible with individuals who are limited English proficient, deaf, or hard-of-hearing. In order to do so, the Agency will utilize Language Line Personal Interpreter.

PROCESS:

If a limited English proficient, deaf, or hard-of-hearing individual calls or visits the Agency, employees and volunteers should consider using the Language Line Personal Interpreter. An interpreter will be available within 30 seconds. If the individual is present, and the language needed is unknown, please utilize the attached document, "Top interpreting services available." The individual is instructed in his/her language to point to the language needed.

If the individual is calling, the Agency's telephone system permits conferencing more than one call.

FOLLOW THESE THREE EASY STEPS TO CONNECT TO A PROFESSIONAL INTERPRETER

1. Dial **1-888-808-9008**
2. Enter the Agency's **8-digit PIN Number 25499764** at the prompt, then clearly state the name of the language you need (for example Spanish).
3. State if you need Language Line to dial a third party number for you (either international or domestic at no additional charge.) If the response is yes, you will be connected to the Language Line agent who will dial the number for you. If the response is no, you will go straight to a professional interpreter.

An Agency account has been established and the amount of time utilized will automatically be billed to the Agency. At the conclusion of the individual's appointment, please complete the Language Line Personal Interpreter Log and forward it to the Fiscal Office.

Attached: Tips for utilizing the Language Line Personal Interpreter Service.

Top interpreting services available.

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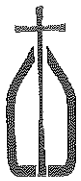

Catholic Charities of Ashtabula County

Language Line Personal Interpreter Log

Date of service:
Employee name:
Client name:
Language utilized:
Approximate length of call:
CCAC program:

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LanguageLine Solutions®

Interpretation Services Available

English Translation: Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

American Sign Language
Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

Arabic العربية
اشر الى لغتك. وسيتم الاتصال بمترجم.
تقدم خدمة المترجم مجانا لك.

Bengali বাংলা
আপনার ভাষার দিকে নির্দেশ করুন। একজন দোভাষীকে ডাকা হবে। দোভাষী আপনি নিখরচায় পাবেন।

Burmese မြန်မာ
သင့်ဘာသာစကားကိုညွှန်ပြပါ။ စကားပြန်တစ်ယောက်ယောက်ခေါ်ပေးပါမယ်။ သင့်အတွက်စကားပြန်ခမဲ့ပေးပါမယ်။

Cantonese 廣東話
請指認您的語言，以便為
您提供免費的口譯服務。

Farsi فارسی
زبان مورد نظر خود را مشخص کنید. یک مترجم برای شما درخواست خواهد شد. مترجم بصورت رایگان در اختیار شما قرار می گیرد.

French Français
Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.

Haitian Creole Kreyòl
Lonje dwèt ou sou lang ou pale a epi n ap rele yon entèprèt pou ou. Nou ba ou sèvis entèprèt la gratis.

Hindi हिंदी
अपनी भाषा की ओर इंगित करें। जिसके अनुसार आपके लिए दुभाषिया बुलाया जाएगा। आपके लिए दुभाषिया की निशुल्क व्यवस्था की जाती है।

Hmong Hmoob
Taw rau koj hom lus. Yuav hu rau ib tug neeg txhais lus. Yuav muaj neeg txhais lus yam uas koj tsis tau them dab tsi.

Italian Italiano
Indicare la propia lingua. Un interprete sarà chiamato. Il servizio è gratuito.

Japanese 日本語
あなたの話す言語を指してください。無料で通訳サービスを提供します。

Korean 한국어
귀하께서 사용하는 언어를 지정하시면 해당 언어 통역 서비스를 무료로 제공해 드립니다.

Mandarin 普通话
请指认您的语言，以便为
您提供免费的口译服务。

Nepali नेपाली
आफ्नो भाषातर्फ औंल्याउनुहोस्। एक दोभाषेलाई बोलाइनेछ। तपाईंको कुने खर्च बिना, एकजना दोभाषे उपलब्ध गराइनेछ।

Polish Polski
Proszę wskazać swój język i wezwiemy tłumacza. Usługa ta zapewniana jest bezpłatnie.

Portuguese Português
Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.

Punjabi ਪੰਜਾਬੀ
ਆਪਣੀ ਭਾਸ਼ਾ ਦੱਸ ਇਸਤਰਾ ਕਰੋ। ਜਿਸ ਮੁਤਾਬਕ ਇਕ ਦੁਭਾਸ਼ੀਆ ਬੁਲਾਇਆ ਜਾਏਗਾ। ਤੁਹਾਡੇ ਲਈ ਦੁਭਾਸ਼ੀਆ ਦਾ ਮੁਫਤ ਇੰਤਜਾਮ ਕੀਤਾ ਜਾਦਾ ਹੈ।

Romanian Română
Indicați limba pe care o vorbiți. Vi se va face legătura cu un interpret care vă este asigurat gratuit.

Russian Русский
Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.

Somali Af-Soomaali
Ferta ku fiiqucadaada... Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lacagi kaaga bixi mayso.

Spanish Español
Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.

Tagalog Tagalog
Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.

Vietnamese Tiếng Việt
Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.

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B. Summary of Service

Catholic Charities of Ashtabula County has office hours on Monday through Friday from 8:00 am – 4:00 pm. Guardianship Supervisor, staff guardians and volunteer guardians in the program are available to receive telephone calls regarding their wards 24 hours/day – 7 days/week. The Protective Services Supervisor and staff guardians are available to serve as temporary backup and 24/7 access to each other including volunteer guardians.

The Guardianship Program has an in-depth client intake and assessment process. All guardianship Referral applications are submitted to the Guardianship Program Supervisor. In keeping with the Ashtabula County Probate Court, Ohio Guardianship Association and National Guardianship Association, the Protective Services Supervisor evaluates and ensures referrals fall within program criteria. Every referral source must submit a program referral form accompanied by a Statement of Expert Evaluation, which is a physician assessment of the client stating his/her opinion on the need for a guardianship. All referrals are scheduled for assessment within thirty days of initial receipt. Adult Protective Services and the Ashtabula County Probate Court referrals will receive priority services, with a majority of clients meeting the Title XX Priority Policy.

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

Guardians are responsible for:

- Monthly ward visits.
- Attending quarterly plan of care meetings to assess ward's medical and personal status and needs.
- Providing monthly contact reports to the Protective Services Supervisor.
- Communicating with the Protective Services Supervisor of any changes in the ward's medical and/or personal needs.
- Meeting annually with the Protective Services Supervisor or the Guardianship Caseworker to conduct the Probate Court's Annual Guardian's Report and Volunteer Guardian assessment of ward report.
- Advocating for his or her ward and ensuring dignity and respect.

Guardianship Statistics

Statistic	2024	2026 projection
Unduplicated Clients Served Three Caseworkers	123 wards	125 wards
Volunteer Hours Six Volunteers	100 hours	120 hours

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Catholic Charities of Ashtabula County
Patrick Sorohan Ashtabula County Volunteer Guardianship Program

Guardianship Referral Application

REFERRED BY			
Name:		Position:	
Agency:		Phone:	
Address:		Admission Date:	
REFERRED INDIVIDUAL'S DATA			
Complete Legal Name:		Room Number:	
DOB:		SSN:	
Gender:	Marital Status:	Spouse Name:	
Previous Address:		Phone:	
Reason for referral:		☐ Guardian of Person ☐ Guardian of Estate	
FINANCIAL RESOURCES			
Income source and amount:	Social Security: $ Other: $	Pension: $	VA: $
Payee:			
Retired From:			
Medicare #: Medicare Supplement:		Medicaid Case Number#: Billing Number:	
Medical Insurance/Secondary Insurance:			
Veteran: Y N	Branch of Service:		

Please be advised that the Ashtabula County Probate Court requires a filing fee for all guardianships. ***Catholic Charities of Ashtabula County is not responsible for required filing fees.*** *Under special considerations this fee may be reduced, but not forgiven. Below are current fees as of January 1, 2022:*

* Incompetent Adult Guardianship: $420.00
* Incompetent Adult Guardianship - successor: $335.00 ***(successor replaces a legal guardian)***

Signature of Financial Officer: Date:

PLEASE PROVIDE A COPY OF THE CURRENT RESIDENT TRUST ACCOUNT

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LEGAL

Current guardian? Name: County: Case No.

Relationship: Phone:

Power of Attorney? **(Attach Copy)** Name: Phone:

Have you contacted the Next of Kin and advised the need for Guardianship? YES NO

Response from family or friend (explain):

NEXT OF KIN/SUPPORT SYSTEM (family, friends, neighbors, agencies)

Name	Relationship	Address & Phone	Last contact

CARE PROVIDERS

Name of Agency & Contact	Phone	Services Provided

MEDICAL

Physician	Specialty	Last Appointment	Contact Information

PLEASE ATTACH PHYSICIAN'S ORDERS

Advanced Directives/DNR Code: **(attach copy)** Education:

Allergies (environmental or prescription):

Why is there a need for guardianship: DD Mental Health Alzheimer/Dementia

Physical Disability (stroke, auto accident) Other:

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FUNCTIONAL LIMITATIONS							
Ambulation:	Independent		Cane	Walker	Wheel Chair		
ADL's:	Independent		Verbal Prompt		Needs Assistance		Total Care
Vision:	Normal		Glasses				
Hearing:	Normal		Hearing Aids:		Left	Right	Both
Dentures:	None	Upper	Lower	Both	Partial		
Prosthesis:	Yes	No	Where:				
Other:							

NUTRITION/DIET							
Likes:				Dislikes:			
Comments:				Current diet:			

MISCELLANEOUS							
Funeral Plan:	Yes	No	Prepaid:		Pre-planned: (Please attach copy)		
Funeral Home:				Cemetery			
Religion/Pastor:				Church Attended:			
Living Will:	Yes	No	Where:		Smoker:	Yes	No
Comments:							
Signature of Social Worker:					Date:		
Signature of Administrator:					Date:		

Please mail this application and the original Statement of Expert Evaluation to:
Catholic Charities of Ashtabula County
4200 Park Avenue, 3rd Floor
Ashtabula, Ohio 44004

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PRB-GI-SEE (REV. 8/10)

PROBATE COURT OF ASHTABULA COUNTY, OHIO

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

STATEMENT OF EXPERT EVALUATION

[Sup. R. 66 & R.C. 2111.49]

Definition of Incompetence (R.C. 2111.01(D)): ""Incompetent" means any person who is so mentally impaired as a result of a mental or physical illness or disability, or mental retardation, or as a result of chronic substance abuse, that the person is incapable of taking proper care of the person's self or property or fails to provide for the person's family or other persons for whom the person is charged by law to provide, or any person confined to a correctional institution within this State."

The Statement of Evaluation does not declare the individual competent or incompetent, but is evidence to be considered by the Court. The fee for completing this evaluation **WILL NOT** be paid by the Probate Court. Each evaluator should secure payment for the Applicant/Guardian.

1. This Statement of Expert Evaluation is to be filed with or attached to:

☒ A. Guardianship Application: Completed by: ☐ Licensed Physician or ☐ Licensed Clinical Psychologist prior to the filing and attached to the application

☐ B. Guardian's Report: Completed by: ☐ Licensed Physician ☐ Licensed Clinical Psychologist ☐ Licensed Independent Social Worker ☐ Licensed Professional Clinical Counselor or ☐ Mental Retardation Team

The evaluation or examination shall be completed within three months prior to the date of the Report R.C. 2111.49

☐ C. Application for Emergency Guardian: ☐ of the person: a Licensed Physician shall complete the Supplement for Emergency Guardian, form 17.1A with specificity indicating the emergency, and why immediate action is required to prevent significant injury to the person. The Supplement shall be signed, dated, and attached as part of this completed Statement.

2. Statement completed by: _____

Name & Title/Profession: _____

Business Address: _____

Business Telephone Number: _____

3. Date(s) of evaluation: _____

Place(s) of evaluation: _____

Amount of time spent on evaluation: _____

Length of time the individual has been your patient: _____

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CASE NO. _____

4. Is the individual presently under medication? ☐ Yes ☐ No If yes, what is the medication, dosage, and purpose? _____

Are there any signs of physical and/or mental impairments caused by the medications themselves? _____

5. Is the individual mentally impaired? ☐ Yes ☐ No If yes, indicate the diagnosis below:

☐ Mental Retardation/Developmental Disabilities:

☐ Profound ☐ Severe ☐ Moderate ☐ Mild

Mental Illnesses: Type and Severity:

Substance Abuse: Description

Dementia: Description

Other: Description

Please provide additional comments and test scores if available. (Continue comments on page 4)

6. During the examination did you notice an impairment of the individual's:

a) Orientation	☐ Yes	☐ No	☐ Unknown
b) Speech	☐ Yes	☐ No	☐ Unknown
c) Motor Behavior	☐ Yes	☐ No	☐ Unknown
d) Thought Process	☐ Yes	☐ No	☐ Unknown
e) Affect	☐ Yes	☐ No	☐ Unknown
f) Memory	☐ Yes	☐ No	☐ Unknown
g) Concentration and Comprehension	☐ Yes	☐ No	☐ Unknown
h) Judgment	☐ Yes	☐ No	☐ Unknown

7. Please describe any impairments identified in question six. (Continue comments on page 4)

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CASE NO. _____

8. Is the individual physically impaired? ☐ Yes ☐ No If yes, describe:

9. Are there any special characteristics of the individual which should be considered in evaluating the individual for guardianship? ☐ Yes ☐ No If yes, explain:

10. Are there any indication of abuse, neglect or exploitation of the individual? ☐ Yes ☐ No If yes, explain:

11. Do you believe the individual is capable of caring for the individual's activities of daily living or making decisions concerning medical treatments, living arrangements and diet? ☐ Yes ☐ No If no, explain:

12. Do you believe this individual is capable of managing the individual's finances and property?

☐ Yes ☐ No If no, explain:

13. Prognosis:

A. Is the condition stabilized? ☐ Yes ☐ No

B. Is the condition reversible? ☐ Yes ☐ No

14. In my opinion a guardianship should be:

☐ Established/Continued

☐ Denied/Terminated

I certify that I have evaluated the individual on _____, 20 ____

Date:_____

_____
Signature of Evaluator

GUARDIAN'S REPORT ADDENDUM

(Not to be used with initial Application)

It is my opinion, based upon reasonable degree of medical or psychological certainty, that the mental capacity of this ward will not improve.

Date:_____

_____
Signature - Licensed Physician/Clinical Psychologist

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CASE NO. _____

ADDITIONAL COMMENTS

Date: _____

_____
Signature - Licensed Physician/Clinical Psychologist

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PROBATE COURT OF _____ COUNTY, OHIO

_____, JUDGE

GUARDIANSHIP OF _____

CASE NO. _____

GUARDIAN'S REPORT

[R.C. 2111.49 and Sup.R. 66.05(B)(2)]

NOTE: If allotted space is inadequate to respond, write "See Exhibit" in the space and add appropriate exhibit letter sequence, then attach exhibit containing information requested for that space.

1. This is the **(circle one)** 1st, 2nd, 3rd, 4th, 5th, 6th, or _____, Guardian's Report.
2. Ward's present address: _____
   City _____ State _____
   Zip Code _____ Telephone Number (____) _____
3. Ward's living arrangements at the above address are best described as:
   - ☐ a. His or her own apartment or home (includes assisted living facilities.)
   - ☐ b. Private home or apartment of:
     - ☐ (1) the ward's guardian
     - ☐ (2) a relative of the ward, whose name is _____ and relationship is _____
     - ☐ (3) a non-relative whose name is _____
   - ☐ c. A foster, group, or boarding home.
   - ☐ d. A nursing home.
   - ☐ e. A medical facility or state institution.
   - ☐ f. Other (describe) _____
   - g. If **c**, **d**, **e**, or **f** is checked, complete the following:
     - ☐ (1) The name of the home, facility, or institution _____
     - ☐ (2) The name of an individual at the home, facility, or institution who has knowledge and is authorized to give information to the court about the ward.
       Name _____
       Telephone Number (____) _____
4. The ward will be at the address given in Item 2:
   - ☐ a. Indefinitely.
   - ☐ b. Temporarily. The new address and telephone number is:
     - ☐ (1) Unknown. I will provide this information when known.
     - ☐ (2) _____
       City _____ State _____
       Zip Code _____ Telephone Number (____) _____

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CASE NO. _____

5. Guardian's contact with the ward.
   a. Approximate number of times the guardian had contact with the ward during the period covered by this report: _____
   b. The nature of those contacts (phone, personal, or other): _____
   c. Date the ward was last seen by the guardian: _____

6. Have you observed any major change in the ward's physical or mental condition during the period covered by this report? ☐ Yes ☐ No
   If "yes" is checked, briefly describe the changes. _____

7. The care given to the ward is ☐ Adequate ☐ Not Adequate
   If "Not Adequate" is checked, explain. _____

8. The guardianship should be ☐ Continued ☐ Not Continued
   If "Not Continued" is checked, explain. _____

9. During the period covered by this report, the ward ☐ has ☐ has not been seen by a physician. If the ward has been seen, the last date was _____ and for the purpose of _____

10. ☐ I currently serve as the guardian to ten or more wards and certify to the Court that I am unaware of any circumstances that may disqualify me from serving as guardian for this ward.

11. With regard to the continuing education requirement pursuant to Sup.R. 66.07:
    ☐ I have completed the continuing education requirement. (Attach Certificate of Completion if applicable)
    ☐ The continuing education requirement was waived.

Attached is a statement by a licensed physician, a licensed clinical psychologist, a licensed social worker, or a developmental disability team, that has evaluated or examined the ward within three months prior to the date of this report regarding the need for continuing the guardianship. [R.C. 2111.49(A)(1)(l)](Form 17.1)

If an attorney has been consulted on this report:

_____
Attorney for Guardian

_____
Street

_____
City State Zip Code

_____
Telephone Number (include area code)

_____
Attorney Registration No.

Date _____

_____
Guardian's Printed Name

_____
Guardian's Signature

_____
Street

_____
City State Zip Code

_____
Telephone Number (include area code)

(Knowingly giving false information on a Probate document is a criminal offense)
[R.C. 2921.13(A)(11)]

Amended: March 1, 2017
Discard all previous versions of this form

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Catholic Charities of Ashtabula County
Ward Outcomes Assessment

Date:_____

Ward's Name_____ Guardian's Name_____

Please answer the following questions regarding your guardianship with your ward:

1. **I feel I have enough information and knowledge to make personal and/or medical decisions in the best interest of your ward.**

   1 2 3 4 5 6 7 8 9 10

   Strongly Disagree Neutral Strongly Agree

2. **My ward is in a safe protective environment.**

   1 2 3 4 5 6 7 8 9 10

   Strongly Disagree Neutral Strongly Agree

3. **I feel my ward's quality of life has improved.**

   1 2 3 4 5 6 7 8 9 10

   Strongly Disagree Neutral Strongly Agree

4. **My ward's health has improved.**

   1 2 3 4 5 6 7 8 9 10

   Strongly Disagree Neutral Strongly Agree

5. **My ward's plan of care meetings and communications with Nursing Home and/or Caregiver has been effective.**

   1 2 3 4 5 6 7 8 9 10

   Strongly Disagree Neutral Strongly Agree

Comments/Suggestions:

_____

_____

_____

_____

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NGA
NATIONAL
GUARDIANSHIP
ASSOCIATION

STANDARDS OF PRACTICE

Adopted 2000
Fifth Edition - 2022

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National Guardianship Association

www.guardianship.org | info@guardianship.org | 877-326-5992

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PREAMBLE

Developing standards for guardians has been an ongoing challenge for the National Guardianship Association (NGA). Considering the variability in state guardianship law, the evolving nature of the national conversation concerning the need for reform in this field, and the inconsistent approach by the states to incorporate reforms into their own legislative frameworks, it is a challenge to present standards of practice to be used by practitioners nationwide. Nevertheless, there are foundational principles which do, and which should, apply across the states despite the variability in state law. These standards capture these principles for use by all guardians. NGA presents them for consideration and implementation by all states to guide best practices.

In 1991, the NGA adopted a previously published Code of Ethics to guide guardians in their decision-making process. The next NGA task was to formulate specific standards to be applied in the day-to-day practice of guardianship. The seven original standards of practice that were written and adopted by the NGA membership have now been expanded to cover more of the duties and responsibilities that face court-appointed guardians today.

The same lengthy discussions that took place in 1991 occurred again during each updating of the standards. NGA has adopted standards that reflect as realistically as possible the best or highest quality of practice. While resources may at times be limited, these standards reflect both pragmatic and aspirational principles of practice. In many cases, best practice may go beyond what state law requires of a guardian.

In reading this document, it is important to recognize that some of the standards enunciate ideals or philosophical points, while others speak to day-to-day practical matters. Both approaches are critically important. It is not our ambition to prescribe a precise program description or management manual. Rather, we have sought to shape a mirror that practitioners and funders can use to evaluate their efforts. The standards also reflect the mandate that all guardians must perform in accordance with current state law governing guardianships and certification of guardians.

To ensure consistency in the way the standards are applied, the following constructions are used: "shall" imposes a duty, "may" creates discretionary authority or grants permission or a power, "must" creates or recognizes a condition precedent, "is entitled to" creates or recognizes a right, and "may not" imposes a prohibition and is synonymous with "shall not." The guidelines that appear in some standards are suggested ways of carrying out those standards.

This document sometimes makes unavoidable use of legal and medical "terms of art" where they are commonly used by professionals who work in the related areas. In addition, the field of guardianship itself makes use of terms that vary widely from state to state. "Guardian" and "person" are the terms used here to simplify the many references to these roles. Where points apply to professional, as opposed to family, guardians, they are indicated. "Guardian," as used in the standards, means conservator or guardian of the person, guardian of the estate or guardian of the person and estate, depending on the standard being addressed.

In this work we have drawn on a number of collective sources. First and foremost have been NGA members who have contributed extensive time and energy and valuable input into the development of these standards. The *Model Code of Ethics for Guardians*, developed by Michael D. Casasanto, Mitchell Simon, and Judith Roman and adopted by the NGA, formed the foundation from which the standards were developed. Other very important sources that helped in the development of our standards of practice are the U.S. Administration on Aging, the AARP, the

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Center for Social Gerontology, the Michigan Offices of Services for the Aging, and the state associations from Arizona, California, Illinois, Minnesota, Michigan, New Mexico, and Washington. We thank everyone who has contributed to the development of this living document for their ongoing commitment to the profession of guardianship.

The *NGA Standards of Practice for Guardians* were first adopted by the NGA board of directors and ratified by the membership in 2000. The 2003 edition of the *Standards* incorporates language that came forth from Wingspan 2001, the National Conference on Guardianship Reform. The 2007 edition provides minor clarification of the language in the earlier editions without any substantive changes. These *Standards* were used as a starting point by the 2011 Third National Guardianship Summit in developing new standards. The 2013 edition incorporates the Summit Standards. The Fourth National Guardianship Summit, held in 2021, made further recommendations for guardianship practice that are incorporated into the 2022 edition by Sally Hurme, Greg MacKenzie, Julia Nack, Anthony Palmieri, and Paul Stengle with help from Vicki Alkire.

NGA encourages the adoption and use of these *Standards* by professional organizations, guardianship agencies and programs, guardianship associations, legislatures, courts, or any other entity wanting to bring excellence to the practice of guardianship.

NGA recognizes that entities may desire to adopt or incorporate the *Standards* as an element of state law, court rules or procedures, or organizational policies or procedures. In so doing the adopting entity may find it appropriate to supplement or amend specific sections of the *Standards* to conform to state law or practice. NGA does not discourage such modification but requires written consent from the NGA Board of Directors prior to incorporation of any material modifications and appropriate attribution to the National Guardianship Association.

NGA welcomes and encourages any entity to link to the Practice Standards at www.guardianship.org.

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Check the NGA website (www.guardianship.org) for the most current edition of the *NGA Standards of Practice*.

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How can I be an effective Guardian?

- Visit and have personal contact with the ward monthly.
- Communicate with all care givers.
- Demonstrate personal concern for the ward and his/her well-being.
- Establish and maintain a positive relationship with ward's family.
- Plan and complete all necessary reports in a timely manner to the court:
  - Annual Guardian's Report and statement of Expert Evaluation.
  - Guardian's Inventory 90 days after appointment. (Estate only)
  - Guardian Account, (Estate only)
- Attend the court ordered Ashtabula County Probate Court training.
- Seek advice from your attorney for any questions regarding the management of your ward's person or financial matters.
- Always have your Letters of Guardianship and Judgment Entry on hand or in a convenient storage place.

How do I obtain the necessary court forms?

- The Ashtabula County Probate Court
- Your private Attorney.

What if I was not appointed the guardian of a ward that I applied for?

- The guardian appointed for the ward by the Ashtabula Probate Court makes all decisions for the ward.
- Seek advice from your attorney.

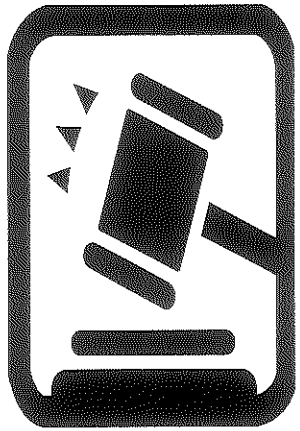
What if I have a question or concern for the guardian regarding the care and decisions being made for the ward?

- It is suggested that you contact your attorney.
- Do not interfere with any medical, personal care and or financial decisions made by the guardian for the ward.
- Do not seek or contact the appointed guardian directly.
- Have your attorney contact the guardian or the probate court regarding your questions of the guardian's decision for the ward.

This pamphlet has been prepared as a public service to provide an understanding of the duties and procedures of the Ashtabula County Probate Court. It is intended to be an overview only and should not be considered as a legal reference. Laws pertaining to these topics may change. Legal advice should be obtained from an attorney.

What is Guardianship? How does it affect you?

An informational guide towards a better understanding of guardianship and its responsibilities.



Prepared by
Catholic Charities of
Ashtabula County
for
Ashtabula County
Probate Court

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What is guardianship?

- A relationship established by the Probate Court between two parties, one being the guardian and the other being the ward. The court, after a thorough investigation and a hearing, will have found the ward incapable of managing his or her own person and/or affairs, it will appoint a legal guardian
- While individuals are usually appointed to service as guardian of person, a corporation or association may also serve in that capacity. (Example: Catholic Charities of Ashtabula County, local attorney)
- A person for whom a guardian has been appointed is called a ward.

Why are guardians appointed?

- If a person cannot make proper legal, financial affairs and/or personal care decisions for him/her self.
- If a person suffers from any type of mental impairment or an impairment that may hinder his/her ability to reason to the point that he/she cannot make proper decisions.
- Incompetent: Any person who is so mentally impaired as a result of a mental or physical illness or disability, or mental retardation, or as a result of chronic substance abuse, that he/she is incapable of taking proper care of him/herself or property, fails to provide for his/her family or other persons for whom he/she is charged by law to provide, for any person confined to a penal institution within the state.

Types of guardianships

- Person and/or Estate, Limited/Non-limited, Interim or Emergency

What changes happen to the ward once a guardian has been appointed by the Probate court?

- The ward loses substantially all of his/her rights to make lifestyle (guardian of person) and financial (guardian of estate) decisions. The guardian is substituted for the ward.

What kind of decisions do guardians make for the ward?

Guardian of Person

- Where the ward lives
- What health care the ward receives
- Who their doctor will be
- When to schedule appointments
- Where the ward works
- What activities can be attended

Guardian of the Estate

- How money is spent
- What bills are paid
- How money is saved
- What needs to be purchased

What kind of rules does the Probate Court order the guardian to follow?

- Obey all orders and judgments
- Make decisions in the best interest of the ward
- Complete the annual guardians report
- Complete any required accounting reports
- Ask permission of the court to sell a home or property of the ward. (Example: car, boat)

What is the Probate Court's role?

- The Probate Judge is the Superior Guardian
- Gives permission to the guardian to make decisions
- Reviews the guardian's activity
- Can overrule a guardian's decisions
- Manages the guardianship
- Has the ability to terminate a guardianship

Distributed By:

The Honorable Judge Charles Hague
Ashtabula County Probate Court
25 West Jefferson St
Jefferson, Ohio 44047-1027
Telephone: (440) 576-3451
Fax: (440) 576-3633

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What is guardianship?

Guardianship is appointed when an individual is mentally impaired as a result of a mental or physical illness or disability, or as a result of chronic substance abuse, that the person is incapable of taking proper care of self and/or property.

Role of a guardian

- Manage the care and affairs of a ward.
- Make decisions that are in the best interest of the ward at all times.
- Advocate for the ward when necessary.

Responsibilities of a guardian of person

- To protect the ward in the least restrictive environment possible.
- To make medical decisions in the best interest of the ward.
- File annual report with probate court.
- Visit with ward on a monthly basis.

What do you need to do to become a volunteer guardian?

- Background check (paid by Catholic Charities)
- 6 hour online training
- Virtus training (through diocese)
- Application and interview with Catholic Charities

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Volunteer Guardianship Program

Patrick Sorohan Volunteer Guardianship Program

The Guardianship Program at Catholic Charities trains and utilizes community volunteers who agree to serve as guardians of person to county residents who are 60 or older, indigent, and lack available, appropriate family.

Contact us to learn more about:

- **What is Guardianship of Person?**
- **What is the responsibility of a Guardian?**
- **How you can help an elderly person in your community?**
- **How does an individual become a volunteer guardian through Catholic Charities?**



Contact us for more information on this rewarding volunteer opportunity.
Call 440-992-2121 Ext. 7057
kristinc@doyccac.org



Catholic Charities of Ashtabula County
Providing Help, Creating Hope
4200 Park Avenue, 3rd Floor
Ashtabula, Ohio 44004

Funding & support provided in part by:

Ashtabula Job & Family Services

United Way

YES for Seniors

Ashtabula County Probate Court

Catholic Charities

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Patrick A. Sorohan Ashtabula County Volunteer Guardianship Program



Informational Meeting

Catholic Charities of Ashtabula County

1

MISSION STATEMENT

Patrick Sorohan Ashtabula County Volunteer Guardianship Program will recruit, train and supervise volunteers to serve as guardians for persons, primarily the frail elderly, with little or no financial resources and/or no family or other support system to fulfill the role of surrogate decision- maker

2

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PROGRAM OBJECTIVES

- To provide guardianship services to incompetent older adults
  - residing in Ashtabula County
  - no financial resources;
  - no family capable or appropriate to handle guardianship responsibilities
- To provide training and support to volunteer guardians
  - to ensure and enhance the ward's quality of life
  - make all decisions in the best interest of the ward
  - uphold their dignity and respect their personal religious values

3

PROGRAM SUPPORT

- **ASHTABULA COUNTY PROBATE COURT**
  - The Honorable Judge Albert S. Camplese, Magistrate Philip Gerken, a court investigator, and Probate Court staff are key supports to the development and growth for the program.
  - All guardian applicants will receive training in compliance with Rule 66 which became effective June of 2015.
  - Volunteer Attorneys donate their professional time and services assisting in the legal process. The attorney files the legal application with the Probate Court and represents Catholic Charities and the volunteer at the hearing.
  - A Program Advisory Board made up of representatives from different community organizations meets on a quarterly basis and provides advice, counsel, and support for the program. Judge Albert S. Camplese is an active member of the advisory board.

4

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PROGRAM FUNDING

Patrick A. Sorohan Ashtabula County Volunteer Guardianship Program is funded by:

- ❑ Catholic Charities of Ashtabula County
- ❑ The United Way of Ashtabula County
- ❑ Ashtabula County Senior Services Levy
- ❑ Title XX
- ❑ Ashtabula County Probate Court
- ❑ Foundations and Private Donations

5

GUARDIANSHIP

- ✓ ***guardianship*** is "…a relationship created by state law, in which a court gives one person (the guardian) the duty and power to make personal decisions for another (the ward or incapacitated person)." In this country, a guardian is appointed when a judge determines that an adult lacks the capacity to make decisions regarding his or her own life. For a vulnerable older person, guardianship can be a valuable tool in securing his/her physical safety.*
- ✓ The Probate Court will appoint a legal "***guardian***", after a thorough investigation and a hearing, to make decisions on the person's behalf. The court will have found the person, referred to as a "***ward***," incapable of managing his or her own person and/or affairs.
- ✓ Guardianship is a ***fiduciary**** relationship of trust, wherein the guardian must put the needs of the ward first.

* **Fiduciary**: in law, a person who is obliged to discharge faithfully a responsibility of trust toward another.

Guardianship For The Elderly: Protecting The Rights And Welfare of Seniors With Reduced Capacity. United States Senate; Issued By: Senators Gordon H. Smith & Herb Kohl

6

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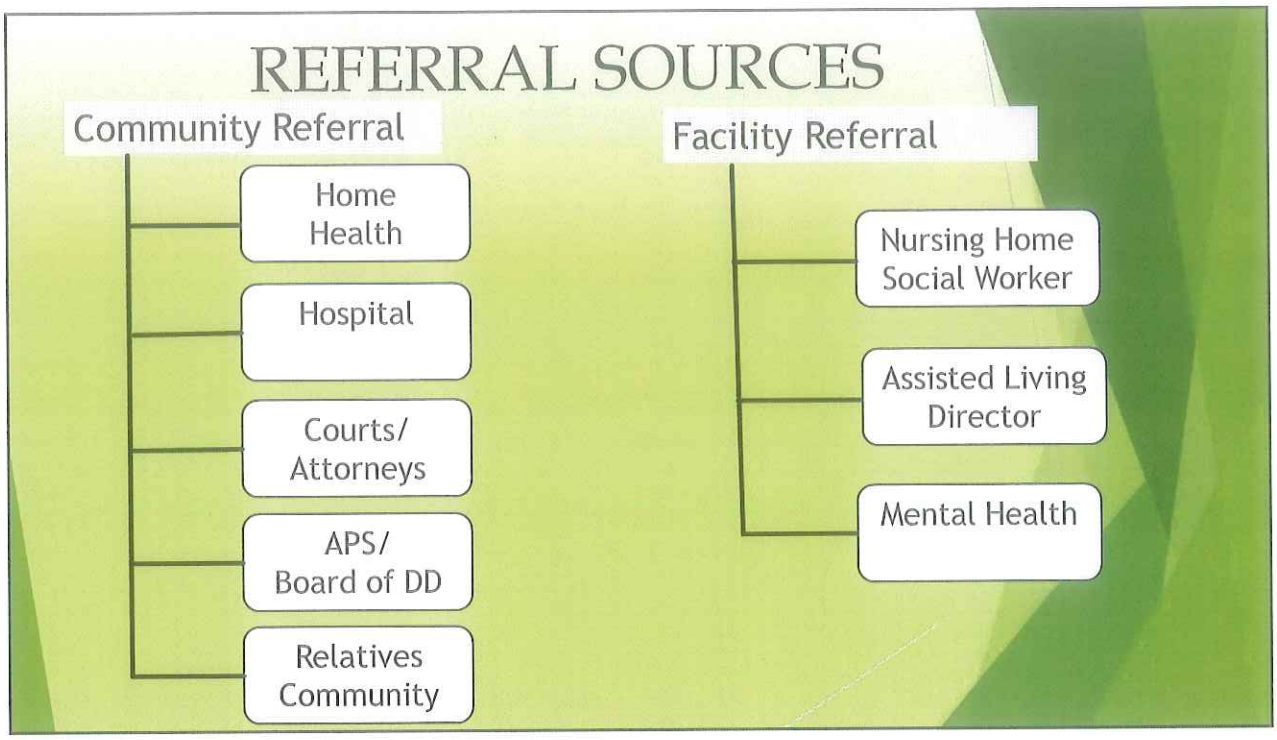

7

WHO WE SERVE

- Age 60 or older
- Frail, elderly
- Indigent
- Current resident of Ashtabula County
- Person lacks available or appropriate family and/or friend support system
- Person found to be alleged incompetent by a licensed physician or psychiatrist who completes a *Statement of Expert Evaluation* (Sup. R. 66 & R.C. 2111.49, form 17.1)

NOTE: ONLY A PROBATE COURT JUDGE CAN DEEM A PERSON INCOMPETENT AND ORDER A GUARDIANSHIP

8

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YOUR ROLE AS A GUARDIAN TO YOUR WARD

- A Voice
- Decision Maker
- Advocate
- Not Always the Good Guy
- Person Centered
- Decision Maker
- Eyes and Ears
- Placement Decision
- Representative
- Confidentiality
- Ward Participation
- Ward Support

9

ETHICAL PRINCIPLES

1. A guardian treats the person with dignity. (Standard 3)
2. A guardian involves the person to the greatest extent possible in all decision making. (Standard 9
3. A guardian selects the option that places the least restrictions on the person's freedom and rights. (Standard 8)
4. A guardian identifies and advocates for the person's goals, needs, and preferences. (Standard 7)
5. A guardian maximizes the self-reliance and independence of the person. (Standard 9)
6. A guardian keeps confidential the affairs of the person. (Standard 11)
7. A guardian avoids conflicts of interest and self-dealing. (Standard 16)
8. A guardian complies with all laws and court orders. (Standard 2)

10

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When you are assigned:

- **ALL VOLUNTEER GUARDIANS WILL FILE FOR GUARDIANSHIP OF PERSON ONLY.**
- **THERE ARE NO FINANCIAL OR ESTATE ISSUES.**

❑Establish a relationship that meets the needs of the ward

❑Communicate with the Guardianship Supervisor regarding the ward's affairs (changes of address, death, health concerns, conflicts, etc.)

❑Monthly volunteer contact reports (1 hour minimum)

- ❖**1. E-mail at: jeannem@doyccac.org or barb@doyccac.org**
- ❖**2. Monthly Contact Report form, sent by mail or fax (440) 992-5974**
- ❖**3. CCAC Website: ccdoy.org – locations – CCAC more information – volunteer guardian timesheet**

❑Annual volunteer evaluations and annual volunteer documents

❑Annual guardian's report and annual guardianship plan ordered by the Ashtabula County Probate Court

11

RESPONSIBILITIES

❑Abide by the Code of Ethics promulgated by Catholic Charities USA, adopted by Catholic Charities of Ashtabula County.

❑Annual 3 Hour Supreme Court Ohio Training

❑Confidentiality

❑Participation in program events and trainings

❑Attend care plan meetings at nursing home

❑Check with nursing home if your ward has a pre-planned irrevocable funeral plan, if not contact guardianship staff Jeanne or Barb

❑Possible contact with family members of the ward

❑Monthly volunteer contact reports are a mandatory part of this volunteer experience. Good record keeping protects both the ward and guardian

NOTE: YOU ARE NOT EXPECTED TO SPEND PERSONAL FUNDS ON YOUR WARD

12

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RESPONSIBILITIES

- Make medical decisions in the best interest of the ward.
- Ensure the best living conditions for the ward.
- Protect the ward's rights, ensuring that the remainder of the ward's life is upheld with dignity, respect, and value.
- Communicate and work with the Guardianship Supervisor and/or support staff if the ward is being moved to another facility, has major medical issues and/or is considered terminally ill by a licensed medical doctor and is being recommended for hospice care.
- Keep an accurate record of time spent on behalf of the ward and agency and for submitting monthly notes to the Guardianship Supervisor, including all legal filings.
- Adhere to the policies, practices and procedures, communicate changes in your contact information.
- With the aid of a funeral director, plan funeral arrangements for the ward and advise the program manager of the ward's death.

13



ADVOCATING FOR WARD

ORC – 3721.13 (A) (15)
(Resident has) The right to exercise all civic rights, unless the resident has been adjudicated incompetent pursuant to Chapter 2111 of the Ohio Revised Code."

ORC – 3721.13 (A) (32 B)
"A sponsor may act on a resident's behalf to assure that the home does not deny the residents' rights under sections 3721.10 to 3721.17."

- Ohio Revised Code

"In the case of a resident adjudged incompetent under the laws of a State by a court of competent jurisdiction, the rights of the resident are exercised by the person appointed under State law to act on the resident's behalf."

- Code of Federal Regulations

14

14

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CONFLICT OF INTEREST

"In no case shall the guardianship of a person be assigned to a person or agency who provides services to the person. The rationale for this provision is that it would be impossible for a person who is providing services to also be an effective advocate against the service provider."

15

15

QUALIFICATIONS

- Be self motivated
- Free of felony
- Training or experience working with the elderly desired but not mandatory
- Time and ability with the hope to commit to being a guardian for the ward's lifetime
- Current resident of Ashtabula County
- If less that a 5 year resident of Ohio, consent to mandatory BCI & I and/or FBI Background Check
- Consent to mandatory Drug Screening Test

16

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VOLUNTEER GUARDIAN TRAINING

Part I
- Informational Meeting & Application

Part II

- Personal interview
- Background investigation and drug screening
- Meet potential ward
- Start monthly volunteer reports
- Guardianship application process begins

Part III
- Fundamentals of Adult Guardianship training, must be completed prior to filing your application for guardianship with the court.

17

VOLUNTEER GUARDIAN TRAINING

All guardians must complete the *Fundamentals of Adult* Guardianship 6 hour training course

The training is facilitated by the Ohio Supreme Court
http://www.supremecourt.ohio.gov/Boards/judCollege/default.aspx .

Your options to choose from:
- Live courses (specific areas only)
- Interactive sessions broadcast to local areas
- Online class modules

Completion of the Fundamentals of Adult Guardianship course is mandatory and must be completed prior to filing your guardianship application with the court.

An additional 3 hours are required each year thereafter, through the Ohio Supreme Court.

18

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VOLUNTEER GUARDIANSHIP OUR HISTORY

The concept of the Volunteer Guardianship Program began in 1992 when the Catholic Service League Executive Director, Patrick Sorohan, stepped forward to become the legal guardian to a number of needy and disabled elderly in our community.

Following his death in 1994, a community task force was formed through the Senior Care Network (a consortium of Ashtabula County organizations serving the elderly) that devoted themselves to developing what is now *The Patrick Sorohan Ashtabula County Volunteer Guardianship Program.*

It was modeled after a well-established and nationally recognized program in Cleveland known as The Volunteer Guardianship Program; a program of the Lutheran Metropolitan Ministry Association.

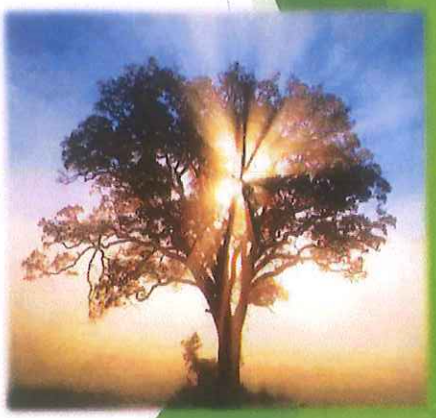
This model coupled with Catholic Charities experience and community orientation worked to build a strong and successful program for Ashtabula County.

The program was successfully started in 1996 with one part-time employee, one volunteer, and one ward of the court and today has grown to three full-time staff, over forty volunteers, and currently serves over 90 wards of the court.

19

"My beloved brothers, be steadfast, immovable, always abounding in the work of the Lord, knowing that in the Lord your labor is not in vain."

Cor. 15:58



20

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PROGRAM SUPPORT

The Patrick Sorohan Ashtabula County Volunteer Guardianship Program is associated with

National Guardianship Association

Ohio Guardianship Association

21

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Exhibit II

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Applicant Budget

Summary

Applicant:Catholic Charities of Ashtabula County-Guardianship Services -Title XX	
Date From: October 2026	**To: September 2027**

	Estimated Amount for Entire GUARDIANSHIP Program	Estimated Amount for Title XX
I. Staff		
A. Salaries	$ 111,105.00	$ 29,254.00
B. Payroll-Related Expenses	$ 26,906.00	$ 10,525.00
Total Staff Costs	$ 138,011.00	$ 39,779.00
II. Operations		
A. Travel and Short-Term Training	$ 3,825.00	$ 1,181.00
B. Consumable Supplies	$ 1,705.00	$ 125.00
C. Occupancy Costs	$ 8,230.00	$ 1,500.00
D. Contract and Professional Services	$ 8,742.00	$ 1,050.00
E. Other - Miscellaneous	$ 12,524.00	$ 1,365.00
Total Operational Costs	$ 35,026.00	$ 5,221.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 173,037.00	$ 45,000.00
IV. Minus Other Program Resources	$ 128,037.00	$ -
Total Program Costs	$ 45,000.00	$ 45,000.00

Budget Computation

Total Operating Expenses	$ 45,000.00	$ 45,000.00
Divided by Total Operating Units	576.92	576.92
= Unit Rate	78.00	78.00

Unit Rate	78.00	78.00
X number of units purchased	576.92	576.92
= Total Contract Amount	$ 45,000.00	$ 45,000.00

Unit = Example: 1 meal, 1 hour 1 Hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Program Supervisor	$ 49,725.00	Year	100.00%	$ 49,725.00	$ 1,989.00
Caseworker 1	$ 37,050.00	Year	100.00%	$ 37,050.00	$ 27,047.00
Grant/Payroll Administrator	$ 21,844.00	Year	1.00%	$ 21,844.00	$ 218.00
Fiscal Specialist	$ 49,725.00	Year	5.00%	$ 2,486.00	$ -
Executive Admin Assistant	$ 49,647.00	Year	4.00%		
Caseworker - Mental Health	$ 44,362.00	Year	100.00%		
Total Salaries				$ 111,105.00	$ 29,254.00

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security	$ 8,500.00	$ 2,238.00
Worker's Compensation	$ 1,667.00	$ 435.00
Unemployment Insurance	$ 555.00	$ 145.00
Retirement Expenses	$ 5,555.00	$ 1,463.00
Hospitalization	$ 9,631.00	$ 6,044.00
Other (*identify*) Life & Disb. Ins.	$ 998.00	$ 200.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 26,906.00	$ 10,525.00

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II. A. Travel and Short-Term Training

	Entire Program	XX Project
Mileage Reimbursement rate per mile: $ 0.44	$ 2,825.00	$ 600.00
Short-Term, Training	$ 1,000.00	$ 581.00
Total Travel and Short-Term Training	$ 3,825.00	$ 1,181.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	XX Consumable Supplies
Office Supplies	$ 1,645.00	$ 100.00
Cleaning Supplies	$ -	$ -
Other *(identify) Program Supplies*		$ -
Other *(identify) Other Supplies*	$ 60.00	$ 25.00
Total Consumable Supplies	$ 1,705.00	$ 125.00

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent	$ 6,500.00	$ 1,200.00
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	$ 160.00	
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone	$ 1,410.00	$ 300.00
Sewer		
Other *(identify) Alarm*	$ 160.00	
Other *(identify)*		
Total Occupancy Costs	$ 8,230.00	$ 1,500.00

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

Identify Each Contract of Service	Entire Program Cost	XX Program Cost
Auditor	$ 2,006.00	$ 250.00
Technology	$ 1,530.00	$ 400.00
Other Contract Service Fees	$ 5,206.00	$ 400.00
Total Contract & Services Costs	$ 8,742.00	$ 1,050.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	XX Program Cost
Postage & Shipping	$ 706.00	$ 180.00
Advertising & Printing	$ 544.00	$ -
Other Technological	$ 624.00	$ 60.00
Volunteer Development		$ 125.00
Computer Software Training & Support	$ 3,700.00	$ 400.00
Dues & Other Misc. Expenses	$ 450.00	$ 300.00
Other Spec. Assistance	$ 6,500.00	$ 300.00
Total Miscellaneous Costs	$ 12,524.00	$ 1,365.00

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III. Equipment

A. Equipment Depreciation

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

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

Item	Quantity	Amount Entire Program	Amount for XX services
Caseworker Laptops			
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

Source	Amount Entire Program	Amount for XX services
Ashtabula County Mental Health & Recovery Services Board	$ 77,219.00	
Senior Service Levy	$ 20,084.00	
Catholic Charities	$ 26,734.00	
Probate Court	$ -	
United Way	$ 4,000.00	
Title III		
	$ -	
Total Other Resources	$ 128,037.00	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Catholic Charities of Ashtabula County**
Date: **8/13/2026 8:42:34 AM**

This search produced the following list of **11** 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
Cambridge Education Group	481 N. Cleveland Massillon Road
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: **2006.030.100-601 Contract Services**; not to exceed **$11,250.00**, and free from any previous encumbrances.

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

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County** for a **Title XX Sub-Grant Agreement for FY 2027**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Title XX Sub-Grant Agreement

This Sub-grant Agreement is entered into on the 1st day of October 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 Catholic Charities of Ashtabula County , located at: 4200 Park Ave, Third Floor, Ashtabula, Ohio 44004 and whose phone number is: 440-992-2121, (hereinafter referred to as the "Subgrantee") to provide Payeeship for individuals determined eligible for Title XX Services.

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

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA#93.667, Federal Social Services Title XX Base Funds.

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

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

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

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

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

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

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

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ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

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

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

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

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

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

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

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

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

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

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026** through **September 30, 2027** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

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

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This Sub-Grant Agreement is in the total amount of: **$ 25,615.04**

The unit rate is: **$66.88 per hour of service** per service code **776-XX.**

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

Federal Award Project Description: FFY 2027 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

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Is the Award Research and Development: No

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

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

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

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

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

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

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

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board

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of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300. 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

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

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

   e. Source documentation; and

   f. Cash management.

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

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

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

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

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its

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subgrantee(s) with Subgrant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

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

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

ARTICLE VI ~ RECORDS:

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

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

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

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

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

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

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ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Perform any other tasks that Grantor requires.

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

ARTICLE IX ~ NOTICES:

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

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

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

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

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ARTICLE XII ~ SUB-GRANTS:

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

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

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

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

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

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

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

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of

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negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

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

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

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

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

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

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

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

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

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

SIGNATURES:

DocuSigned by:

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

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9/15/2026
Date

DocuSigned by:

Catholic Charities of Ashtabula County

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9/16/2026
Date

DocuSigned by:

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Signed by:

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9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners

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Exhibit I

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Request for Proposals

For

Title XX Social Services

Issued by:

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

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP # 3-26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

TABLE OF CONTENTS

1.0 GENERAL OVERVIEW 3
- 1.1 Introduction & Purpose of the Request for Proposal 3
- 1.2 Project Timeline 3
- 1.3 Contact Person/Proposal Delivery 3
- 1.4 Availability of Funds 4

2.0 SUBMISSION OF PROPOSAL 4
- 2.1 Preparation of Proposal 4
- 2.2 Proposal Communication 4
- 2.3 Proposal Information 4
- 2.4 Proposal Cost 4
- 2.5 Provider Representative's Signature 4
- 2.6 Delivery of Proposals 4
- 2.7 Acceptance and Rejection of Proposals 5
- 2.8 Evaluation and Award of Agreement 5
  - A. Stage 1 Review 5
  - B. Stage 2 Review 5
- 2.9 Proposal Selection 6
- 2.10 Post Selection Meeting 6

3.0 TERMS AND CONDITIONS 6
- 3.1 Agreement Period, Funding & Invoicing 6
- 3.2 Patent or Copyright Liabilities 7
- 3.3 Confidentiality and Security 7

4.0 REQUIREMENTS & SPECIFICATIONS 7
- 4.1 Description of Services 7
- 4.2 Applicant Project Requirements 7
  - A. Conditions of Participation (COP) 7
  - B. Service Specifications 9
  - C. Applicable Laws and Rules 9
  - D. Performance Goals and Outcome Measures 9
- 4.3 Required Documents 9
- 4.4 Program Planning and Development 10

5.0 PROPOSAL FORMAT 10

ATTACHMENT A ~ Applicant Information 12

ATTACHMENT B ~ Program Planning and Development 14

ATTACHMENT C ~ Provider Budget 16

ATTACHMENT D ~ Proposal Check List 22

APPENDIX A ~ Sample Agreement 24

APPENDIX B ~ Title XX Priority Policy 35

APPENDIX C ~ Title XX Rules & Regulations, Cover Pages for Required Documents (Section 4.3), Delinquent Personal Tax Affidavit, Non-Collusion Affidavit, Non-Discrimination Agreement, Representations, Assurances & Certifications Document, Lobbying Certification, and OMB Circular 2 CFR 200 Audit Certification 36

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-26 of the Administrative Code. See Appendix B.

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

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

1.2 Project Timeline:

- **June 12, 2026:** RFP Release & Question Period Begins
- **June 24, 2026:** Pre-Proposal Conference and RFP Question Deadline
- **July 10, 2026, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2026:** Project Start-Up (tentative):

* **NOTE:** A Pre-Proposal conference will be held on **June 24, 2026, at 9:30 am** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 10, 2026**: one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope in the required format to:

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

The sealed envelope or package must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-26

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1.4 Availability of Funds:

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

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:

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

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

2.2 Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

2.3 Proposal Information:

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

2.4 Proposal Cost:

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

2.5 Provider Representative's Signature:

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

2.6 Delivery of Proposals:

Applicants should mail or deliver one (1) master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 10, 2026, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

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2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not modify the RFP documents or excuse the applicant from full compliance with its specifications if the applicant is awarded an agreement.

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

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

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

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

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. Stage 1 Review:

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

1. Timely Submission - The proposal is received at the address designated in the RFP by **July 10, 2026, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 2 copies (3 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

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

B. Stage 2 Review:

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

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

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

2.9 Proposal Selection:

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

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

2.10 Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an applicant wishes to discuss the selection process, a request for an informal meeting and an explanation for it must be submitted in writing within five business days of receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. The agreement shall incorporate the terms, conditions and requirements of the RFP, the applicant's proposal, and all other agreements that may be reached.

ACJFS will design, develop, and implement the structure of the agreement. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

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

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of **October 1, 2026**. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. Actual expenses will be reported monthly. Agreements written with a unit-rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can

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claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

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

3.3 Confidentiality and Security:

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

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

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

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

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-26-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

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

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

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

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- non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
- non-discrimination laws in the provision of services; and,
- knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.

- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
   - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
   - Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
   - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
   - Maintain a file for each participant. Each file shall include this identifying data:
     - Application signed and completed
     - Income verification (if applicable)
     - Residency verification
     - Household composition verification
     - Signed Rights and Responsibilities including the Right to State Hearing
     - Approval or Denial Letters
     - Social Service Plan
   - Maintain documentation of each participant contact and each service delivered.
   - Obtain written approval from the participant to release participant information.
   - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
   - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
   - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
   - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
   - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
     - Employee position description and expectations,
     - Personnel policies,
     - Reporting procedures and policies,
     - Table of organization and lines of communication,
     - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specification practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:
   - Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
   - Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record, and other documents related to the provision of services.
7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

agreement with the applicant.

B. Service Specifications:

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

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. Applicable Laws and Rules:

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

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Clean Air Act, as amended, 42 USC '' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act
16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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

4.3 Required Documents:

Applicants shall submit the following with their proposal:

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

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

-or-

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

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

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

4.4 Program Planning and Development:

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

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

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and to assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals shall contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

- Cover Page - The cover page must include the applicant's name, the RFP title (identifying the proposed service such as "Residential Treatment", "Personal Care") and the RFP number (ACJFS RFP #3-26.) The Cover Page must clearly identify the proposal as a "master" or "copy".
- Section 1 - Applicant Information. Master Copy must have original signature (Attachment A)
- Section 2 - Required documents in order listed in Section 4.3 (with appropriate cover pages)
- Section 3 - Program Planning and Development documents from Section 4.4 (Attachment B)
- Section 4 - Provider Budget (Attachment C)
- Section 5 - Proposal RFP Check List (Attachment D)

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

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

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

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

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

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill Valentic

PROGRAM COORDINATOR: Jennifer Brockway EMAIL: Jenniferb@doyccac.org

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

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Jill Valentic SIGNATURE: Jill Valentic

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/1/26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Section 4.4 – Planning and Development

A. Program description and proposed service - Representative Payeeship

Catholic Charities of Ashtabula County (CCAC) is dedicated to providing Representative Payeeship Services to residents of Ashtabula County. CCAC is the only organization in the county offering this vital service—a stabilization program designed to manage the finances of individuals who are unable to do so themselves. Most often, these individuals receive Social Security or Supplemental Security Income (SSI), a federal income supplement program that supports the aged, blind, or disabled who have little or no income. While the preferred option for a representative payee is a trusted family member or friend, some individuals do not have anyone appropriate or available. In such cases, CCAC mediates to ensure financial stability and security.

Title XX Target Population

Funds from Title XX will support the continued provision of Representative Payeeship Services for individuals under age 60. This funding specifically targets the most vulnerable and at risk of exploitation, which includes those diagnosed with severe persistent mental illness, long-term effects of drugs and alcohol abuse, and other physical or mental disabilities that impair money management decision-making capability.

Clients served under Title XX often have a history or are at significant risk of—exploitation, neglect, or abandonment. They lack the ability to make informed decisions about their health, safety, and overall well-being. Representative Payeeship Services are essential to ensuring these individuals are protected and can live with dignity and care.

What is Representative Payeeship?

Representative Payeeship is a less restrictive protective service than Guardianship, where the courts are not involved. However, the beneficiary is restricted from having control of his or her monthly benefit amount. Upon approval of the Social Security Administration, a caseworker from Catholic Charities of Ashtabula County becomes a payee to those who cannot manage their finances. CCAC receives the beneficiary's monthly check and distributes it. The caseworker ensures that basic shelter, food and clothing needs are met and that appropriate benefits are accessed, thus providing stability to those who are vulnerable to exploitation.

Clients of the program are typically diagnosed with mental illness, alcohol, drug addiction and/or physical and mental disabilities. Most clients have been a victim of exploitation, neglect, abuse and may have been easily taken advantage of financially. Given these factors, funds are often misused, and needs such as shelter and food go unmet, leading to homelessness, poor health, lower functioning, and hospitalization.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Representative Payeeship Application & Assessment process

To be considered for the Representative Payeeship Program CCAC requires an application along with evidence that a Rep Payee is needed. For example: a doctor's recommendation or Social Security may refer a client for services which will bypass some of the required documents for CCAC to be the Representative Payee. All applicants will be placed on a list, prioritized by greatest need, and scheduled for assessment as quickly as possible. The majority of the Representative Payeeship applications referrals are typically received directly from one of the following sources:

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

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

Eligibility forms are enclosed for review.

The Role of the Representative Payeeship Program:

The Representative Payeeship Program promotes financial stability by ensuring safe and stable housing and effective financial management for disabled clients who are at risk of exploitation, homelessness, and abuse. Clients work closely with a caseworker to create and follow a budget that prioritizes essential needs such as rent, utilities, and groceries

The Representative Payeeship Program is responsible for the following:

- Completing Representative Payee application for Social Security.
- Using benefits for the beneficiary's current and foreseeable basic living needs.
- Providing advocacy for client.
- Managing any client debt, negotiating with creditors.
- Keeping all records of receipt and expenditure of client benefits.
- Meeting with client and case manager where applicable to create and discuss budget.
- Providing monthly allowance/spending checks.
- Completing Social Security annual accounting report.
- Being aware of the client's financial, legal, vocational status and living situation

Representative Payeeship clients are considered some of the most vulnerable and at-risk individuals in the community. If there is no trusting family or friend to serve as a Representative Payee, those individuals would be at risk of exploitation from family, friends or acquaintances potentially causing homelessness, financial instability, and poor quality of life.

A client in the Representative Payeeship Program will meet with their CCAC Representative Payee caseworker to discuss and create a budget. The caseworker's role is to pay all the necessary

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bills, ensure that basic food, shelter, utilities and clothing needs are met first and that appropriate benefits are accessed, thus providing financial and personal stability to our vulnerable clients.

Representative Payeeship Application Referral and waiting list

In the circumstance where a waiting list must be created due to an increase in demand which affects the lead-time of implementing new Representative Payeeship services, the following prioritization process is developed:

- All referrals will be placed on a list,
- prioritized by greatest need, and
- scheduled for assessment as quickly as possible.
- All clients referred to a waiting list are managed and monitored by the program manager.

Referrals are placed on a waiting list by referral date and will be prioritized by referral source and client situation. (Ex: referred by a medical provider, and has no alternative trusted family member or friend to assist them as a rep payee.

The Representative Payeeship Program Manager assesses the need for RP for the prospective client. The prospective client assessment involves the following actions:

- Meet with referral contact(s) and discuss the client's situation and reason(s) for possible Representative Payeeship.
- Review all referral paperwork for eligibility.
- Meet with the prospective client and support system to assess their money management abilities Multiple visits may be necessary.
- Review prospective client's budget and personal situation.
- Investigate current family or friends involvement, and the reasons why family is not involved with prospective client's money management.
- Assess the need for services, appropriateness for program, and ensure that all other options for the prospective client have been considered and/or implemented.

Categories of referrals for the Representative Payeeship Program

- Under 60 years of age: All other referrals, for those under the age of 60, are prioritized by greatest need. Referral must demonstrate the need for services and must not have other means of assistance through an appropriate family member or friend. The majority referred by a Mental Health agency and receive case management services.
- 60 years or older: Referrals will be placed on a waiting list, prioritized by greatest need, and scheduled for assessment as quickly as possible. Adult Protective Services referrals will receive priority services.

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Title XX Prioritization Policy:

Any waiting list must be prioritized based on most the most in need in Ashtabula County referred to the Representative Payeeship Program. Prioritizing clients in need is guided by the following conditions as stated under Title XX:

- Individuals receiving Adult Protective Services through the Ashtabula County Job & Family Services and without regard to income.
- Individuals less than 60 years of age, without dependent children, income eligible, living alone, and with no other means of social support.
- Individuals less than 60 years of age, without dependent children, income eligible, living with others, and with no other means of social support.
- Individuals 60+ years of age, income eligible, living alone, and with no other means of social support.
- Individuals 60+ years of age, income eligible, living with others, and with no other means of social support.
- Individuals that are income eligible with other means of social support.

All clients referred to a waiting list will be managed by the program supervisor who discuss and review monthly. The waiting list will record referral date and referral source.

Onboarding new clients

The Program Manager implements the application process for Representative Payeeship to Social Security Administration. Once Representative Payeeship is awarded to CCAC, the Representative Payeeship Program is responsible for the following activities:

- Meeting with client and/or support groups of client to explain program and understand the client's everyday needs
- Collecting clients personal and financial information.
- Communicating with client vendors regarding billing and Catholic Charities' involvement
- Developing a client budget and understanding client's personal needs
- Meeting monthly or as needed to review payee's current needs and special requests
- Providing referrals to other resources or agencies for other services needed to support the client.
- Provide basic needs assistance if necessary.

The Representative Payeeship application is enclosed.

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Need

The Ashtabula County 2022 Community Health Needs Assessment identified Adult Depression and Anxiety as the number one health concern. The OhioMHAS County Profiles for Ashtabula County (2020) highlights adult suicide as an "Area of Concern," with a rate of 19.4%, which is above the Ohio state average of 15.1%. Additionally, nearly 25% of Ashtabula County residents are diagnosed with one or both of these disorders, underscoring the growing concern over the lack of social determinants needed for individuals to thrive in our community.

According to the Census Fact Finder (2019), 32.3% of Ashtabula County residents live below the poverty level, compared to the state of Ohio's 13.1%. Protective Services clients represent some of the most vulnerable individuals in the county, with the majority of program participants living on less than $1000 a month through their SSI/SSA benefits. As a result, many are unable to manage basic expenses such as rent, utilities, and other needs due to factors with severe and persistent mental illness, dementia, and/or physical disabilities and/or who lack appropriate family or friends to provide support.

In 2022, the Ohio United Way released its ALICE® (Asset Limited, Income Constrained, Employed) Report, revealing that 17% of Ashtabula County households were living at or below the federal poverty level. An additional 30% of working households earned more than the federal poverty threshold but still fell short of affording the county's basic cost of living. In total, 47% of households in Ashtabula County are struggling to meet essential needs such as food, shelter, clothing, healthcare, and utilities. The Representative Payeeship Program helps support individuals who may fall within this population. Designed to promote financial stability, the program works to improve financial wellness, ensure access to quality healthcare, and secure safe, affordable, and stable housing for every client served.

Before clients entered the Representative Payeeship Program, more than 90% of our clients were at serious risk of homelessness, financial exploitation by friends or family, or lacked anyone to assist them in managing their finances. Many struggled to prioritize their financial needs and to distinguish between wants and necessities. As a result, funds were often mismanaged, and essential needs such as food and shelter went unmet—leading to homelessness, declining health, and reduced daily functioning. Representative Payeeship Services significantly improve the quality of life for vulnerable individuals in Ashtabula County, particularly seniors, by promoting financial stability and helping them avoid exploitation and homelessness.

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Monitoring

For over thirty years, the Representative Payeeship Program has been serving as a trusted fiduciary representative payee for the most vulnerable population in Ashtabula County. Catholic Charities of Ashtabula County is the only long-standing certified Organizational Representative Payeeship Program in Ashtabula County and continues to fill the need for those that are most in need.

Monitoring the Representative Payeeship Program is handled in the following ways:

- Audited annually through an independent audit firm.
- On site audit every three (3) years by the Social Security Administration for compliance, best practices and to continue as a Organizational Representative Payeeship Program.
- Annual review for compliance with the Social Security Administration
    - Surety Bond
    - Certificate of Property Insurance: Social Security Administration as a Loss Party
    - Proof of continued section 501c tax exempt status
    - Bank statement for the most recent month for the collective account
    - Completed SSA-795 – Statement of Claimant or other person
- The Representative Payeeship Program utilizes a comprehensive web based client management system (CMS) called Lightgov by eGuardianship which manages client budget, documents client notes, and monthly financial activities.
- Monthly reconciliations, and internal audits of financial and bank records are conducted by the agency's fiscal department.
- All client payments are dispersed by the Fiscal Department.
- An Annual Representative Payeeship Payee report is reported to the Social Security Administration for every Representative Payeeship Client. This report accounts for the clients benefits payments.
- Weekly meetings regarding client issues or needs are conducted by the RP program supervisor.
- Every three years, CCAC is accredited by Ohio Department of Mental Health and Recovery Services (OHMAS)

The Representative Payeeship Program maintains confidential records for each client in a secure locked filing cabinet. Reporting and documentation of all clients are maintained electronically. See Confidentiality Policy

Training

All Representative Payeeship are provided the "Guide for Organizational Representative Payees" for review and reference as part of the training. Also, access to training modules from the Social Security Administration training website. Manual and videos are available on multiple Representative Payeeship topics.

The Representative Payeeship Program Manger conducts all trainings and monitors the RP caseworker's skills and abilities to ensure quality and accurate work is being performed.

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CCAC has established internal procedures and guidelines governing how CCAC manages the representative payee's beneficiary funds.

Program Service Collaboration:

The Representative Payeeship Program coordinates its services with the following programs, services, and providers in the area:

- *Adult Protective Services:*

  APS refers those aged 60 and above, currently living in the community, who may be exposed to risk due to abuse, neglect and exploitation because of an inability to make appropriate financial decisions. When there is no appropriate family or friend to handle their monthly benefit, APS may call upon CCAC to serve as the Representative Payee. However, there are situations when the prospective client is not voluntary with APS offered services and there is a concern for the person's welfare. APS may then pursue a Protective Order through the Ashtabula County Probate Court and request Catholic Charities to apply as Representative Payee to the prospective client. Representative Payeeship Program and APS meet monthly to review open and/or prospective case via zoom.

- *Ashtabula County Probate Court:*

  The Probate Judge or Magistrate may find it necessary to exercise all other options for an individual prior to pursuing guardianship. As a result, CCAC may be court-ordered to serve as a Representative Payee. Representative Payeeship may prove to stabilize and improve the client's quality of life by ensuring that life's necessities such as shelter, food and clothing needs are met; therefore having no need to pursue Guardianship.

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

  This behavioral health organization refers those currently living in the community who are experiencing a Severe and Persistent Mental Illness (SPMI) and are in need of a guardian. This service is contracted by the Board.

- *Social Security Administration*

  When the Social Security Administration determines that an individual is not able to manage his or her benefits, or that exploitation may be occurring, they will refer the individual to CCAC.

- Ashtabula County Board of Developmental Disabilities

  Service and Support Administrators (SSA) provide case management and coordinate services for clients that live in the community. The SSA's\ consult with and update the representative payee about their clients' current progress and provide community case management support for the payee.

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- *Other:*

CCAC also works closely with local mental health agencies, Nursing Homes, hospitals, and medical service providers.

Bilingual clientele

CCAC is able to assist bilingual clients through a service available across all of our programs called Language Line. This service offers interpretation in over 240 languages, including American Sign Language (ASL), and is available to support clients during appointments. Language Line can be accessed by phone or video, ensuring effective communication between the client and caseworker.
For more information, visit www.languageline.com. See enclosed policy.

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CATHOLIC CHARITIES OF ASHTABULA COUNTY

POLICY:	**Client Translation Services using Language Line**	DATE DEVELOPED: **October 31, 2018**
DEPARTMENT: **Administration**		DATE REVIEWED: July 16, 2025
		DATE REVISED: July 16, 2025

BACKGROUND:

It is the desire of Catholic Charities of Ashtabula County to communicate as best as possible with individuals who are limited English proficient, deaf, or hard-of-hearing. In order to do so, the Agency will utilize Language Line Personal Interpreter.

PROCESS:

If a limited English proficient, deaf, or hard-of-hearing individual calls or visits the Agency, employees and volunteers should consider using the Language Line Personal Interpreter. An interpreter will be available within 30 seconds. If the individual is present, and the language needed is unknown, please utilize the attached document, "Top interpreting services available." The individual is instructed in his/her language to point to the language needed.

If the individual is calling, the Agency's telephone system permits conferencing more than one call.

FOLLOW THESE THREE EASY STEPS TO CONNECT TO A PROFESSIONAL INTERPRETER

1. Dial **1-888-808-9008**
2. Enter the Agency's **8-digit PIN Number 25499764** at the prompt, then clearly state the name of the language you need (for example Spanish).
3. State if you need Language Line to dial a third party number for you (either international or domestic at no additional charge.) If the response is yes, you will be connected to the Language Line agent who will dial the number for you. If the response is no, you will go straight to a professional interpreter.

An Agency account has been established and the amount of time utilized will automatically be billed to the Agency. At the conclusion of the individual's appointment, please complete the Language Line Personal Interpreter Log and forward it to the Fiscal Office.

Attached: Tips for utilizing the Language Line Personal Interpreter Service.

Top interpreting services available.

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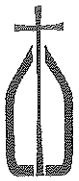

Catholic Charities of Ashtabula County

Language Line Personal Interpreter Log

Date of service:
Employee name:
Client name:
Language utilized:
Approximate length of call:
CCAC program:

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

LanguageLine Solutions®

Interpretation Services Available

English Translation: Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

American Sign Language
Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

Arabic العربية
اشر الى لغتك. وسيتم الاتصال بمترجم.
نقدم خدمة المترجم مجانا لك.

Bengali বাংলা
আপনার ভাষার দিকে নির্দেশ করুন। একজন দোভাষীকে ডাকা হবে। দোভাষী আপনি বিনামূল্যে পাবেন।

Burmese မြန်မာ
သင့်ဘာသာစကားကိုညွှန်ပြပါ။ စကားပြန်တစ်ယောက်ယောက်ကို သင့်အတွက်စီစဉ်ပေးပါမည်။

Cantonese 廣東話
請指認您的語言，以便為
您提供免費的口譯服務。

Farsi فارسی
زبان مورد نظر خود را مشخص کنید. یک مترجم برای شما در خواست خواهد شد. مترجم بصورت رایگان در اختیار شما قرار می گیرد.

French Français
Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.

Haitian Creole Kreyòl
Lonje dwèt ou sou lang ou pale a epi n ap rele yon entèprèt pou ou. Nou ba ou sèvis entèprèt la gratis.

Hindi हिंदी
अपनी भाषा की ओर इंगित करें। जिसके अनुसार आपके लिए दुभाषिया बुलाया जाएगा।
आपके लिए दुभाषिया की निशुल्क व्यवस्था की जाती है।

Hmong Hmoob
Taw rau koj hom lus. Yuav hu rau ib tug neeg txhais lus. Yuav muaj neeg txhais lus yam uas koj tsis tau them dab tsi.

Italian Italiano
Indicare la propia lingua. Un interprete sarà chiamato. Il servizio è gratuito.

Japanese 日本語
あなたの話す言語を指してください。無料で通訳サービスを提供します。

Korean 한국어
귀하께서 사용하는 언어를 지정하시면 해당 언어 통역 서비스를 무료로 제공해 드립니다.

Mandarin 普通话
请指认您的语言，以便为
您提供免费的口译服务。

Nepali नेपाली
आफ्नो भाषातर्फ औंल्याउनुहोस्। एक दोभाषेलाई बोलाइनेछ।
तपाईंको कुनै खर्च बिना, एकजना दोभाषे उपलब्ध गराइनेछ।

Polish Polski
Proszę wskazać swój język i wezwiemy tłumacza. Usługa ta zapewniana jest bezpłatnie.

Portuguese Português
Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.

Punjabi ਪੰਜਾਬੀ
ਆਪਣੀ ਭਾਸ਼ਾ ਦੱਸ ਇਸਤਰਾ ਕਰੋ। ਜਿਸ ਮੁਤਾਬਕ ਇਕ ਦੁਭਾਸ਼ੀਆ ਬੁਲਾਇਆ ਜਾਏਗਾ। ਤੁਹਾਡੇ ਲਈ ਦੁਭਾਸ਼ੀਆ ਦਾ ਮੁਫਤ ਇੰਤਜਾਮ ਕੀਤਾ ਜਾਦਾ ਹੈ।

Romanian Română
Indicați limba pe care o vorbiți. Vi se va face legătura cu un interpret care vă este asigurat gratuit.

Russian Русский
Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.

Somali Af-Soomaali
Farta ku fiiqucaddeeda... Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lacagi kaaga bixi mayso.

Spanish Español
Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.

Tagalog Tagalog
Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.

Vietnamese Tiếng Việt
Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.

© 2020 LanguageLine Solutions

Language Solutions: On demand audio and video interpreting, on site interpreting / Bilingual and Interpreter Staff Testing and Training / Translation and Localization

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B. Summary of Service

Catholic Charities of Ashtabula County has office hours on Monday through Friday from 8:00 am – 4:00 pm. Representative Payeeship caseworkers are available by phone, video conferencing or walk-in during business hours. Program referrals are facilitated by the Representative Payee Program Manager. Representative Payeeship may charge clients age 18 to 59 a monthly fee which contributes to the cost of postage, and program software. The fees are calculated at 2% of their monthly income.

The Representative Payeeship Program provides casework and money management for individuals with disabilities who need assistance with financial matters. The Representative Payeeship Program serves those most vulnerable and at-risk of exploitation in Ashtabula County that are unable to manage their financial needs and are without an alternative support system of family or friends in the community.

This program serves as a payee to individuals starting at the age of 18, suffering with severe & persistent mental health disorders, afflicted with forms of dementia, mental health conditions, or brain injuries and /or referred by Mental Health Agencies, Adult Protective Services, and the Ashtabula County Probate Court Representative Payeeship Program: This program serves mentally disabled adults who are unable to manage their finances and are at risk of exploitation from family or friends. It provides casework and money management for individuals with disabilities who need assistance with financial matters.

Representative Payeeship Statistics

Statistic	2024	2026 projection	Projection for 2027
Unduplicated total program *Clients Served	267	260 Clients	260 Clients
Title XX funding estimate 2025-2026 ** New Program	0	40	50

Client case load fluctuates each year based on the following factors:

- Deceased clients
- New Representative Payee by way of a family member
- Client admitted into a long-term care facility
- Moved to another county or state
- Client becomes their own payee, not all payee clients are long term
- Staffing

** Based on eligibility, Title XX funding

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CATHOLIC CHARITIES OF ASHTABULA COUNTY
"PROVIDING HELP, CREATING HOPE"
(440) 992-2121
FAX (440) 992-5974

FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
COMPANY:	DATE:
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
PHONE NUMBER:	EMAIL:

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

Confidentiality Notice

The documents and information in and accompanying this form are privileged and confidential and intended for disclosure only to named addressee. Any disclosure of said items to or use of same by anyone else is prohibited. If you have received this fax in error, please notify the sender immediately by collect telephone call and return this form and accompanying documents to the sender via first class mail at the address below.

4200 PARK AVENUE 3RD FLOOR, ASHTABULA, OHIO 44004
WEBSITE: WWW.DOYCCAC.ORG

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Form SSA-11-BK (09-2020) UF
Discontinue Prior Editions
Social Security Administration

OMB No. 0960-0014

Request to be Selected as Payee	FOR SSA USE ONLY								FOR SSA USE ONLY
	Name or Bene. Sym.	Program	Date of Birth	Type	Gdn.	Cus.	Inst.	Nam.	
									District Office Code
									State and County Code
Print in Ink									

The name of the NUMBER HOLDER	SOCIAL SECURITY NUMBER
The name of the PERSON(S) (if different from above) for whom you are filing (the "claimant(s)")	SOCIAL SECURITY NUMBER (S)

Answer item 1 ONLY if you are the claimant and want your benefits paid directly to you.

1. I request that I be paid directly
CHECK HERE ☐ and answer only items 3, 5, 6, and 8 before signing the form on page 5.

I REQUEST THAT THE SOCIAL SECURITY, SUPPLEMENTAL SECURITY INCOME, OR SPECIAL VETERANS BENEFITS FOR THE CLAIMANT(S) NAMED ABOVE BE PAID TO ME AS REPRESENTATIVE PAYEE.

2. Explain why you think the claimant is not able to handle his/her own benefits. (In your answer, describe how he/she manages any money he she receives now.)

☐ Claimant is a minor child

3. Explain why you would be the best representative payee. (Use Remarks if you need more space.)

4. If you are appointed payee, how will you know about the claimant's needs?

☐ Live with me or in the institution I represent
☐ Daily visits
☐ Visits at least once a week.
☐ By other means. Explain:

5. Does the claimant have a court-appointed legal guardian/conservator? ☐ Yes ☐ No
If Yes, enter the legal guardian/conservator's:
Name: _____
Address: _____
Phone Number: _____
Title: _____
Date of Appointment: _____
Explain the circumstances of the appointment. (Use remarks if you need more space.)

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6. (a) Where does the claimant live?

- ☐ Alone
- ☐ In my home (Go to (b).)
- ☐ With a relative (Go to (b).)
- ☐ With someone else (Go to (b).)
- ☐ In a board and care facility (Go to (b).)
- ☐ In a public institution (Go to (c).)
- ☐ In a private institution (Go to (c).)
- ☐ In a nursing home (Go to (c).)
- ☐ In the institution I represent (Go to (c).)

(b) Enter the names and relationships of any other people who live with the claimant.

NAME	RELATIONSHIP

(c) Enter the claimant's residence and mailing addresses (if different from yours).

Residence:	Mailing:	Telephone Number

(d) Do you expect the claimant's living arrangements to change in the next year? ☐ Yes ☐ No

If Yes, explain what changes are expected and when they will occur. (Use Remarks if you need more space.)

7. If you are applying on behalf of minor child(ren) and you are not the parent,

Is the child(ren) in foster care? ☐ Yes ☐ No

Does the child(ren) have a living natural or adoptive parent? ☐ Yes ☐ No

If yes, enter: (a) Name of parent _____

(b) Address of parent

(c) Telephone number _____

(d) Does the parent show interest in the child? ☐ Yes ☐ No

Please explain:

8. List the names and relationship of any (other) relatives or close friends who have provided support and/or show active interest with the claimant. Describe the type and amount of support and/or how interest is displayed.

NAME	ADDRESS/PHONE NO.	RELATIONSHIP	DESCRIBE

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9. Check the block that describes your relationship to the claimant.

(a) ☐ Official of bank, agency or institution with responsibility for the person. Enter below which you represent:

☐ Bank ☐ State, county, or local government agency ☐ Social Agency ☐ Public Official

☐ Institution:

☐ Federal ☐ State/Local ☐ Private non-profit

☐ Private proprietary institution. Is the institution licensed under State law? ☐ Yes ☐ No

IF (a) ABOVE CHECKED, COMPLETE ONLY QUESTIONS 10 AND 11 AND SIGN THE FORM ON PAGE 5.

(b) ☐ Parent

(c) ☐ Spouse

(d) ☐ Other Relative - Specify _____

(e) ☐ Legal Representative

(f) ☐ Board and Care Home Operator

(g) ☐ Other Individual - Specify _____

IF (b), (c), (d), or (e) ABOVE CHECKED, GO ON TO QUESTION 12

10. Does the claimant owe you/your organization any money now or will he/she owe you money in the future? ☐ Yes ☐ No

If Yes, enter the amount he/she owes you/your organization, the date(s) was/will be incurred and describe why the debt was/will be incurred.

INFORMATION ABOUT INSTITUTIONS, AGENCIES, AND BANKS APPLYING TO BE REPRESENTATIVE PAYEE

11. (a) Enter the name of the institution _____

(b) Enter the EIN of the institution _____

INFORMATION ABOUT INDIVIDUALS APPLYING TO BE REPRESENTATIVE PAYEE

12. Enter: Your name _____

Date of birth _____ Social Security Number _____

Any other name you have used _____

Other SSN's you have used _____

13. How long have you known the claimant?

14. If the claimant lives with you, who takes care of the claimant when work or other activity takes you away from home?

What is his/her relationship to the claimant?

15. (a) Main source of your income

☐ Employed (answer (b) below)

☐ Self-employed (Type of Business _____)

☐ Social Security benefits (Claim Number _____)

☐ Pension (describe _____)

☐ Supplemental Security Income payments (Claim Number _____)

☐ Temporary Assistance For Needy Families (TANF _____)

☐ Other State or Public Assistance (describe _____)

☐ Other (describe _____)

(b) Enter your employer's name and address:

How long have you been employed by this employer? _____

(If less than 1 year, enter name and address of previous employer in Remarks.)

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16. Do you give Social Security permission to conduct a criminal background check on you? ☐ Yes ☐ No

17. (a) Have you ever been convicted of a felony? ☐ Yes ☐ No

If Yes: What was the crime? _____

On what date were you convicted? _____

What was your sentence? _____

If imprisoned, when were you released? _____

If probation was ordered, when did/will your probation end? _____

(b) Have you ever been convicted of any offense under federal or state law which resulted in imprisonment for more than one year? ☐ Yes ☐ No

If Yes: What was the crime? _____

On what date were you convicted? _____

What was your sentence? _____

If imprisoned, when were you released? _____

If probation was ordered, when did/will your probation end? _____

18. Do you have any unsatisfied FELONY warrants (or in jurisdictions that do not define crimes as felonies, a crime punishable by death or imprisonment exceeding 1 year) for your arrest? ☐ Yes ☐ No

If Yes: Date of Warrant _____

State where warrant was issued _____

19. How long have you lived at your current address? (Give Date MM/YY) _____

REMARKS: *(This space may be used for explaining any answers to the questions. If you need more space, attach a separate sheet.)*

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PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING THIS FORM

I/my organization:

- Must use all payments made to me/my organization as the representative payee for the claimant's current needs or (if not currently needed) save them for his/her future needs.
- May be held liable for repayment if I/my organization misuse the payments or if I/my organization am/is at fault for any overpayment of benefits.
- May be punished under Federal law by fine, imprisonment or both if I/my organization am/is found guilty of misuse of Social Security or SSI benefits.

I/my organization will:

- Use the payments for the claimant's current needs and save any currently unneeded benefits for future use.
- File an accounting report on how the payments were used, and make all supporting records available for review if requested by the Social Security Administration.
- Reimburse the amount of any loss suffered by any claimant due to misuse of Social Security or SSI funds by me/my organization.
- Notify the Social Security Administration when the claimant dies, leaves my/my organization's custody or otherwise changes his/her living arrangements or he/she is no longer my/my organization's responsibility.
- Comply with the conditions for reporting certain events (listed on the attached sheets(s) which I/my organization will keep for my/my organization's records) and for returning checks the claimant is not due.
- File an annual report of earnings if required.
- Notify the Social Security Administration as soon as I/my organization can no longer act as representative payee or the claimant no longer needs a payee.

I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.

SIGNATURE OF APPLICANT	DATE *(MM/DD/YYYY)*
Signature *(First name, middle initial, last name) (Write in ink)*	Telephone number(s) at which you may be contacted during the day

Print Your Name & Title *(if a representative or employee of an institution/organization)*

Mailing Address *(Number and street, Apt. No., P.O. Box, or Rural Route)*

City and State	ZIP Code	Name of County

Residence Address *(Number and street, Apt. No., P.O. Box, or Rural Route)*

City and State	ZIP Code	Name of County

Witnesses are only required if this application has been signed by mark (X) above. If signed by mark (X), two witnesses to the signing who know the applicant making the request must sign below, giving their full addresses.

1. Signature of Witness	2. Signature of Witness
Address *(Number and street, City, State, and ZIP Code)*	Address *(Number and street, City, State, and ZIP Code)*

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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

AUTHORIZATION FOR RELEASE/EXCHANGE OF CONFIDENTIAL INFORMATION

Catholic Charities of Ashtabula County is committed to respecting the privacy of individuals and families who have contacted us for assistance. All information shared both orally and in writing will be managed within legal and ethical considerations.

Client Name: _____ SS#: XXX-XX-_____ D.O.B. _____
(last 4 digits)

Co-Client Name: _____ SS#: XXX-XX-_____ D.O.B. _____
(last 4 digits)

Address: _____

I understand that Catholic Charities of Ashtabula County is required to comply with all reporting regulations regarding abuse, neglect, and the intent to harm, and that confidential information may be released without permission under these circumstances.

I grant _____ of Catholic Charities of Ashtabula County permission to coordinate services for me in regard to my request for assistance. I understand that this request/release of information serves as authorization for Catholic Charities of Ashtabula County to contact the following regarding my request for assistance:

Check services that apply:

	Attorneys/Legal Aide		Financial Institutions		Salvation Army
	ACDJFS		Food Pantry		Samaritan House
	Church_____		Landlord		Signature Health
	Community Action/WIC		LARC/Turning Point		Sleep Gallery
	Community Counseling Center		Medical Provider		Social Security Administration
	Employment Agency		Pharmacy		Utility Company
	Employer: Past/Present		SVDP		Catholic Charities Staff
			Board of DD/DODD		Veteran's Administration
					Veteran's Service Commission

I understand and acknowledge that Catholic Charities of Ashtabula County is affiliated with management information systems, and I consent to and authorize the collection of information and preparation of records pertaining to the services provided to me by the agency. I understand information gathered and prepared by the agency may be entered into an electronic database and shared between agencies. I understand that confidential information may be released to some funders or regulators.

A copy of this release shall be considered valid. I understand that this release is effective immediately and is valid for one year. I understand that I may revoke this consent, in writing, at anytime. I also understand that the role of the Catholic Charities caseworker/housing counselor is to help me become a better-informed consumer, but he/she cannot recommend a specific course of action. I understand that Catholic Charities of Ashtabula County has an agreement with Port Conneaut Federal Credit Union to offer affordable loans to low-income clients who meet their qualifications. I understand that I am under no obligation to utilize the services or information provided by the Agency as a condition of participation in the housing counseling program. For a list of the Agency's services, please refer to the back of this authorization.

Client Signature: _____ Date: _____

Co-Client Signature: _____ Date: _____

Counselor/Caseworker/Witness: _____ Date: _____

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Catholic Charities of Ashtabula County

The Agency provides the following services & programs:

Emergency Assistance – For those experiencing an emergency situation, assistance may be provided to help with eviction, utility disconnection, security deposits, food and medication.

Distribution Services – Free clothing and household items are distributed weekly for those unable to purchase basic necessities. Other special distributions include Thanksgiving, Christmas, and back-to-school.

Financial Literacy - Individual and group sessions are available to provide money management and credit education, including budgeting, prioritizing expenses, determining wants and needs, establishing a savings plan, and avoiding predatory lenders.

First Step Program – Pregnancy, family support and adoption resources are available which include planning for the challenges of a new baby, assistance with baby items, budgeting, goal-setting, and information and referral.

Guardianship – Staff and trained volunteers serve as legal guardians to county residents who are 60 or older, indigent, and lack available, appropriate family or friends to assist them.

Housing Counseling – Caseworkers provide pre and post purchase counseling, foreclosure counseling, down payment assistance, rent assistance, predatory lending education and advocacy for any housing issues a family might have.

Representative Payeeship – A caseworker becomes a payee for disabled adults who cannot manage their finances. The caseworker ensures that basic shelter, food and clothing needs are met, and appropriate benefits are accessed; thus providing stability to those who are vulnerable to exploitation.

School-based Services – Trained educators provide a health-based abstinence curriculum in the county's schools, teaching the importance of and consequences of making health choices.

Getting Ahead – A free 16-session program is to increase ALL of your resources, build confidence, increase opportunities for personal growth and to gain support from others who are on a similar path.

Opening Doors - a free ten-week evidence-based parenting, leadership, and advocacy program for parents/custodians/guardians with children ages 0-5.

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

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Catholic Charities of Ashtabula County
Representative Payee Referral Application

Client Information **Date:**

Personal Information

Name: _____

Social Security Number _____ Date of birth _____

Address: _____
Street Address _____ Apartment/Unit # _____

City _____ State _____ ZIP Code _____

Home Phone: ( ) _____ Current payee: _____ Phone: _____

Marital Status: _____ SSA benefits/amounts _____

Spouse's Name: _____ Social Security Number _____ date of birth _____

Names and Relationships of people who live with client: _____

Guardian: (if applicable)

Phone: _____

Employer _____ Monthly Wages (approx) _____

Section 8 yes no _____ Food Stamps yes no _____

Medicare yes no _____ Medicaid yes no _____

Case manager _____ Medicare D yes no _____

Telephone: _____ Agency: _____

Referred By

Agency: _____

Name: _____

Relationship _____ Telephone _____

Agency/Address _____

City _____ State _____ ZIP Code _____

Mental Health Diagnosis and Reason for Payeeship Referral:

For office use only: G: R: ET: SMD: PUB:

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

NAME:			DATE:
Housing:			
Landlord (current lease required for payment):			Phone:
Rent amount:	Date due:		Mail Pick up
Security deposit:		Section 8:	
Additional information:			
Utilities:			
Gas:	PIPP:	Account #	
Electric:	PIPP:	Account #	
Phone:	Lifeline:	Account #	
Cable:		Account #	
Water:		Account #	
Sewer:		Account #	
Other:		Account #	
Insurance:			
Automobile:	Company:	Amount:	due date:
Life:	Company:	Amount:	due date:
Life:	Company:	Amount:	due date:
Homeowners:	Company:	Amount:	due date:
Other:	Company:	Amount:	due date:
Other bills:			
Court:			
Probation:			
Storage:			
Credit cards:			
Spenddown:			
Medication:			
Spending			
Weekly Monthly	Other:	Amount:	Mail Pick up
Additional instructions:			
Groceries:			
Other:			
Employer:			
Name:	Address:		Phone:
Pay schedule:			
Checks received by:			
Pay stubs to go to SSA:	yes	no	
IRS taxes:			

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NAME: **DATE:**

Medical Insurance:

Medicare:	Claim #					
Medicare D:		Account#			Extra Help:	no yes
Medicaid:	Case #			Billing #		
	Spend down:	no	yes	amount		
Pharmacy:				telephone:		

Contact information:

In case of emergency:	name	relationship	telephone

Information in case file:

Copy of Social Security card:	original
Copy of Medicare card	original
Copy of birth certificate:	original
Copy of Medicare D card:	original
Copy of ID card	original
Copy of Medicaid card	original
Insurance policies:	

Banking Information:

Other bank accounts:

Agreement:

As client:

I will promptly notify my representative payee of any changes in: address, telephone number, rent, employment, marital status, and the like. I will bring in my pay stubs for Social Security, receipts of items purchased, and any other financial related information when the Rep Payee requests them. I will be polite and respectful of Rep Payee and other clients, and understand that threatening or abusive behavior toward anyone in the Agency will not be tolerated, and may result in a suspension of services.

As representative payee:

I will pay your bills each month, with housing and basic utilities being paid first. I will do my best to see that you have spending money, but the amount can depend on what bills you have. I will be respectful in talking with you, as flexible as possible when financial needs arise, and protect your right to confidentiality. I will return your telephone calls as soon as I can, but cannot guarantee a response the same day. I am happy to meet with you if you wish to schedule an appointment.

Signature of client:	Date:
Signature of representative payee:	Date:

Notice: Agency staff is required to contact the appropriate authorities if they suspect a client is at risk of harm, or poses a threat to others.

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Catholic Charities of Ashtabula County
Representative Payeeship Program

Program Guidelines

What is Representative Payeeship?

Money management designed for individuals who, because of physical and mental disability, are unable to manage their benefit checks in a way that ensures that their basic living needs are met.

A restrictive service to the beneficiary.

How do I request Representative Payee Services for my Client?

Please refer all requests through your supervisor.

Who needs a representative Payee?

SSA must have evidence that the beneficiary is not able to manage or direct the management of benefit payments in his or her best interest.

- Clear clinical judgment, medical evidence
- How the beneficiary handles their money now
- Can the beneficiary obtain their own food, clothing and shelter

What are the responsibilities of a Representative Payee?

- The primary responsibility of the representative payee is to use benefit disbursements for the beneficiary's current and foreseeable basic living needs.
- Coordinate Rep Payee application with Social Security and case manager.
- Provide advocacy to negotiate with creditors.
- Must keep close records of receipt and expenditure of client disability benefit.
- Meet with client and case manager to create and discuss budget.
- Social Security annual accounting report.
- Must be aware of the client's financial, legal and vocational status and living situation. Failure of the client to report the following changes may result in overpayment, underpayment or termination of payment to the beneficiary:
    - Employment or unemployment
    - Relocation
    - Marriage or divorce
    - Receipt of money from another source etc. pension
    - Going to jail or prison
    - Admission to the hospital
    - Saving any money
    - Applying for assistance from welfare or other government agency
    - No longer disabled

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What are NOT the duties of a Representative Payee?

- Counseling a client
- Provide housing
- Shopping
- Provide medical assistance
- Transportation
- Home visitations

What is the goal and benefit of the Representative Payeeship Program?

- Stability of income and assurance that rent, food and other necessary expenses are paid.
- Prevent homelessness.
- Improve quality of life.
- Improve money management skills and self-confidence.
- Provide savings for larger purchases.
- Achieve goals of client
- Protection of client's monthly benefit income, reduced victimization related to money.

What is the role of the case manager and their client regarding Payeeship?

- Manage client's personal goals and treatment plan.
- Handle client issues regarding clients concerns regarding budget or needs for extra ordinary situations.
- Notify Representative Payee of client changes or budgetary needs that the client cannot communicate effectively.
- Provide all means of income, status of employment or other issues that may change their monthly budget and or monthly check routine.

What is the involvement of a case manager with setting up a new rep payee client?

- Provide evidence that determines the client's potential need to a Rep Payee.
- If it appears that Rep Payee is needed, Catholic Charities starts application process and submits application to Social Security.
- Client, case manager and Rep Payee caseworker meet to discus budget, provide all financial information and review program's process and procedures with the new client.
- Total Rep Payee process could take up to 2-3 months to fully implement.

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Representative Payee Home

Organizational Payee

Become an Organizational Payee

Training for Organizational Payees

Guide for Organizational Payees

Resource Hub of Representative Payees for Foster Children

Organizational Best Practices

Establishing a Representative Payee Account

Individual Payees

Guide for Individual

Guide for Organizational Representative Payees

The Social Security Administration recognizes your work on behalf of those who need help and we are committed to providing you with the guidance and assistance you need to fulfill your duties as representative payee.

Welcome to the *Guide*

The Social Security Administration (SSA) has developed this Guide for Organizational Payees to help organizations serving as representative payees. It should help you understand the duties and responsibilities of a payee.

We encourage you to use the Guide to develop your payee system and procedures to meet the needs of your beneficiaries and maximize your organization's resources.

You and your staff, especially those who work with beneficiaries, manage their funds, and report changes to SSA should read and have access to the Guide.

For your convenience, the Guide, as well as other payee information, is available online at: https://www.ssa.gov/payee.

If you cannot find the information you need in the *Guide*, or on our website, you may visit your local Social Security office or call our toll-free number at **800-772-1213**.

If you call, you can speak to a service representative between the hours of 8:00 a.m. and 7:00 p.m. on business days.

If you call about a specific case, be sure to have the following information available:

- The beneficiary's name, Social Security Number (SSN), date and place of birth, mailing address and one other unique identifier such as benefit amount; and
- The name, address and employer identification number (EIN) of your organization.

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Payees

Beneficiary Information

Beneficiaries Who Have a Payee

Advance Designation

Payee Accounting

Complete your payee accounting online

More Information

Payee Publications

Frequently Asked Questions for:

Representative Payee

Beneficiaries who have a Payee

Representative Payees Completing

New in the *Guide*

We have added a section about foster care agencies who serve as representative payee.

Table of Contents

	Page Number in the Paper Guide
Terms Used in this Guide	5
Overview	9
Who Needs a Payee?	11
Beneficiaries with a Drug Addiction or Alcohol Condition	12
The Role of a Representative Payee	13
About Payee Fees	14
How to Become a Representative Payee	15
Duties of a Representative Payee	16
Other Ways a Payee Can Help	18
Reporting Events to SSA	19
Additional Reporting Events for SSI Beneficiaries	21
Limits to What a Payee May Do	22
Proper Use of Benefits	23
Handling Large Sums of Money	24
Special Rules for Beneficiaries Living in Institutions	25
Using Funds for Legal Dependents	27
Important Information About the Use of Benefits	27
Payee Misuse of Benefits	30
Managing and Conserving Funds	32
About Account Titling	33
Collective Accounts	33
Conserved Funds After You Stop Being Payee	36
Conserved Funds After the Beneficiary Dies	36
Payments Received After Death of the Beneficiary	37
Dedicated Accounts - Minor Disabled Children Receiving SSI	39
Using Dedicated Accounts Funds	40
Misapplication of Dedicated Account Funds	42
Reporting on Monthly Benefits and Dedicated Account Funds	43
Overpayments	44
Payee Monitoring and Accounting	46
Developing an Accounting System	48
Subcontracts for Accounting Functions	49

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Accounting Online
Representative Payee Reviews and Educational Visits Conducted by the Protection and Advocacy System

Managing Beneficiary Funds - Security 50
Fee for Service (FFS) Payees 54
Getting Approved as a FFS Payee 55
Fee Amounts 58
Restrictions on FFS Payees 58
Foster Care and Child Care Agencies 61
Being Payee - Best Practices 62
Protecting Beneficiaries from Identity Theft 65
More Information on Identity Theft 67
Medicare and Medicaid 69
Frequently Asked Questions 70
Other Available Publications 75
Exhibits 77

1. Sample SSA-6234-F6 - Representative Payee Report
2. Sample SSA-6233-BK - Representative Payee Report of Benefits and Dedicated Account
3. Monthly Beneficiary Accounting Ledger

Terms Used in this Guide

(Table of Contents)

Beneficiary – an individual receiving Social Security or Supplemental Security Income (SSI) benefits

Collective Account – a single savings or checking account in which a representative payee holds funds for multiple beneficiaries for whom they serve. We must approve collective accounts before you can deposit beneficiary funds into them. The account must clearly show the individual amounts for deposits, withdrawals and interest earned for **each** beneficiary.

Conserved Funds – funds saved, or **conserved**, by the representative payee. Funds in excess of the amount needed to meet a beneficiary's current or reasonably foreseeable needs are the property of the beneficiary. A payee must conserve these funds on behalf of the beneficiary.

Custody – the control, supervision and care of the beneficiary. A payee may have ***physical custody*** of the beneficiary, meaning that the beneficiary actually lives with an individual payee or is in the care of an organizational

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

Representative Payeeship Program

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Social Security Administration

Important Information

Social Security Administration
6401 Security Blvd.
Mail Stop 1620
Baltimore, MD 21235
Date: August 27, 2024

Catholic Charities
3rd Floor
4200 Park Ave
Ashtabula, OH 44004

On May 21, 2024, Disability Rights Ohio met with you to conduct a review of your service as a representative payee. Thank you for your participation in the review.

Results Of Your Review

We determined you fulfill your duties as representative payee. Your review is now complete.

If You Have Questions About The Results Of Your Review

If you have questions about the results of your review, please call Social Security at 410-965-9222.

If You Have Any Other Questions About Social Security

We invite you to visit our website at www.socialsecurity.gov on the Internet to find general information about Social Security. If you have any specific questions, you may call us toll-free at 1-800-772-1213. We can answer most questions over the phone. If you are deaf or hard of hearing, you may call our TTY number, 1-800-325-0778. You can also write or visit any Social Security office. The office that serves your area is located at:

4815 State Rd
Ashtabula, OH 44004-6213

Suspect Social Security Fraud?

If you suspect Social Security fraud, please visit http://oig.ssa.gov/r or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

Social Security Administration

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SOCIAL SECURITY

December 4, 2023

Catholic Charities
4200 Park Ave 3rd Fl
Ashtabula, OH 44004

Dear Catholic Charities:

A representative payee may establish collective checking and/or savings accounts to hold monies belonging to more than one beneficiary. These accounts are acceptable for a beneficiary with a representative payee under specific conditions:

- The account title shows that the funds belong to the beneficiary and not the payee.
- The account is separate from the institution's or individual payee's operating account.
- If interest is accrued, the interest must be prorated and credited to the individual beneficiaries based on their share of funds in the account.
- Clear and current records show the amount of each individual beneficiary's share in the account and proper procedures for documenting credits and debits of the individual beneficiaries.
- The accounts and supporting records must be available, upon request, to SSA.

The ASHTABULA OH Social Security Administration (SSA) office has approved the use of your agency's established Collective Account.

SSA is required to review all approved collective accounts every three years to determine whether your agency is maintaining the Collective Account correctly. This is accomplished by following the financial transactions for one beneficiary over a one-year period. A member of the Ashtabula OH office will contact your agency when it is time for your review.

If you have any questions, please let me know.

Sincerely,

Nancy Trambley
District Manager, Ashtabula OH

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

232

Representative Payee Report

Social Security Administration, P.O. Box 6232, Wilkes-Barre, PA 18767-6232

This report is about the benefits you received between and for the beneficiary. Please read the enclosed instructions before completing this form to help you answer each question.

1. YES NO

2.

3. YES NO

DOLLAR AMOUNT (NO CENTS)

A.

B.

C.

D.

4. If you showed an amount in Question 3, Column "C" in the boxes below, tell us how you are saving the benefits. If you have more than one account, you may mark more than one box in each section.

A. TYPE OF ACCOUNT	B. TITLE OF ACCOUNT

FORM SSA-623-OCR-SM (12-2018)

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Catholic Charities
Providing Help. Creating Hope.

Representative Payeeship
Client Special Request Over $500.00

Client's Name _____ Date _____

- ☐ check pick up _____
- ☐ check mail
- ☐ ACH
- ☐ make check payable to: (name, address)

_____

_____

_____

- ☐ reoccuring bill when _____
- ☐ one time bill
- ☐ Account ClosingDisperse Remaining Funds

Explanation of change:

_____

_____

_____ _____
Case Worker Supervisor

_____ _____
Jill Valentic Alice Harden
Authorized Account Signer #1 Authorized Account Signer #2

* As per the Social Security Administration, all requests over $500.00 must be signed by two authorized account signers

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

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

Client Satisfaction Survey

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

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

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

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

   _____

   _____

   _____

5. What could we have done differently?

   _____

   _____

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

   _____

   _____

   _____

7. Would you recommend our services to someone else?
   - ☐ Yes
   - ☐ No

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

   _____

   _____

Name (optional): _____

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Self-Sufficiency Matrix

Matrix Summary

Intake Date: _____ Staff Name: _____

Date: _____

Agency Name: Catholic Charities of Ashtabula County

Program: **Payeeship**

Client Information

First Name _____ MI _____

Last Name _____ Suffix _____

Client ID (optional Agency ID) _____ SSN XXX-XX-_____

Self-Sufficiency Matrix Instructions:

- Complete this form for all clients at: 1) entry, 2) at 6 months, 3) at 1 year post entry
- Select one and only one level in each of the 17 areas below by marking the box next to the appropriate level
- Level categories: 1= In Crisis, 2= Vulnerable, 3= Safe, 4= Building Capacity, 5= Empowered

Assessment Type (Point in Time- select one: circle) ◊ Entry ◊ 6-month review ◊ 1 Year

1. **Income**
   - □ 1. No Income
   - □ 2. Inadequate income and/or spontaneous or inappropriate spending
   - □ 3. Can meet basic needs with subsidy; appropriate spending
   - □ 4. Can meet basic needs and manage debt without assistance
   - □ 5. Income is sufficient, well managed; has discretionary income and is able to save

2. **Shelter**
   - □ 1. Homeless or threatened with eviction
   - □ 2. In transitional, temporary, or substandard housing; and/or current rent/mortgage payment is unaffordable
   - □ 3. In stable housing that is safe but only marginally adequate
   - □ 4. Household is safe, adequate, subsidized housing
   - □ 5. Household is safe, adequate, unsubsidized housing

3. **Life Skills**
   - □ 1. Unable to meet basic needs such as hygiene, food, activities of daily living
   - □ 2. Can meet a few but not all needs of daily living without assistance
   - □ 3. Can meet most but not all daily living needs without assistance
   - □ 4. Able to meet all basic needs of daily living without assistance
   - □ 5. Able to provide beyond basic needs of daily living for self and family

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C. Geographic Service Areas

Catholic Charities of Ashtabula County serves all of Ashtabula County.

Service Area	Unduplicated clients served 2024 under age 60*	Unduplicated clients projected 2026 under age 60	Unduplicated clients served 2024 age 60-75	Unduplicated clients projected 2026 age 60-75	Unduplicated clients served 2024 age 76 +	Unduplicated clients projected 2026 Age 76 +
Andover	1	2	1	0	1	0
Ashtabula	105	110	50	55	16	13
Austinburg	0	0	1	0	2	1
Conneaut	13	12	8	8	0	1
Geneva	15	15	10	10	1	2
Jefferson/Dorset	5	5	2	2	0	1
Kingsville	3	3	2	2	0	1
Orwell/Rome	2	2	4	2	0	1
Williamsfield	0	0	0	0	0	0
Other*	*16	*8	*7	*3	*2	1
TOTAL	**160**	**157**	**85**	**82**	**22**	**21**

** Clients living in specialized facilities that are not available in Ashtabula County. In many situations, locations outside of Ashtabula County are the only option that will assist with needs that will properly treat their both mental health and physical condition. For example: clients is temporarily living in a specialized group home. The goal is for the client to rehabilitate and return back to Ashtabula County. All clients are residents of Ashtabula County and are monitored monthly. Most clients are under Guardianship from Ashtabula County.

Forecast is calculated from 2026 program demographics and waiting with prospective clients. Over 60 clients are a priority based on risk of abuse and exploitation.

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D. Service Gaps

No services gaps at this time.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

E. Limitations in meeting condition of an agreement

No limitations at this time.

Agency administration will contact Title XX contract representatives to advise any programmatic concerns or questions.

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F. Organizational Structure

Catholic Charities of Ashtabula County was established as an adoption and child welfare agency in 1944, and its original name was Catholic Service League. It was incorporated on October 4, 1962. CCAC has expanded and changed over the years to meet the emerging needs of Ashtabula County. CCAC is private, 501(c)(3) not-for-profit corporation, is governed by a local, volunteer board of directors, and is an affiliate of the Catholic Charities Corporation Diocese of Youngstown. CCAC has 20 employees and manages between 50-100 volunteers annually between all programing. The Bboard of Directors and Finance and Audit Committee meets four times a year while other committees meet as needed.

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

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

2026 The Organizational Chart is included.

CATHOLIC CHARITIES OF ASHTABULA COUNTY
2026 ORGANIZATIONAL CHART

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

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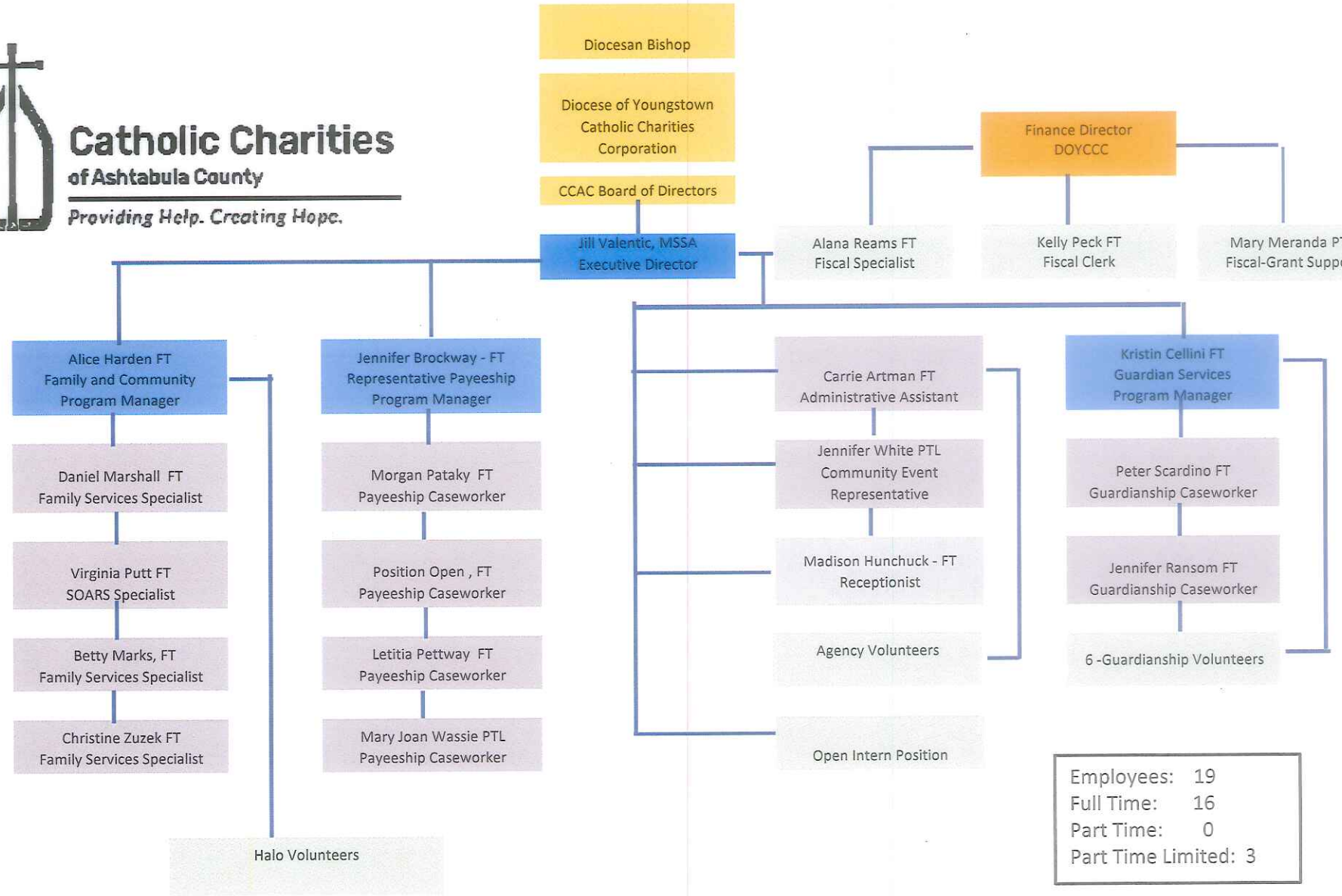
Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.



Employees: 19
Full Time: 16
Part Time: 0
Part Time Limited: 3

Rev: 04/13/2026

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

G. Board of Trustees/Advisory Council

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

The 2026 Board of Directors Roster is included.

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CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
BOARD OF DIRECTORS ROSTER JANUARY 2026

Nanci Austin, President
810 State Route 534 South
Geneva, Ohio 44041
Retired/Hospice Manager Bella Care
Home: N/A
Office: N/A
Cell: 440-812-7642
Email: naustin19@icloud.com
Second Term begins: 01/01/2025
Second Term ends: 12/31/2027
Parish: Assumption, Geneva

Patty Durkin, 2nd Vice President
868 Millard Avenue
Conneaut, Ohio 44030
Retired
Home: N/A
Cell: 330-233-1279
Office: N/A
Email: bun547@yahoo.com
First Term begins: January 1, 2025
First Term ends: December 31, 2027
Parish: Corpus Christi, Conneaut

Ronald Smith, Treasurer
8380 Center Road
Austinburg, Ohio 44010
Retired
Home: 440-969-1359
Cell: 440-862-1675
Office: N/A
Email: ronsmithcpa@gmail.com
First Term begins: January 1, 2025
First Term ends: December 31, 2027
Parish: Our Lady of Peace, Ashtabula

Ma Luisa Aguinaga Garcia, Director
944 Bunker Hill Road
Ashtabula, Ohio 44004
Molded Fiber Glass, Document Control Admin
Home: 440-992-9271
Cell: 440-813-7551

Traci Warren, 1st Vice President
2523 Carson Avenue
Ashtabula, Ohio 44004
ACMC Regional Home Health, Billing
Home: N/A
Office: N/A
Cell: 440-969-8293
Email: tadew1456@yahoo.com
Second Term begins: 01/01/2025
Second Term ends: 12/31/2027
Parish: Our Lady of Peace, Ashtabula

Donna Leeson, Secretary
176 Prospect Street, P.O. Box 108
Andover, Ohio 44003
Community Volunteer
Home: 440-293-7397
Office: N/A
Cell: 440-789-2428
Email: djleeson@yahoo.com
Second Term begins: 01/01/2024
Second Term ends: 12/31/2026
Parish: Our Lady of Victory, Andover

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

Denise DiDonato, Director
4021 Briarwood Court
Ashtabula, Ohio 44004
UH Conneaut/Geneva, Operations & Clinical Ser.
Home: N/A
Cell: 440-812-4448

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Office: 440-994-5851
Email: andrealondra72@gmail.com
Second Term begins: July 1, 2025
Second Term ends: June 30, 2028
Parish: Our Lady of Peace, Ashtabula

Tricia A. Williams, Director
3301 Brianna Court
Ashtabula, Ohio
Ashtabula Kidney Care, CNP
Home: N/A
Cell: 440-319-4530
Office: N/A
Email: mwilliams9856@windstreatm.net
First Term begins: January 1, 2026
First Term ends: December 31, 2028
Parish: Our Lady of Peace, Ashtabula

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

Office: N/A
Email: Denise.DiDonato@Uhhospitals.org
First Term begins: January 1, 2026
First Term ends: December 31, 2028
Parish: Our Lady of Peace, Ashtabula

Timothy D. Leehan, Director
2913 Lake Road
Conneaut, Ohio 44030
Venture Land Title Agency, Partner/Manager
Home: N/A
Cell: 440-812-0737
Office: N/A
Email: tleehan@venturelandtitle.com
First Term begins: January 1, 2026
First Term ends: December 31, 2028
Parish: Corpus Christi, Conneaut

Jill Valentic, CCAC Executive Director
2111 West 10th Street
Ashtabula, Ohio 44004
Home: 440-964-5275
Office: 440-992-2121 ext. 7027
Fax: 440-992-5974
Cell: 440-813-1417
Email: jillers1971@yahoo.com and jillv@doyccac.org
Parish: Our Lady of Peace, Ashtabula

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H. Job duties of Project Director

The Representative Payeeship Program Manager is responsible for overseeing all aspects of the program and supervising the Representative Payeeship Caseworkers. The supervisor may also provide direct service by serving as a payee for new and challenging clients. The program manager has been working for CCAC for five years, has a Bachelor's degree and has 23 years of Social Security Administration experience specializing as a Generalist Claim Representative working with SSI and SSDI claims.

Job Description of the Guardianship Program Manager is included.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Exhibit II

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Applicant Budget Summary

Applicant:Catholic Charities of Ashtabula County/Payeeship - Title XX	
Date From: October 2026	To: September 2027

	Amount
I. Staff	
A. Salaries	$ 16,777.00
B. Payroll-Related Expenses	$ 3,525.04
Total Staff Costs	$ 20,302.04
II. Operations	
A. Travel and Short-Term Training	$ 175.00
B. Consumable Supplies	$ 275.00
C. Occupancy Costs	$ 1,300.00
D. Contract and Professional Services	$ 1,248.00
E. Other - Miscellaneous	$ 2,315.00
Total Operational Costs	$ 5,313.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 25,615.04
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 25,615.04

Budget Computation

Total Operating Expenses	$	25,615.04
Divided by Total Operating Units		383.00
= Unit Rate	$	66.88

Unit Rate	$	66.88
X number of units purchased		383.00
= Total Contract Amount	$	25,615.04

Unit 1 hour of direct service

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Program Supervisor	$ 49,725.00	Year	13.00%	$ 6,464.00
Caseworker 1	$ 33,100.00	Year	23.00%	$ 7,613.00
Front Desk	$ 38,883.00	Year	3.00%	$ 1,166.00
Fiscal Specialist	$ 49,725.00	Year	1.00%	$ 497.00
Grants/Payroll Administrator	$ 21,844.00	Year	1.00%	$ 218.00
Fiscal Clerk	$ 40,950.00	Year	2.00%	$ 819.00
Total Salaries				$ 16,777.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 1,283.00
Worker's Compensation	$ 252.00
Unemployment Insurance	$ 84.00
Retirement Expenses	$ 839.00
Hospitalization	$ 617.04
Other (*identify*) Life & Disability	$ 450.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 3,525.04

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ 125.00
Short-Term, Training	$ 50.00
Total Travel and Short-Term Training	$ 175.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 200.00
Cleaning Supplies	$ -
Other *(identify) Program Supplies*	$ 50.00
Other *(identify) Other Supplies*	$ 25.00
Total Consumable Supplies	$ 275.00

II. C. Occupancy Costs

	Amount
Rent	$ 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	$ 300.00
Sewer	
Other *(identify) Alarm*	
Other *(identify)*	
Total Occupancy Costs	$ 1,300.00

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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	$ 800.00
Advertising	$ 50.00
Computer Software Training & Support	$ 1,200.00
Other Technological	$ 40.00
Other Printing & Publications	$ 25.00
Bank Service Fees & Surety Bond	$ 200.00
Other Misc.	$ -
Total Miscellaneous Costs	$ 2,315.00

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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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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Catholic Charities of Ashtabula County**
Date: **8/13/2026 8:44:02 AM**

This search produced the following list of **11** 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
Cambridge Education Group	481 N. Cleveland Massillon Road
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.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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: **2006.030.100-601 Contract Services**; not to exceed **$6,403.76**, and free from any previous encumbrances.

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

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and Catholic Charities of Ashtabula County for a Title XX Sub-Grant Agreement for FY 2027.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 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 **Catholic Charities of Ashtabula County**, located at: **4200 Park Avenue, Third Floor, Ashtabula, Ohio 44004** and whose phone number is: **440-992-2121**, (hereinafter referred to as the "Subgrantee") to provide **SOAR Ohio Project-Housing Services** for individuals determined eligible for **Title XX Services**.

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

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA#93.667, Federal Social Services Title XX Base Funds.

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

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

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

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

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

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

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

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

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

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

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

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

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

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

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

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026** through **September 30, 2027** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

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

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This Sub-Grant Agreement is in the total amount of: **$ 53,361.09**
The unit rate is: **$555.84 per SOAR Applicant** per service code **755-XX.**

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

Federal Award Project Description: FFY 2027 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

Federal Award Identification Number (FAIN): Not available at this time
Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026
Is the Award Research and Development: No

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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

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

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

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

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

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

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

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300. 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

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

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

   e. Source documentation; and

   f. Cash management.

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

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

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

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

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

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

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

ARTICLE VI ~ RECORDS:

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

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

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

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

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

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

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ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

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

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

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

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

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

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

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

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

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

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

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

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

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

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

4. Perform any other tasks that Grantor requires.

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

ARTICLE IX ~ NOTICES:

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

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

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

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

ARTICLE XII ~ SUB-GRANTS:

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

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

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

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

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

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

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

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ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

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

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

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

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

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

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

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

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to

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

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

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

SIGNATURES:

DocuSigned by:

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

9/15/2026
Date

DocuSigned by:

Catholic Charities of Ashtabula County
486877807A834C6...

9/16/2026
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners
8CC3D2025A6D44F...

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Exhibit I

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Request for Proposals

For

Title XX Social Services

Issued by:

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

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP # 3-26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

TABLE OF CONTENTS

1.0 GENERAL OVERVIEW 3
- 1.1 Introduction & Purpose of the Request for Proposal 3
- 1.2 Project Timeline 3
- 1.3 Contact Person/Proposal Delivery 3
- 1.4 Availability of Funds 4

2.0 SUBMISSION OF PROPOSAL 4
- 2.1 Preparation of Proposal 4
- 2.2 Proposal Communication 4
- 2.3 Proposal Information 4
- 2.4 Proposal Cost 4
- 2.5 Provider Representative's Signature 4
- 2.6 Delivery of Proposals 4
- 2.7 Acceptance and Rejection of Proposals 5
- 2.8 Evaluation and Award of Agreement 5
  - A. Stage 1 Review 5
  - B. Stage 2 Review 5
- 2.9 Proposal Selection 6
- 2.10 Post Selection Meeting 6

3.0 TERMS AND CONDITIONS 6
- 3.1 Agreement Period, Funding & Invoicing 6
- 3.2 Patent or Copyright Liabilities 7
- 3.3 Confidentiality and Security 7

4.0 REQUIREMENTS & SPECIFICATIONS 7
- 4.1 Description of Services 7
- 4.2 Applicant Project Requirements 7
  - A. Conditions of Participation (COP) 7
  - B. Service Specifications 9
  - C. Applicable Laws and Rules 9
  - D. Performance Goals and Outcome Measures 9
- 4.3 Required Documents 9
- 4.4 Program Planning and Development 10

5.0 PROPOSAL FORMAT 10

ATTACHMENT A ~ Applicant Information 12

ATTACHMENT B ~ Program Planning and Development 14

ATTACHMENT C ~ Provider Budget 16

ATTACHMENT D ~ Proposal Check List 22

APPENDIX A ~ Sample Agreement 24

APPENDIX B ~ Title XX Priority Policy 35

APPENDIX C ~ Title XX Rules & Regulations, Cover Pages for Required Documents (Section 4.3), Delinquent Personal Tax Affidavit, Non-Collusion Affidavit, Non-Discrimination Agreement, Representations, Assurances & Certifications Document, Lobbying Certification, and OMB Circular 2 CFR 200 Audit Certification 36

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-26 of the Administrative Code. See Appendix B.

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

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

1.2 Project Timeline:

- **June 12, 2026:** RFP Release & Question Period Begins
- **June 24, 2026:** Pre-Proposal Conference and RFP Question Deadline
- **July 10, 2026, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2026:** Project Start-Up (tentative):

* **NOTE:** A Pre-Proposal conference will be held on **June 24, 2026, at 9:30 am** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 10, 2026:** one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope in the required format to:

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

The sealed envelope or package must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

1.4 Availability of Funds:

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

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:

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

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

2.2 Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

2.3 Proposal Information:

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

2.4 Proposal Cost:

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

2.5 Provider Representative's Signature:

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

2.6 Delivery of Proposals:

Applicants should mail or deliver one (1) master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 10, 2026, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

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2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not modify the RFP documents or excuse the applicant from full compliance with its specifications if the applicant is awarded an agreement.

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

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

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

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

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. Stage 1 Review:

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

1. Timely Submission - The proposal is received at the address designated in the RFP by **July 10, 2026, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 2 copies (3 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

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

B. Stage 2 Review:

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

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

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

2.9 Proposal Selection:

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

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

2.10 Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an applicant wishes to discuss the selection process, a request for an informal meeting and an explanation for it must be submitted in writing within five business days of receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. The agreement shall incorporate the terms, conditions and requirements of the RFP, the applicant's proposal, and all other agreements that may be reached.

ACJFS will design, develop, and implement the structure of the agreement. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

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

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of **October 1, 2026**. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. Actual expenses will be reported monthly. Agreements written with a unit-rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can

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claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

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

3.3 Confidentiality and Security:

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

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

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

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

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-26-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

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

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

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

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- non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
- non-discrimination laws in the provision of services; and,
- knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.

- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
   - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
   - Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
   - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
   - Maintain a file for each participant. Each file shall include this identifying data:
     - Application signed and completed
     - Income verification (if applicable)
     - Residency verification
     - Household composition verification
     - Signed Rights and Responsibilities including the Right to State Hearing
     - Approval or Denial Letters
     - Social Service Plan
   - Maintain documentation of each participant contact and each service delivered.
   - Obtain written approval from the participant to release participant information.
   - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
   - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
   - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
   - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
   - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
     - Employee position description and expectations,
     - Personnel policies,
     - Reporting procedures and policies,
     - Table of organization and lines of communication,
     - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specification practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:
   - Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
   - Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record, and other documents related to the provision of services.
7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

agreement with the applicant.

B. Service Specifications:

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

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. Applicable Laws and Rules:

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

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Clean Air Act, as amended, 42 USC '' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act
16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:

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

4.3 Required Documents:

Applicants shall submit the following with their proposal:

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

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

-or-

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

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

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

4.4 Program Planning and Development:

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

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

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and to assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals shall contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

- Cover Page - The cover page must include the applicant's name, the RFP title (identifying the proposed service such as "Residential Treatment", "Personal Care") and the RFP number (ACJFS RFP #3-26.) The Cover Page must clearly identify the proposal as a "master" or "copy".
- Section 1 - Applicant Information. Master Copy must have original signature (Attachment A)
- Section 2 - Required documents in order listed in Section 4.3 (with appropriate cover pages)
- Section 3 - Program Planning and Development documents from Section 4.4 (Attachment B)
- Section 4 - Provider Budget (Attachment C)
- Section 5 - Proposal RFP Check List (Attachment D)

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

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

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

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

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

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill Valentic

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

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

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Jill Valentic SIGNATURE: Jill Valentic

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/1/26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Section 4.4 – Planning and Development

A. Program description and proposed service – SOAR

Background – SOAR

SOAR (SSI/SSDI Outreach, Access, and Recovery) Program is a model and methodology for assisting eligible applicants to apply for Social Security Disability Benefits. Applicants are individuals who are experiencing homelessness and/or at-risk of homelessness; is disabled or has a mental health diagnosis. The Social Security Disability Benefits application process is not easily accessible. Homeless individuals have historically had a lower rate of approvals for disability benefits due to their inability to fully complete the application and provide all of the necessary documentation.

Through intensive case management, the SOAR Specialist works closely with clients to complete and submit high-quality SSI/SSDI applications, removing common barriers such as lack of documentation, difficulty navigating the application process, and limited access to healthcare records. Applying for disability benefits is often overwhelming and time consuming. People are often denied for reasons unrelated to their disability or eligibility. The SOAR Program expedites applications directly to a special unit at DDS/Disability Determination Services. The program also supports clients whose benefits have been suspended and helps them pursue reinstatement efficiently. By improving access to disability benefits, the SOAR SSI Program provides a critical foundation for long-term stability, including access to income, housing, and healthcare.

The SOAR Specialist at Catholic Charities of Ashtabula County will file an application on behalf of disabled individuals who are homeless, at risk of becoming homeless and/or preparing to exit institutions by helping expedite the SSI/SSDI (Supplemental Security Income/Social Security Disability Insurance) application process. Once the SOAR applicant receives their benefits, clients can access safe, decent, affordable housing.

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

How does the SOAR OHIO Work?

SOAR SSI Clients meet with the CCAC SOAR Specialist. Our certified SOAR Specialist caseworker works with practices, involving the SOAR methodology (SSI/SSDI Outreach, Access, and Recovery), to complete expedited disability applications on behalf of clients. SOAR is a technical assistance program that helps people who are experiencing homelessness or at risk of homelessness to access SSA disability benefits. The Catholic Charites SOAR Specialist is certified to assist with Adult and Children clients. Through a strong partnership with the Social Security Administration and the Division of Disability Determination, SOAR Specialists represent clients during the application process from start to finish.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Who is eligible to work with a SOAR Specialist?

- Individuals who are homeless (living on the streets, shelter or place not meant for habitation etc.),
- At risk of homelessness (e.g. home in foreclosure or "couch surfing") or
- exiting a prison, hospital, nursing home, or other institution, and who present with a mental illness and/or physical disability that interferes with their ability to work.
- Released from Prison or Jail within the last 12 months- See reinstatement*
- Resident of Ashtabula County
- Meet the Federal Poverty Guidelines requirements of 135%
- Meet required medical guidelines
    - A medical condition that lasts 12 months that will prevent self-sustainability
    - A medical condition that has caused unemployment
    - A medical condition that has caused a loss of benefits.

*Reinstatement - In addition, SSI/SSDI benefits can be suspended due to the client being incarcerated or hospitalized for a period of 30 days. Clients who have been released from incarceration or hospitalization may face barriers that will inhibit their ability to reinstate their SSI Benefits. A SOAR Ohio Specialist can assist those clients with getting their SSI benefits reinstated. If benefits are not reinstated by the client within 12 months, SSI benefits will be terminated, then the client will need to reapply and start the application process from the beginning.

The Ashtabula County Parole Authority has forecasted during the timeframe of 2025-2026 over 270 individuals being released from the state prison system will return to Ashtabula County. Many of these individuals will be referred to our Agency for re-entry services and support. Most likely those referred for re-entry services will be referred to our SOAR Specialist for eligibility.

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

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

SOAR Title XX Goal

The SOAR Project fulfills the following Title XX goals:

A) Preventing neglect, abuse or exploitation – Preventing or remedying neglect, abuse, or exploitation of children or adults unable to protect their own interests.

B) Preserving families – Preserving, rehabilitating, or reuniting families.

Collaboration

Referrals to this program are regularly received from:

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

Housing Assistance

If a client participating in the SOAR SSI program is identified as homeless and in need of housing assistance, a housing caseworker will be assigned to work alongside the client's Title XX SSI SOAR caseworker to address immediate housing needs.

All homeless clients are first referred to the local homeless shelter as an initial step. However, access to shelter may be limited due to bed availability or eligibility criteria.

In situations where shelter placement is not possible, Catholic Charities of Ashtabula County (CCAC) may assist in identifying and securing alternative housing options. Depending on the availability of funding, short-term housing assistance may be provided through Title XX SSI SOAR program funds or other CCAC housing resources. This assistance may support the client for up to four consecutive months during the SSI application process.

To qualify for this short-term housing support, clients must meet the definition of homelessness. Individuals who are at risk of homelessness but not currently homeless are not eligible for this assistance.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

B. Summary of Service

Catholic Charities of Ashtabula County maintains office hours Monday through Friday, from 8:00 AM to 4:00 PM. The SOAR SSI Program is based at 4200 Park Avenue, 3rd Floor. Initial appointments are in-person. Applicants will be asked to bring documentation to support their application along with signing releases to obtain important medical documentation. Applications are submitted to Social Security Administration for review by a designated adjudicator. The application process may take between three to nine months to obtain a decision from the adjudicator. If an application is denied, the applicant's application may have the opportunity for an appeal. There is no fee for service.

While most assessments are conducted in the office, the program places a strong emphasis on outreach and client engagement—particularly with individuals who are traditionally "hard to reach" due to severe mental illness or chronic homelessness. To support this approach, the SOAR Specialist is equipped with a laptop and is willing to meet clients in locations where they feel most comfortable, provided that safety is not compromised.

The SOAR Specialist plays a key role in coordinating people and resources to help eliminate these systemic barriers, increasing the likelihood that eligible individuals receive the benefits they deserve. In addition, the SOAR Specialist assists with efficiently reinstating benefits when they have been suspended. Individuals who are homeless and living with disabilities face significant obstacles when applying for or reinstating disability benefits. These challenges often include long processing times, lack of a permanent mailing address, and incomplete or inaccessible medical records.

CCAC believes that the SOAR Project has provided valuable benefits to homeless, disabled individuals, and those that lack the ability to apply for benefits.

Bilingual clientele

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

For more information, visit www.languageline.com. See enclosed policy.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

CATHOLIC CHARITIES OF ASHTABULA COUNTY

POLICY:	**Client Translation Services using Language Line**	DATE DEVELOPED: **October 31, 2018**
DEPARTMENT: **Administration**		DATE REVIEWED: July 16, 2025
		DATE REVISED: July 16, 2025

BACKGROUND:

It is the desire of Catholic Charities of Ashtabula County to communicate as best as possible with individuals who are limited English proficient, deaf, or hard-of-hearing. In order to do so, the Agency will utilize Language Line Personal Interpreter.

PROCESS:

If a limited English proficient, deaf, or hard-of-hearing individual calls or visits the Agency, employees and volunteers should consider using the Language Line Personal Interpreter. An interpreter will be available within 30 seconds. If the individual is present, and the language needed is unknown, please utilize the attached document, "Top interpreting services available." The individual is instructed in his/her language to point to the language needed.

If the individual is calling, the Agency's telephone system permits conferencing more than one call.

FOLLOW THESE THREE EASY STEPS TO CONNECT TO A PROFESSIONAL INTERPRETER

1. Dial **1-888-808-9008**
2. Enter the Agency's **8-digit PIN Number 25499764** at the prompt, then clearly state the name of the language you need (for example Spanish).
3. State if you need Language Line to dial a third party number for you (either international or domestic at no additional charge.) If the response is yes, you will be connected to the Language Line agent who will dial the number for you. If the response is no, you will go straight to a professional interpreter.

An Agency account has been established and the amount of time utilized will automatically be billed to the Agency. At the conclusion of the individual's appointment, please complete the Language Line Personal Interpreter Log and forward it to the Fiscal Office.

Attached: Tips for utilizing the Language Line Personal Interpreter Service.

Top interpreting services available.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Catholic Charities of Ashtabula County

Language Line Personal Interpreter Log

Date of service:
Employee name:
Client name:
Language utilized:
Approximate length of call:
CCAC program:

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

LanguageLine Solutions

Interpretation Services Available

English Translation: Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

American Sign Language
Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

Arabic العربية
اشر الى لغتك. وسيتم الاتصال بمترجم.
نقدم خدمة المترجم مجانا لك.

Bengali বাংলা
আপনার ভাষার দিকে নির্দেশ করুন। একজন দোভাষীকে ডাকা হবে। দোভাষী আপনি বিনামূল্যে পাবেন।

Burmese ပန်းပေါ
သင့်ဘာသာစကားကိုညွှန်ပြပါ။ စကားပြန်တစ်ယောက်ယောက် သင့်ဆွေးနွေးပေးပါမည်။ သင့်အတွက် ကာကွယ်ခံဆေးပေးပါသည်။

Cantonese 廣東話
請指認您的語言，以便為
您提供免費的口譯服務。

Farsi فارسی
زبان مورد نظر خود را مشخص کنید. یک مترجم برای شما درخواست خواهد شد. مترجم بصورت رایگان در اختیار شما قرار می گیرد.

French Français
Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.

Haitian Creole Kreyòl
Lonje dwèt ou sou lang ou pale a epi n ap rele yon entèprèt pou ou. Nou ba ou sèvis entèprèt la gratis.

Hindi हिंदी
अपनी भाषा की ओर संकेत करें। आपके अनुरोध पर एक दुभाषिया बुलाया जाएगा। आपके लिए दुभाषिया की निशुल्क व्यवस्था की जाती है।

Hmong Hmoob
Taw rau koj hom lus. Yuav hu rau ib tug neeg txhais lus. Yuav muaj neeg txhais lus yam uas koj tsis tau them dab tsi.

Italian Italiano
Indicare la propria lingua. Un interprete sarà chiamato. Il servizio è gratuito.

Japanese 日本語
あなたの話す言語を指してください。無料で通訳サービスを提供します。

Korean 한국어
귀하께서 사용하는 언어를 지정하시면 해당 언어 통역 서비스를 무료로 제공해 드립니다.

Mandarin 普通话
请指认您的语言，以便为
您提供免费的口译服务。

Nepali नेपाली
आफ्नो भाषातर्फ औंल्याउनुहोस्। एक दोभाषेलाई बोलाइनेछ। तपाईंको कुनै खर्च बिना, एकजना दोभाषे उपलब्ध गराइनेछ।

Polish Polski
Proszę wskazać swój język i wezwiemy tłumacza. Usługa ta zapewniana jest bezpłatnie.

Portuguese Português
Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.

Punjabi ਪੰਜਾਬੀ
ਆਪਣੀ ਭਾਸ਼ਾ ਦੱਸ ਦਿਸਣਾ ਕਰੋ। ਜਿਸ ਮੁਤਾਬਕ ਇਕ ਦੁਭਾਸ਼ੀਆ ਬੁਲਾਇਆ ਜਾਏਗਾ। ਤੁਹਾਡੇ ਲਈ ਦੁਭਾਸ਼ੀਆ ਦਾ ਮੁਫਤ ਇੰਤਜ਼ਾਮ ਕੀਤਾ ਜਾਣਾ ਹੈ।

Romanian Română
Indicați limba pe care o vorbiți. Vi se va face legătura cu un interpret care vă este asigurat gratuit.

Russian Русский
Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.

Somali Af-Soomaali
Farta ku fiiqufadeedda... Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lacagi kaaga bixi mayso.

Spanish Español
Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.

Tagalog Tagalog
Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.

Vietnamese Tiếng Việt
Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.

© 2010 LanguageLine Solutions

Language Solutions: On demand audio and video interpreting, on site interpreting / Bilingual and interpreter Staff Testing and Training / Translation and Localization

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SSI Statistics

SSI Application Analysis				
	Application Goal	Application Submitted	% approved goal	% approved actual
July 2011 - June 2012	84	74	50%	26%
July 2012 - June 2013	84	72	50%	36%
July 2013 - June 2014	84	72	50%	39%
July 2014 - June 2015	84	75	50-60%	48%
July 2015 - June 2016	84	58[1]	50-60%	52%
July 2016 - June 2017	48[1]	38[2]	50%	38%
July 2017 - June 2018	48	31[3]	50%	40%
July 2018 - June 2019	48	48	50%	58%
July 2019 – June 2020	48	51	50%	58%
July 2020 – June 2021	96	51[4]	50%	47%
July 2021 – June 2022	96	35[4]	50%	31%
July 2022 – June 2023	96	76	50%	48%
July 2023 – June 2024	96	92	50%	[5]40%
July 2024 – June 2025	96	77	50%	52%
July 2025 – June 2026[5]	96	90	50%	TBA
Forecast July 2026 – June 2026	96	96	50%	50%

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

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

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

[4] Pandemic reduced and slowed the referral process

[5] SSI application submissions to the local Social Security Administration branch have various lead-times of SSI application submission times to the SSI adjudicators in Columbus. Currently the program has 22 pending cases which prolong the affects the anticipated approval number of 50%. At this time, 50% of 68 applications since July 2025 have been approved. We anticipate twelve approved applications through June which would increase our approval rate to 52%.

WHAT IS SOAR

THE SSI OHIO PROJECT WORKS WITH INDIVIDUALS 18 YEARS OR OLDER WITH DISABILITIES OR MENTAL HEALTH ISSUES IN ORDER TO OBTAIN THE NEEDED BENEFITS THROUGH OUR ASSISTANCE.

WHAT SOAR DOES

- The SOAR Specialist offers support and guidance through the process.
- Expedites the SSI/SSDI application process
- Increases YOUR chance for stability
- Makes the SSA application process easier, quicker, and less overwhelming

OUR MISSION

TO PROVIDE SERVICE TO PEOPLE IN NEED, TO ADVOCATE FOR JUSTICE IN SOCIAL STRUCTURES AND TO CALL THE ENTIRE CHURCH AND OTHER PEOPLE OF GOODWILL TO DO THE SAME.

CONTACT INFORMATION

4200 Park Avenue
Third Floor
Ashtabula, OHio 44004

Phone: (440)-992-9121
Email: info@doyccac.org

Office Hours:
8:00 a.m. - 4:00 p.m.
Monday through Friday

Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

SOAR

SSI/SSDI OUTREACH, ACCESS, AND RECOVERY PROGRAM

SOAR WORKS

www.doyccac.com

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ELIGIBILITY

- **Homeless**
- **At Risk of Homelessness**
  - Documentation required
- **Disability or Mental Health Diagnosis**
- **Citizen of Ashtabula County**
  - ID Required
- **Meet the Federal Poverty Guideline Requirements of 135%**
- **Current Medical Condition**
  - a medical condition in the last 12 months that has prevented self sustainability.
  - Medical condition that has caused unemployment.
  - Medical condition that has caused a loss of benefits.
- **Prison or Jail**
  - Reinstatement if incarcerated for less than 12 months

Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

THE PROCESS

- **Make an initial appointment with SOAR Specilaist.**
- **Be prepared to schedule additional meetings with the SOAR Specialist.**
  - Your application is completed in person.
  - Keep scheduled appointmentss
- **Provide needed documentation**
  - Sign releases to allow the SOAR Specialist to assist in getting required medical documentation.
- **The application decision may take 3-9 months on average.**

SOAR WORKS

THE GOAL

- **Sustainable Income**
- **Improve Quality of Life**

SOAR WORKS

QUALITY

It is our commitment to support you during this process.To respect your confidentiality. By upholding this commitment we hope to enhance your experience with Catholic Charities of Ashtabula County.

Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Ashtabula Job & Family SERVICES

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Exhibit II

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Applicant: Catholic Charities of Ashtabula County

Applicant Budget

Summary

Program: Catholic Chaities of Ashtabula County - Housing Services - Title XX	
Date From: October 2026	**To: September 2027**

	Amount
I. Staff	
A. Salaries	$ 30,177.00
B. Payroll-Related Expenses	$ 12,120.00
Total Staff Costs	$ 42,297.00
II. Operations	
A. Travel and Short-Term Training	$ 364.00
B. Consumable Supplies	$ 180.00
C. Occupancy Costs	$ 1,290.09
D. Contract and Professional Services	$ 1,150.00
E. Other - Miscellaneous	$ 880.00
Total Operational Costs	$ 3,864.09
III. Client Pass-throughs	
A. Transitional Housing/Rental Assistance	$ 7,200.00
Total Client Transitional Houosing/Rental Assistance	$ 7,200.00
Sub- Total of All Costs	$ 53,361.09
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 53,361.09

Budget Computation

Total Operating Expenses	$ 53,361.09
Divided by Total Operating Units	96.00
= Unit Rate	$ 555.84

Unit Rate	$ 555.84
X number of units purchased	96.00
= Total Contract Amount	$ 53,361.09

Unit

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Caseworker I	$ 37,050.00	Year	75.00%	$ 27,788.00
Program Supervisor	$ 58,812.00	Year	2.00%	$ 1,176.00
Grans/Payroll Administrator	$ 21,844.00	Year	1.00%	$ 218.00
Fiscal Specialist	$ 49,724.00	Year	2.00%	$ 995.00
Total Salaries				$ 30,177.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 2,309.00
Worker's Compensation	$ 453.00
Unemployment Insurance	$ 151.00
Retirement Expenses	$ 1,509.00
Hospitalization	$ 7,323.00
Other (*identify*) Life & Disability	$ 375.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 12,120.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ 189.00
Short-Term, Training	$ 175.00
Total Travel and Short-Term Training	$ 364.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 150.00
Cleaning Supplies	$ -
Other *(identify) Program Supplies*	$ 30.00
Other *(identify) Other Supplies*	$ -
Total Consumable Supplies	$ 180.00

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 Electric Water Telephone Sewer Other *(identify) Alarm* Other *(identify)*	$ 90.09
Total Occupancy Costs	$ 1,290.09

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

Identify Each Contract of Service	Amount
Auditor	$ 250.00
Technology	$ 400.00
Other Contract Service Fees	$ 500.00
Total Contract & Services Costs	$ 1,150.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage & Shipping	$ 180.00
Advertising	
Computer Software Training & Support	$ 200.00
Other Technological	$ 500.00
Other Printing & Publications	$ -
Bank Service Fees & Surety Bond	$ -
Other Misc.	$ -
Total Miscellaneous Costs	$ 880.00

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III Client Pass-throughs

Client Assistance Pass-throughs	Amount
Transitional Housing/Rental Assistance	$ 7,200.00
Client Assistance Pass-throughs Total	$ 7,200.00

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

Item	Quantity	Amount
Laptop - Caseworker	1	$ -
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Catholic Charities of Ashtabula County**
Date: **8/13/2026 8:42:34 AM**

This search produced the following list of **11** 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
Cambridge Education Group	481 N. Cleveland Massillon Road
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: **2006.030.100-601 Contract Services**; not to exceed **$13,340.27** and free from any previous encumbrances.

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

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County** for a **Title XX Sub-Grant Agreement for FY 2027**.

Approved as to Legal Form Only:

By: _____

April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

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TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2026** between **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the "Grantor") and **Catholic Charities of Ashtabula County**, located at: **4200 Park Avenue, Third floor, Ashtabula, Ohio 44004** and whose phone number is: **440-992-2121** (hereinafter referred to as the "Subgrantee") to provide **Financial Literacy Program** for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

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

RECITALS:

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

DEFINITIONS:

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

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

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

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

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

ARTICLE I ~ PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES:

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

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ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

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

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

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

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

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

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

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

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

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

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026,** through **September 30, 2027,** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

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

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

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

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

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

Federal Award Project Description: FFY 2027 TANF

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

Catalog of Federal Domestic Assistance (CFDA): 93.558

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

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

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

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

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

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

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

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

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

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

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

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

   e. Source documentation; and

   f. Cash management.

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

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

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

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

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

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

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

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ARTICLE VI ~ RECORDS:

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

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

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

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

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

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

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Perform any other tasks that Grantor requires.

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

ARTICLE IX ~ NOTICES:

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

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

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

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

ARTICLE XII ~ SUB-GRANTS:

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

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

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

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

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

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

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

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

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

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

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

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

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

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

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

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

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

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

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

SIGNATURES:

DocuSigned by:

Patrick J. Jadwin

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

9/15/2026
Date

DocuSigned by:

Jill Valentic

486877807A834C6...

Catholic Charities of Ashtabula County

9/16/2026
Date

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

Signed by:

Kathryn Whittington

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

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Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

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

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

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

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

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

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

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

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

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

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Exhibit II

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Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

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

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #2-26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

TABLE OF CONTENTS

RFP Section:

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

TANF Programs RFP

I. INTRODUCTION:

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

Terms:

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

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

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

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

Program and Funding Details:

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

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

Participant Eligibility and Referrals:

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

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-12-26
RFP Question Period Begins	Date: 6-12-26
Pre-Proposal Conference	Date: 6-24-26 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-24-26 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-10-26 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-26

Pre-Proposal Conference:
A Pre-Proposal Conference will be held on **June 24, 2026, at 9:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

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

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

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

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-10-26 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

III. PROVIDER REQUIREMENTS:

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

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

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

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

The proposal must be organized in the following format:

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

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

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

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

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

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

-or-

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

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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

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

A. Program description:

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

B. Organizational Structure:

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

C. Provider/Staff Qualifications:

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

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

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

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

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

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

V. EVALUATION AND SELECTION PROCESS:

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

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

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

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

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

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

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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

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

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

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

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

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

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

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

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

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:

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

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

Term: The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2026.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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

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

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

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

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

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

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

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

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

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ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

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

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

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

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

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill Valentic

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

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

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Jill Valentic SIGNATURE: Jill Valentic

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 6/15/26

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Section 3
Program Planning and Development

Financial Literacy Program

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

A. Program Description

Proposed service

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

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

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

How TANF Clients Are Connected to the Financial Literacy Program

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

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

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

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

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

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

(1) Need

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

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

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

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

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

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

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

(3) Experience

Catholic Charities of Ashtabula County has been providing financial Literacy education for over twenty-five years and utilizes the best practices of HUD Financial Literacy education as teaching and resource guide for the educator and client. Financial Literacy is within the fabric of all CCAC programming, especially within our Basic Needs/Housing programs. It is the goal of CCAC to help clients work toward self-sufficiency and provide the tools to empower individuals/households to move beyond poverty.

Bilingual clientele

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

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

(4) Statistics

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

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

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

2018-2019	26
2019-2020	20
2020-2021	24
2021-2022	15
2022-2023	24
2023-2024	57
2024-2025**	89
2025-2026***	72-120 Households projected by contract end To date: Served 54 through May 2026
2026-2027	Forecasting 120 households/ 10 HH per month

** Current contract exceeded original contract forecast of 24 Households. A contract budget amendment was submitted to DJFS to balance the uptick in referrals.
*** Predicted forecast is dependent on DJFS referrals to CCAC Financial Literacy Program and the referred client attending financial literacy session.

(5) Monitoring – Annual Survey

After the completion of services in the current contract 2025-2026, clients were contacted via telephone to answer questions about their situation and experience. An agency volunteer facilitated this survey and reported:

- 82% of clients reported that they are following the budget prepared at the appointment
  - Those that did not follow the budget were due to still struggling with not enough income to cover all household expenses.
- 82% of clients reported that they were current with their rent/mortgage.
  - Those that were not current share about unexpected bills that have put them behind with paying bills on time.
- 77% of clients reported that they were current with their utilities.
- 100% do not use payday loans
- 50% of clients reported they are not prepared for financial emergencies.
  - Those not prepared shared how their budget is really tight or are not comfortable because of unexpected expenses
- 100% of clients reported that they gained knowledge about other community resources.
- 100% of clients felt that they were treated with dignity and respect from staff at CCAC.

When asked" as a result of your Financial Literacy Session at CCAC, what changes have you made?

"I am more aware of my spending habits"
"I don't procrastinate and learned to be firm on my spending"
"I work with the budget my budget caseworker provided me for my monthly bills."
"I am being more mindful of my spending."
" I stay organized and on task with my spending to make my budget work."
"I have a full-time job now. I'm managing my budget even when I fall on hard times."
"I prioritize my budget"

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When asked "What was the most valuable piece of information you learned?"

"I already knew how to budget but learned that to go through the program as a reminder."
"That help is available; you just need to reach out for it."
"Learning to live within your means and being firm about it.
"Budgeting helps out a lot."
"Doing the budgeting plan. X5"
"It is all valuable to be able to talk to someone about finances."
That there is help around town.
"The budgeting thing and putting a percentage in each area."
"That everyone gets into a bind from time to time. Budgeting helps"

(6) Days and hours of program

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

(7) Program funding

The following table reflects the funding received from ACDJFS for this program. Since services are provided for only those clients referred from ACDJFS, no other funding is included.

Source	2021-2022	2022-2023	2023-2024*	2024-2025*	2025-2026	2026-2027
PRC/TANF	$851.10	$2,247.00	$4,494.00 Amended to $8,500	$6,740.00 Amended to $9,548.30	$11,233.20	$11,233.20
Unit Rate	$62.41	$62.41	$62.41	$62.41	62.41	62.41

- PRC clients sessions are recorded at 1.5 hour sessions

Client referral increase. A mid-year amendment to accommodate referral increase for financial literacy.

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Catholic Charities of Ashtabula County
4200 Park Avenue – Third Floor
Ashtabula, OH 44004
440-992-2121 (telephone) ~ 440-992-5974 (fax)

ACDJFS REFERRAL FOR PRC BUDGET / FINANCIAL LITERACY

DATE: _____ REFERRAL FROM: _____

_____ _____
Client's last name First name

_____
Address City Zip Code

_____
Phone Number

_____
Client's Employer or Source of Income

Special instructions or additional notes:

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

B. Organizational Structure

Catholic Charities of Ashtabula County was established as an adoption and child welfare agency in 1944, its original name was Catholic Service League. It was incorporated on October 4, 1962. CCAC has expanded and changed over the years to meet the emerging needs of Ashtabula County. CCAC a private, 501(c)(3) not-for-profit corporation, is governed by a local, volunteer board of directors, and is an affiliate of the Catholic Charities Corporation Diocese of Youngstown. CCAC employees 20 staff and manages between 50-100 volunteers annually between all programing. The Board of Directors and Finance and Audit Committee meets four times a year while other committees meet as needed.

The mission of CCAC is "to provide service to people in need, to advocate for justice in social structures, and to call the entire Church and other people of good will to do the same." To this end, CCAC works with individuals, families and communities to proclaim life, strengthen families, and fight poverty. CCAC is about *Providing Help and Creating Hope* in Ashtabula County. To carry out its mission, the Agency provides Basic Needs Assistance, Housing Counseling, Homeless Assistance and Outreach, SSI SOAR Program, Financial Literacy Education, Guardianship , and Representative Payeeship Program.

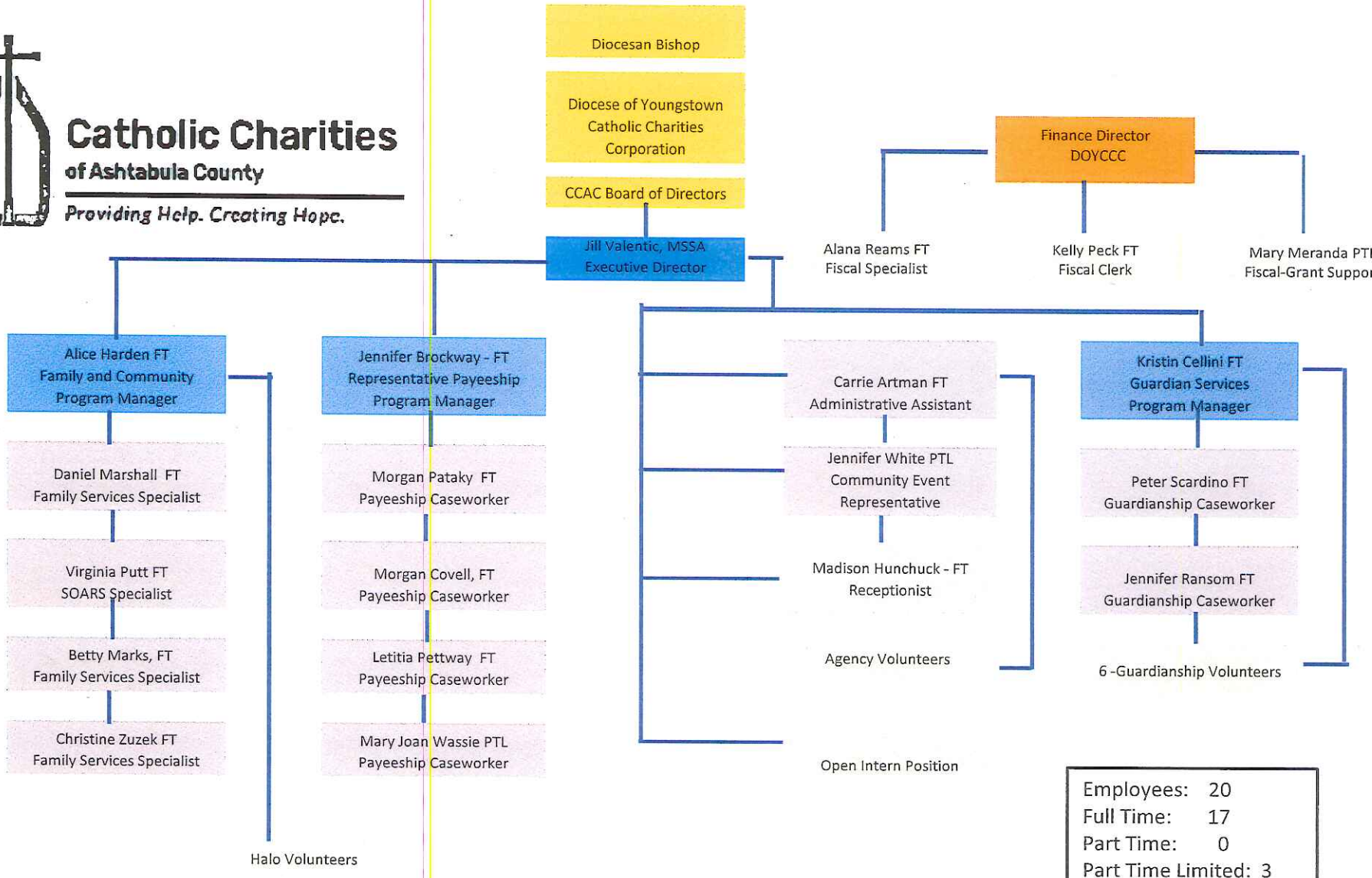
Approximately 40% of the Agency's funding is from the Annual Appeal Diocese of Youngstown. Approximately 30% is government funds, such as the Ashtabula County Department of Job and Family Services. Locally, funds are received from organizations such as the Ashtabula County Mental Health and Recovery Services Board, Ashtabula County United Way, the Senior Service Levy and Ashtabula Foundation. Program service fees, where applicable, and donations are part of the revenue.

The 2026 Organizational Chart and 2026 Board of Director Roster is included.

CATHOLIC CHARITIES OF ASHTABULA COUNTY
2025 ORGANIZATIONAL CHART

Mission: To provide service to people in need, to advocate for justice in social structures and to call the entire Church and other people of good will to do the same

Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.



Employees: 20
Full Time: 17
Part Time: 0
Part Time Limited: 3

Rev: 12/12/2025

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Exhibit III

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Applicant Budget
Summary

Applicant: Catholic Charities of Ashtabula County - Financial Literacy	
Date From: October 2026	**To: September 2027**

	Program	TANF
I. Staff		
A. Salaries	$ 7,736.25	$ 7,736.25
B. Payroll-Related Expenses	$ 2,951.00	$ 2,951.00
Total Staff Costs	$ 10,687.25	$ 10,687.25
II. Operations		
A. Travel and Short-Term Training	$ 20.55	$ 20.55
B. Consumable Supplies	$ 30.00	$ 30.00
C. Occupancy Costs	$ 136.00	$ 136.00
D. Contract and Professional Services	$ 200.00	$ 200.00
E. Other - Miscellaneous	$ 160.00	$ 160.00
Total Operational Costs	$ 546.55	$ 546.55
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 11,233.80	$ 11,233.80
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ 11,233.80	$ 11,233.80

Budget Computation

Total Operating Expenses	$ 11,233.80	$ 11,233.80
Divided by Total Operating Units	180.00	180.00
= Unit Rate	62.41	62.41

Unit Rate	62.41	62.41
X number of units purchased	180.00	180.00
= Total Contract Amount	$ 11,233.80	$ 11,233.80

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week,	% of Time to Program	Program Salary	TANF Project Salary
Caseworker	$ 42,900.00	Year	14.00%	$ 6,006.00	$ 6,006.00
Front Desk	$ 38,883.00	Year	1.50%	$ 583.25	$ 583.25
Grants/Payroll Administrator	$ 21,844.00	Year	1.50%	$ 328.00	$ 328.00
Fiscal Clerk	$ 40,950.00	Year	2.00%	$ 819.00	$ 819.00
Total Salaries				$ 7,736.25	$ 7,736.25

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security	$ 592.00	$ 592.00
Worker's Compensation	$ 116.00	$ 116.00
Unemployment Insurance	$ 39.00	$ 39.00
Retirement Expenses	$ 387.00	$ 387.00
Hospitalization	$ 1,617.00	$ 1,617.00
Other (*identify*) Life & Disability Ins.	$ 200.00	$ 200.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 2,951.00	$ 2,951.00

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II. A. Travel and Short-Term Training

	Entire Program	TANF Project
Mileage Reimbursement rate per mile: $ -	$ -	$ -
Short-Term, Training	$ 20.55	$ 20.55
Total Travel and Short-Term Training	$ 20.55	$ 20.55

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	$ 30.00	$ 30.00
Cleaning Supplies	$ -	$ -
Other *(identify) Program Supplies*	$ -	$ -
Other *(identify) Other Supplies*		
Total Consumable Supplies	$ 30.00	$ 30.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	$ 100.00	$ 100.00
Usage allowance/depreciation @ rate of original acquisit cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	$ -	$ -
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify) Alarm* Other *(identify)*	$ 36.00	$ 36.00
Total Occupancy Costs	$ 136.00	$ 136.00

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II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Auditor	$ -	$ -
Technology	$ 100.00	$ 100.00
Other Contract Service Fees	$ 100.00	$ 100.00
Total Contract & Services Costs	$ 200.00	$ 200.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Postage & Shipping	$ 40.00	$ 40.00
Advertising	$ -	$ -
Other Technological	$ 60.00	$ 60.00
Other Printing & Publications	$ -	$ -
Computer Software & Support	$ 60.00	$ 60.00
Other Misc.	$ -	$ -
Total Miscellaneous Costs	$ 160.00	$ 160.00

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III. Equipment
A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation TANF Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Total Other Resources	$ -	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Catholic Charities of Ashtabula County**
Date: **8/13/2026 8:42:34 AM**

This search produced the following list of **11** 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
Cambridge Education Group	481 N. Cleveland Massillon Road
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.

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

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: **2006.030.100-601 Contract Services**; not to exceed **$2,808.45**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: E32C2FEB-0E7C-8CE2-816A-ED0E0EBF7729

Contract No.: 27-1005-TANF

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2026 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Ashtabula County Technical & Career Center , located at: 1565 State Route 167 Jefferson, Ohio 44047 and whose phone number is: or 440-576-6015 (hereinafter referred to as the "Subgrantee") to provide Life Skills Navigation Program for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

A. "Grantor" means Ashtabula County Job & Family Services.

B. "Subgrantee" means Ashtabula County Technical & Career Center.

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026** through **September 30, 2027** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This Sub-Grant Agreement is in the total amount of: **$ 62,482.00**

The unit rate is: **$892.60 per person.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations ~~by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that~~ federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321; 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.

B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 1565 State Route 167 Jefferson, Ohio 44047.**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. ~~Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other~~ nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to

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investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

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Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:

DocuSigned by:

Patrick J. Jordan

FB74060D0EAC4B8...

Patrick J. Jordan, Executive Director
Ashtabula County Job & Family Services

9/21/2026
Date

Signed by:

R Scott Wludyga

F033870F7307400...

Ashtabula County Technical & Career Center

9/21/2026
Date

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

Signed by:

Kathryn Whittington

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

8CC3D2025A6D44F...

Ashtabula County Board of Commissioners

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Exhibit I

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Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

1. To provide assistance to needy families so that children may be cared for in their own homes, or in the homes of relatives.
2. End the dependence of needs parents on government benefits by promoting job preparation, work and marriage.
3. Prevent and reduce the incident of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incident of these pregnancies.
4. To encourage the formation and maintenance of two-parent families.

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Exhibit II

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Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

~~RFP Number:~~

ACJFS RFP #2-26

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

TABLE OF CONTENTS

RFP Section:		
I.	INTRODUCTION	3
	Terms	3
	Program and Funding Details	3
	Participant Eligibility and Referrals	3
II.	RFP SCHEDULE AND SUBMISSION INFORMATION	4
	Important Dates	4
	Pre-Proposal Conference	4
	Contact Person	4
	Proposal Delivery	4
III.	PROVIDER REQUIREMENTS	5
IV.	PROPOSAL SPECIFICATIONS AND FORMAT	5
	Proposal Information	5
	Proposal Cost	6
	Proposal Communication	6
	Proposal Format	6
	Cover Page	6
	Proposal Checklist	6
	Section 1 ~ Applicant Information	6
	Section 2 ~ Required Documents	6
	Section 3 ~ Program Planning and Development	7
	Section 4 ~ Program Budget	7
V.	EVALUATION AND SELECTION PROCESS	8
	Proposal Evaluation	8
	Stage 1 Review	8
	Stage 2 Review	8
	Acceptance and Rejection of Proposals	9
	Post Selection Meeting	9
	Caveat	9
IV.	AWARD OF CONTRACT/SUBGRANT AGREEMENT	9
	Overview	9
	Availability of Funds	9
	Term	9
	Invoicing	10
	Performance and Monitoring	10
	Confidentiality and Security	10
	Publicity	10
	Applicable Laws and Rules	10
	Patent or Copyright Liabilities	10
	ATTACHMENT A ~ Applicant Information	11
	ATTACHMENT B ~ Provider Budget	13
	ATTACHMENT C ~ Cover Pages	19
	Forms	37
	Affidavit of Delinquent Personal Property Tax	37
	Affidavit of Non-Collusion	38
	Non-Discrimination Agreement	39
	Representations, Assurances and Certifications	40
	Certification Regarding Lobbying	41
	OMB Circular 2 CFR 200 Audit Certification Form	42
	ATTACHMENT D ~ Sample Agreement	45
	ATTACHMENT E ~ Checklist	56

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.

Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *

Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-12-26
RFP Question Period Begins	Date: 6-12-26
Pre-Proposal Conference	Date: 6-24-26 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-24-26 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-10-26 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-26

Pre-Proposal Conference:
A Pre-Proposal Conference will be held on **June 24, 2026, at 9:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26** to:

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:
Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-10-26 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-26

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws and comply with:
   a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. Non-discrimination laws in the provision of services.
   c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. All federal, state of Ohio, and local laws, rules, executive orders, and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
   a. Reporting and documenting consumer incidents.
   b. Obtaining written permission from consumers to share information and/or release information to anyone.
   c. The content of consumer records, as well as the handling, storage and retention of records.
   d. Personnel matters, including:
      - Job descriptions for each position
      - The documentation of each employee's qualifications for the service(s) to be provided
      - Performance appraisals for all workers
      - Documentation of compliance with required staff orientation training
      - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
   a. Participant's name, address and phone number;
   b. Dates of Service;
   c. Number of units of service received;
   d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Proposal Cost:
The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and two (2) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):
Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:
Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity – Affirmative Action Plan
E. Professional or Operating licenses
F. Documents Used for Monitoring Goals and Outcomes
G. Employee Training Program description
H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
I. Affidavit of Non-Collusion
J. Non-Discrimination Agreement ORC 153.59
K. Representations, Assurances and Certifications document
L. Certification Regarding Lobbying
M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:
The Program Planning and Development section must include:

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes.
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

service should be included in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. Completeness of Submission – proposal submission must include:
   a. Required number of copies: Three (3); 1 master and 2 copies
   b. RFP Cover Page
   c. RFP Checklist (Attachment E)
   d. Section 1: Applicant Information Page (Attachment A)
   e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
   f. Section 3: Program Planning & Development
   g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
   A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
   B. Proposal thoroughly identified the service area and its needs.
   C. Applicants demonstrate experience with this service or similar service. If experience is not available, applicants show they qualify to provide the services without prior experience.
   D. Statistics provided support the need for the proposed service.
   E. Days and hours services are available.
   F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Acceptance and Rejection of Proposals:
ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:
ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop, and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term: The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2026.

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Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.
See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:
The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:
Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

Patent or Copyright Liabilities:
The Applicant will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

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ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Ashtabula County Technical & Career Center (A-Tech)

ADDRESS: 1565 State Route 167 Jefferson, Ohio 44047

PHONE: 440-576-6015

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE:

FEDERAL TAX I.D. NUMBER: 34-0970014

EXECUTIVE DIRECTOR/DIRECTOR: R. Scott Wludyga, Superintendent

PROGRAM COORDINATOR: Shaelynn Ballard EMAIL: shaelynn.ballard@atech.edu

FISCAL CONTACT: Lindsey Elly EMAIL: lindsey.elly@atech.edu

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 Department of Job and Family Services (ACDJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACDJFS 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. ACDJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACDJFS will fund a proposal. Proposals are subject to review by representatives of ACDJFS. At its sole discretion, ACDJFS 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: R. Scott Wludyga SIGNATURE: R Scott Wludyga

(Note: original signature must be in blue ink)

TITLE: Ashtabula County Technical & Career Center Superintendent DATE: 7/9/2026

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Narrative

Need for Program in Ashtabula County

Experience of Applicant

Statistics & Number of Participants Served

Monitoring, Evaluation System, & Effectiveness

Days & Hours of Program

Other Federal, State, & Local Funding Received

Attachments A-E

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Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Section 3- Program Planning and Development

TANF Goal Addressed: Goal #1: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage

Name of Program: Life Skills Navigation

A. PROGRAM DESCRIPTION

The Life Skills Navigation program offers participants access to the following services:

Individualized Life Skills Navigation to TANF participants to provide services focused on:

A. Basic Academic Skills
    a. High School Relevance Exam
    b. GED ready preparation exams
    c. Alternative diploma options
    d. English as a Second Language Classes (ESOL)
    e. TABE Testing
B. Job/Work Readiness preparation
    a. Punctuality
    b. Telephone etiquette
    c. Computer skills
    d. Work ethic
    e. Workforce certification completion (CDCA test, Wastewater, CNA, etc.)
C. Career Awareness
    a. Future Plans assessment
    b. Future Plans Career Coaching
    c. Career Counseling
    d. Career Exploration
    e. Exploring Post-secondary options and in-demand LMI information
    f. Job Search assistance with job placement

1. Narrative:

The Life Skills Navigation Program

The Life Skills Navigation Program, offered through Ashtabula County Technical & Career Center (ATech), provides comprehensive, individualized support that empowers low-income families to overcome barriers, achieve educational goals, secure meaningful employment, and move toward long-term economic self-sufficiency. Through more than 35 years of delivering Aspire and youthOPPORTUNITIES! (yO!) services, ATech has learned that while classroom instruction provides a strong foundation, lasting success requires individualized coaching and intensive barrier navigation. Each participant partners with a dedicated Life Skills Navigator to develop a personalized education and career plan while identifying and addressing the unique challenges that prevent progress.

Over the past four years, this one-on-one navigation model has consistently demonstrated that sustained coaching, accountability, and strategic support lead to meaningful outcomes. Life Skills Navigators connect participants with critical resources including transportation assistance, childcare, tutoring, testing fees, community services, financial aid through FAFSA and WIOA Adult, GRIT funding, scholarships, and other supportive services that remove barriers and create pathways to success. As noted by the Aspen

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Section 3- Program Planning and Development

Institute's Workforce Strategies Initiative, navigation helps *"close the gap in helping low-income individuals access and succeed in college programs, attain credentials, and ultimately pursue quality careers."* This philosophy is reflected in every aspect of the program.

Program Year 2026 marked the fourth year of the Life Skills Navigation Program, during which more than 350 families have been served throughout Ashtabula County. The program has produced measurable outcomes that demonstrate its effectiveness:

- **59%** of participants entered full-time employment.
- **48%** enrolled in post-secondary education or occupational training.
- **75%** completed the Future Plans Assessment and individualized career coaching process.
- **8 participants** are currently attending Kent State University.
- **16 participants** are pursuing healthcare certifications through ATech, preparing for careers in one of the region's highest-demand industries.
- **5 participants** have completed CDL training

These outcomes represent more than statistics—they reflect families gaining financial stability, adults earning credentials that lead to family-sustaining wages, and individuals building careers that strengthen the workforce and economy of Ashtabula County. By investing in each participant's potential and addressing barriers holistically, the Life Skills Navigation Program creates lasting change that extends well beyond program completion.

Success stories: The Life Skills Navigation Program empowers participants to transform adversity into opportunity through education, workforce development, and individualized support. R.S. entered the program after unexpectedly losing his job and, with career coaching, entrepreneurship training, and educational planning, turned that setback into an opportunity to build his own business while pursuing specialized HVAC training to expand his earning potential. D.B., a working mother of two, secured stable housing through program assistance and made the courageous decision to reduce her work hours so she could pursue a degree in Radiologic Technology. She is now preparing to begin clinical rotations, bringing her one step closer to a rewarding healthcare career that will provide long-term stability for her family. K.S., already employed in social services, chose to invest in a new future by returning to school to pursue Radiologic Technology. With assistance for essential educational expenses, she has remained on track to begin clinical training and transition into a high-demand healthcare profession. These stories reflect the mission of the program: removing barriers, supporting educational attainment, and creating pathways to meaningful employment that change not only individual lives but the future of entire families.

The Role of the Life Skills Navigator:

The individualized approach that the Life Skills Navigator and Special Grants Manager have been able to provide to participants has made a huge impact on the success of each participant. One participant stated, "Kayla is amazing. She has helped me make a future for me and my family. I was only making 11 dollars an hour when I started this program and now with my CDL I am making $23 per hour in training!"

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Section 3- Program Planning and Development

The Life Skills Navigator will:

- Develop individualized S.M.A.R.T life skills goals with participants
- Assist in reducing barriers to participants' education and employment goals (including transportation, fees associated with GED preparation)
- Arrange transportation to needed educational, career, and employment activities
- Assist participants in conducting career research to identify career options they are most interested in
- Provide weekly follow-up with participants and training instructors to ensure completion of educational and employment goals
- Offer participants an opportunity to "shadow" in an adult workforce training program or programs
- Work in conjunction with Ashtabula County Department of Jobs and Family Services (ACDJFS) to determine training eligibility (ITA)
- Assist participants in identifying and understanding other available financial aid options and their pros and cons (Pell Grants, Loans, etc.)
- Provide a contextualized educational opportunity to prepare participants for and support them during postsecondary training
- Prepare participants for and assist them in conducting an internship or job search during and after completion of training
- Outreach to any participant who misses more than two consecutive sessions of credential and post-secondary activities
- Complete market and labor analysis for Ashtabula County and networking with current employers
- Explore co-enrollment workforce opportunities for TANF participants
- Host/promote networking sessions that might include post-secondary opportunities, partnering with OhioMeansJobs Ashtabula to promote current networking opportunities, or online employment training seminars

The Life Skills Navigation Program Steps:

The Life Skills Navigation Program utilizes the Five-Step Model that aligns with "The Ohio Workforce Playbook" to guide participants from self-discovery to meaningful employment and long-term career success.

- **Assess**
  Participants complete the TABE, WorkKeys, or Future Plans career assessment to identify their strengths, interests, aptitudes, personality, values, and career potential. This provides a foundation for developing an individualized plan for success.
- **Coach**
  Participants meet one-on-one with a trained Life Skills Navigator to review their assessment results, explore career options, identify barriers, and develop personalized education, employment, and life goals.
- **Discover**
  Participants engage in career exploration activities that expand their awareness of opportunities through job shadowing, workplace tours, guest speakers, career exploration workshops, industry visits, and other hands-on experiences.

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Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Section 3- Program Planning and Development

- **Prepare**
  Participants build the skills needed for long-term success through life skills instruction, work readiness training, supportive services, short-term credential programs, internships, work-based learning, postsecondary education, and other workforce development opportunities.
- **Place**
  Participants are supported in securing employment, enrolling in education or occupational training, or advancing within their chosen career pathway. Ongoing coaching and follow-up services help ensure continued progress as participants achieve new goals and respond to changing workforce opportunities.

Life Skills Navigation will be offered throughout Ashtabula County utilizing the HUB, Aspire classrooms, and ATech to provide service locations.

2. Need for Life Skills Navigation:

For more than 35 years, Ashtabula County Technical & Career Center has been a leader in adult education, providing Aspire services that include Adult Basic Education, High School Equivalency (GED), and English for Speakers of Other Languages (ESOL). Through decades of experience, we have learned that education alone is not enough to break the cycle of poverty. Parents and caregivers often face overwhelming barriers—including transportation, childcare, financial hardship, trauma, mental health challenges, and limited support systems—that prevent them from completing educational programs and obtaining family-sustaining employment. Recognizing this need, -Tech developed the Life Skills Navigation Program to provide individualized coaching, intensive barrier reduction, and ongoing support that empowers participants to achieve lasting educational and career success. Over the past four years, this proven model has expanded beyond GED attainment to support adults pursuing postsecondary education, industry-recognized credentials, occupational training, and successful reentry into the workforce. By addressing each participant's unique challenges through a holistic, one-on-one approach, the program is helping individuals build self-sufficiency while creating stronger families and a more resilient workforce.

The need for these services continues to grow. According to the most recent U.S. Census Bureau data, Ashtabula County is home to approximately 96,700 residents, with 12.4% of adults age 25 and older lacking a high school diploma or equivalent and only 16.1% holding a bachelor's degree or higher—well below national educational attainment levels. Additionally, 15.2% of county residents live below the federal poverty level, the median household income is just $57,728, and 7.9% of residents speak a language other than English at home. These statistics underscore the urgent need for comprehensive Life Skills Navigation services that do more than connect individuals to education—they remove barriers, build confidence, strengthen workforce readiness, and create sustainable pathways to meaningful employment and long-term economic independence for Ashtabula County families.

3. Experience of Applicant:

ATech has a long-standing history of delivering innovative, results-driven workforce and education programs that empower individuals to achieve economic self-sufficiency. The Life Skills Navigation Program has demonstrated exceptional outcomes over the past four years, with 75% of WIOA/co-enrolled adult postsecondary participants entering full-time employment, 25% continuing into postsecondary education or advanced training, and numerous participants earning industry-recognized

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credentials in high-demand fields such as healthcare and skilled trades. Nearly 80% of participants have completed the Future Plans Assessment and received individualized career coaching, creating personalized pathways to education and employment.

For more than 35 years, ATech's Aspire program has provided high-quality Adult Basic Education, High School Equivalency (GED), and ESOL services to thousands of Ashtabula County residents, while the youthOPPORTUNITIES! (yO!) program has served more than 20,000 at-risk youth over the past 24 years through comprehensive case management and barrier reduction. Building upon these successful models, the GRIT Project has significantly expanded access to career navigation across the county. Over the past three years, more than 5,000 Ashtabula County residents have completed the Future Plans Assessment and participated in individualized career coaching, resulting in more than 1,000 industry-recognized credentials earned through GRIT-supported education and training opportunities.

A factor in ATech's current success has been its strategic braided funding approach, leveraging federal, state, local, philanthropic, and private resources to maximize impact while reducing barriers for participants. This collaborative funding model has allowed ATech to expand services, increase educational and employment opportunities, and sustain high-quality programming despite declining resources across many communities. While organizations throughout the region have been forced to reduce or eliminate critical workforce and education services, ATech has continued to strengthen its programs, secure new funding opportunities, and provide comprehensive support that meets participants where they are. This ability to align multiple funding streams with strong community partnerships has created a sustainable model that consistently delivers measurable outcomes and ensures Ashtabula County residents continue to receive the highest level of service, education, and career navigation available

4. Provide Statistics about the program and projected number of clients served:

The Life Skills Navigation Program over the last four years has consistently demonstrated measurable success in helping participants achieve meaningful educational and employment outcomes. Since its implementation, 59% of participants have secured full-time employment, while 48% have enrolled in post-secondary education or occupational training to advance their careers. Additionally, 75% have completed the Future Plans Assessment and participated in individualized career coaching, creating personalized pathways to long-term success. Participants continue to make significant educational gains, with eight currently attending Kent State University, 16 pursuing healthcare certifications through ATech in preparation for careers in one of the region's highest-demand industries, and five successfully completing Commercial Driver's License (CDL) training, positioning them for high-wage, in-demand employment opportunities. These are just a few examples of the success that the over 90 participants achieved this year. These outcomes demonstrate the effectiveness of combining individualized navigation, barrier reduction, and career-focused planning to help participants achieve lasting economic self-sufficiency.

Up to sixty individuals can participate in the Career Navigation at a time for a six month time period. Currently participants can remain in the Life Skills Navigation program for a year. A potential total of one-hundred and twenty individuals can be served by the Career Navigation program annually.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Section 3- Program Planning and Development

5. Monitoring, evaluation system, and effectiveness:

Monitoring:

a. Sign-in sheets will be utilized for all sessions and a detailed attendance spreadsheet will be maintained and provided as required. Individual session attendance by subject such as "academic skills" or "life skills" will be maintained and also shared as required. (Attachment A)
b. SMART Life Skills goals will be completed and reviewed weekly (Attachment B)
c. Support service request will be completed when utilizing support service such as transportation and test fees (Attachment C)
d. The Life Skills Navigator will maintain all attendance and completion-tracking documentation
d. A hard-copy file will be created for each participant containing information related to the program and maintained for three years by the Aspire Manager.
e. All participant data will be secured in lockable file cabinets and in locked offices/storage rooms at ATech.

The Life Skills Navigation program evaluation will be completed by participants at the third month of the participation (Attachment D)

Achievement will be measured in the following six ways:

a. Attendance at a minimum of 75% of Life Skill Navigation sessions.
b. Completion of enrolled post secondary activities or
c. Completion of job training activities or
d. Attainment of High School equivalency Exam
e. Completion orientation period of employment and
f. Completion of a program evaluation.

6. Days and hours program is available including access for ESOL:

The Life Skills Navigation program will be housed at The H.U.B at 5917 4317 Park Ave Ashtabula, Ohio 44004. The Life Skills Navigator and Special Grants Manager will have an office at this location. The H.U.B is centrally located and is on the public transportation route that can be accessed by many individuals. The Life Skills Navigator and the Special GrantsManager will be available Monday-Friday 8:00 a.m.-4:30 p.m. The Life Skills Navigator will also have access to many locations throughout Ashtabula County. They will be able to meet participants at all Aspire and ESOL classrooms.

The Life Skills Navigation Program is committed to ensuring equitable access to services for individuals whose primary language is not English. To reduce language barriers and increase participation, interpreters are available throughout the enrollment and service delivery process, and program forms and essential documents are provided in a variety of languages. In addition, the program maintains strong partnerships with local English for Speakers of Other Languages (ESOL) programs, allowing participants to be referred to English language instruction while simultaneously receiving career coaching, life skills navigation, and employment services. By integrating language support with education and workforce development, the program helps English language learners build the communication skills, confidence, and resources needed to successfully pursue education, secure employment, and achieve long-term self-sufficiency

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Section 3- Program Planning and Development

7. Federal, State, or local funding received:
   The Life Skills Navigation program will be a program available in Ashtabula County but ATech has a long history of successfully administering local, state, and federal funds.

   FY 2026 funds

Aspire Grant	Ohio Department of Higher Education	$149,000.00 per year
TANF CCMEP Grant TANF Summer Program	Ashtabula County Job and Family Service	$1,380,000 per year $400,000 per year
PRC Life Skills Navigation	Ashtabula County Job and Family Service	$85,690.00 per year
WIOA CCMEP	Northeast Ohio Consortium of Council of Govts.	$350,000 per year
Growing Rural Independence Together (GRIT)- Summer & Year round	State of Ohio	$200,000 per year

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Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Attachment A

Sign In Sheet
Life Skills Navigation Program

Date	Name	Time In	Time Out	Activity

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

DEVELOPING SMART GOALS

Attachment B

Individual:	Date:	Life Skill Navigator:

SMART: Specific, Measurable, Achievable, Results-Focused, and Timely

Goal	SMART Goal	
1.	What:	
	How:	
	Why:	
	When:	
	Date Completed Goal:	
2.	What:	
	How:	
	Why:	
	When:	
	Date Completed Goal:	
3.	What:	
	How:	
	Why:	
	When:	
	Date Completed Goal:	

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Attachment C

Life Skills Navigation Program

Ashtabula County Technical & Career Center

Support Service Form

Participant Name: _____

ID Number: _____

Life Skills Navigator _____

Date: _____

- Support Service Requested - Must be in S.M.A.R.T Goal Sheet
- Please include details

Gas Card ($50)	
Transportation - Richmond Transportation	
Test Fee	
Test Prep Fee	
Other	
Other -	
Other -	

SUPPORT SERVICE TOTAL -

A staff member must verify this application and copy ORIGINAL documents verifying goal completion and attendance. No incentives will be paid unless ORIGINAL documents have been verified and copied and those copies are attached to this application.

Life Skills Navigator Signature _____ Date_____

Aspire Manager Initials: _____
Date: _____

Participant Signature: _____
Date Received: _____

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Attachment D

Life Skills Navigation Program Evaluation Form

At A-Tech!, we continually strive to improve our programs. Your opinions of the program that you recently attended will help us with this process.

Program Attended: Life Skills Navigation Program

Life Skills Navigator Name: _____ Date: _____

Your Name (optional): _____ Phone or email: _____

Please indicate your level of satisfaction with each of the following: (Please circle one)

Program met my expectations	poor	fair	satisfactory	good	excellent
Program content	poor	fair	satisfactory	good	excellent
Ability of Navigator to communicate	poor	fair	satisfactory	good	excellent
Usefulness of the Navigator	poor	fair	satisfactory	good	excellent
Did program help you meet your goals	poor	fair	satisfactory	good	excellent
Days and times of the program	poor	fair	satisfactory	good	excellent
Overall, how would you rate this program	poor	fair	satisfactory	good	excellent

Would you recommend this program to friends or family? Yes No

If you answered "poor" or "fair" to any of the above, please indicate your reason:

_____

_____

_____

What was the best thing about the program?

_____

_____

_____

What changes, if any, would you recommend for this program?

_____

_____

_____

_____

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Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Attachment D

Life Skills Navigation Program Evaluation Form

Do you have any suggestions for other programs?

Additional Comments:

Thank you for providing this feedback!

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Attachment E

Follow-up Survey

ABLELink ID _____

Date _____

Aspire Program _____

During orientation, you were informed that we would be calling or emailing students who have attended our adult education (Aspire) classes to find out what happens with them after leaving class. We would like to know if our Aspire classes helped you achieve your goal of entering postsecondary education/training or obtaining/retaining employment.

This survey will take only a few minutes and all information you give will be strictly confidential.

POSTSECONDARY EDUCATION AND TRAINING

1. Since the end of your class, have you enrolled in any postsecondary (beyond high school level) educational or training programs?
   - ◯ Yes (if yes, enter enrollment date)
     Date Enrolled _____ [Proceed to Question 2]
   - ◯ No [Proceed to Employment Questions]

2. In what type of class or classes have you enrolled? (Check all that apply.)
   - ☐ Adult Workforce Education/Job Training/Career Center/Skilled Trades Program
   - ☐ College
   - ☐ Other (Specify) _____
   - ☐ Do not know or refuses to answer

3. Did you obtain a postsecondary credential (i.e., STNA, Cosmetologist, Certified Welder)?
   - ◯ Yes (if yes, enter credential information)

     Credential Obtained _____ When? _____ Month _____ Year

   - ◯ No [Proceed to Employment Questions]

EMPLOYMENT (SUPPLEMENTAL WAGE VERIFICATION)

1. Are you currently working or have you worked during this quarter? (A quarter is a 3 month period; January March, April to June, July to September, or October to December)
   - ◯ Yes [Continue to Next Question] Start Date _____
   - ◯ No [Continue to Closing]

2. Where are you currently working?
   Employer _____ Type of Work _____

3. Is the job related to any training you received during your ASPIRE Classes? ◯ Yes ◯ No
4. Approximately how many hours do you work each week? _____ hours
5. What is your hourly wage? $ _____

CLOSING

Do you have any questions or comments?

Thank you very much for taking the time to answer these questions. The information you provided will be used to m our programs better. We wish you continued success.

Staff Use Only: (If completed by phone)

Survey administered by: _____ on _____ (Date) _____ (Time)

☐ Left a Message ☐ No Answer ☐ Disconnected ☐ Completed Survey ☐ Scheduled Time to Call Ba

Staff Use Only: Gross Quarterly Wage Calculation

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Organizational Description

A-Tech Organizational Chart

A-Tech Board of Education Members

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ORGANIZATION DESCRIPTION

1. Briefly and concisely state the organization's overall purpose as defined in its Articles of Incorporation, including its classification such as public, private, corporation partnership, not-for-profit, etc.

The Ashtabula County Technical & Career Center operates as a public secondary school under the Ohio Department of Education. As a technical and career center, the school serves students from all school districts in Ashtabula County: Ashtabula Area City School District, Buckeye Local School District, Conneaut Area City School District, Geneva Area City School District, Grand Valley Local School District, Jefferson Area Local School District and Pymatuning Valley Local School District, Ashtabula St. John, and other schools located in the County.

2. Describe the organization's governing structure and years in operation.

The Ashtabula County Technical & Career Center is governed by a Board of Education consisting of seven members appointed by the Boards of Education of the following school districts: Ashtabula Area City Schools, Conneaut Area City Schools, Geneva Area City Schools and the Ashtabula County Educational Service Center. Treasurer Lindsey Elly has held her position since 2016.R. Scott Wludyga has served as the school's Superintendent since 2020.

The Ashtabula County Joint Vocational School opened for operation in September of 1969 and in 2011 officially changed its name to the Ashtabula County Technical & Career Center (A-Tech) to more accurately reflect its role in providing technical educational opportunities that lead to career opportunities. For 53 years the school has successfully served more than 30,000 high school students and 38,000 adult students while continually adapting to a changing county, state, national and world-wide career marketplace.

3. Indicate incorporation status for tax purposes. If the organization is incorporated under one name, but does business under another, clearly state all names and include the Federal Identification Number associated for each.

The Ashtabula County Technical & Career Center is recognized as a public school by the Ohio and Federal Departments of Education and is a non-profit organization.

4. State how the organization is funded. Example: private fees, sales, fundraising, grants (private and/or governmental), etc.

The Ashtabula County Technical & Career Center is funded by tax dollars generated by continuing levies, a permanent improvement continuing levy, funds from the Ohio Department of Education and governmental grants.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

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ORGANIZATION DESCRIPTION

5. List all current programs offered by the organization. To further illustrate these programs include a table of organization (TO) that clearly distinguishes functions, channels of communication, and highlights the team dedicated to the proposed program and services.

The Ashtabula County Technical & Career Center currently offers the following programs:

1. Secondary High School (a list of training programs can be found as Attachment 1)
2. Adult Workforce Education (a list of training programs can be found as Attachment 1))
3. The Knoedler School of Practical Nursing
4. The Ashtabula County Aspire Program (a list of program sites can be found as Attachment 1)
5. English Language Learner Education for students in the Ashtabula Area City Schools, Conneaut Area City Schools and Pymatuning Valley School Districts.

An organizational chart is attached (Attachment 2) which shows that Shaelynn Ballard, Special grants & OPPORTUNITIES supervisor reports directly to Superintendent R. Scott Wludyga, who reports directly to the Ashtabula County Technical & Career Center Board of Education.

6. Does the organization comply with ADA regulations? Briefly describe or provide agency policy/documentation regarding how accommodations for employees and clients with disabilities are met.

The Ashtabula County Technical & Career Campus facilities, the offices at OhioMeansJobs-Ashtabula, the yO! Youth Training Center, and all Aspire classrooms are all fully compliant with all requirements of the Americans with Disabilities Act. A copy of A-Tech's Board Policy 2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY can be found as Attachment

7. Briefly describe the organization's Equal Employment Opportunity policies. Sign and notarize the EEO form indicating the organization's compliance with County and State EEO regulations. This form is included as an Appendix item and must be submitted as part of the Appendix packet accompanying the proposal.

As an Ohio Public School, the Ashtabula County Technical & Career Center is completely committed to offering Equal Opportunity Employment opportunities to all. A copy of A-Tech's Board Policy 3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

8. Additional information:

a. The Ashtabula County Technical & Career Center accepts all responsibility for payment of all unemployment compensation, contributions or reimbursements (including, but not limited to mileage reimbursements), insurance premiums, worker's compensation premiums, income tax deductions, Social Security deductions, and all other employee tax and payroll accounting. We also accept/realize that all persons employed under this proposal are not employees of ACDJFS or NOCCOG for any purposes.

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

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b. We also ensure that, based on both our twenty three years of experience operating WIA/WIOA/TANF programs, thirty three years running the Aspire/ABLE program, as well as being an operating high school under the Ohio Department of Education, that we have the knowledge, and ability to establish and maintain effective internal control and accountability for all funds, property and other assets, and are able to account for the receipt, obligation and expenditure of funds. Our current practice is to provide a monthly itemized expense report generated from the A-Tech treasurer's office along with our monthly invoice. This report shows month expenses as well as year-to-date expenses.

c. We also ensure that the Treasurer's Office, along with the Special Grants & OPPORTUNITIES Supervisor, maintains all records relating to costs, work performed and supporting documentation for invoices submitted, and are fully able to make these documents available for audit by the State of Ohio and agencies of the United States government. These documents will be maintained for a minimum of three (3) years after expiration of the eventual agreement. We all ensure that, should an audit be initiated during the contract period, that such records will be retained until the audit is concluded and all issues have been resolved.

d. We further ensure that we will comply with all Federal and State laws applicable to, ACJFS and/or clients of the same concerning confidentiality and will provide a secure environment such data.

e. We further agree to request prior written consent of ACJFS before contracting with any new service providers. All services will be procured via RFP unless they are sole-source providers within Ashtabula County. Contractual agreements with said providers will also include compliance with confidentiality requirements as outlined in the ACJFS Request for Proposals.

f. To the fullest extent permitted by and in compliance with applicable law, the Ashtabula County Technical & Career Center agrees to protect, defend, indemnify and hold harmless the Board of County Commissioners, Ashtabula County, State of Ohio, the ACDJFS, and their respective members, officials, employees, agents, and volunteers (the Indemnified Parties) from and against all damages, liability, losses, claims, suits, actions, administrative proceedings, regulatory proceedings/hearings, judgments and expenses, subrogation's (of any party involved in the subject of this Contract), attorneys' fees, court costs, defense costs or other injury or damage (collectively "Damages"), whether actual, alleged or threatened, resulting from injury or damages of any kind whatsoever to any business, entity or person (including death), or damage to property (including destruction, loss of, loss of use of resulting without injury damage or destruction) of whatsoever nature, arising out of or incident to in any way, performance of the terms of this Contract including, without limitation, by Provider, its subcontractor(s), Provider's or its subcontractor's (s') employees and agents, assigns, and those designated by Provider to perform the work or services encompassed by the Contract. Provider agrees to pay all damages, costs and expenses of the Indemnified Parties in defending any action arising out of the aforementioned acts or omissions.

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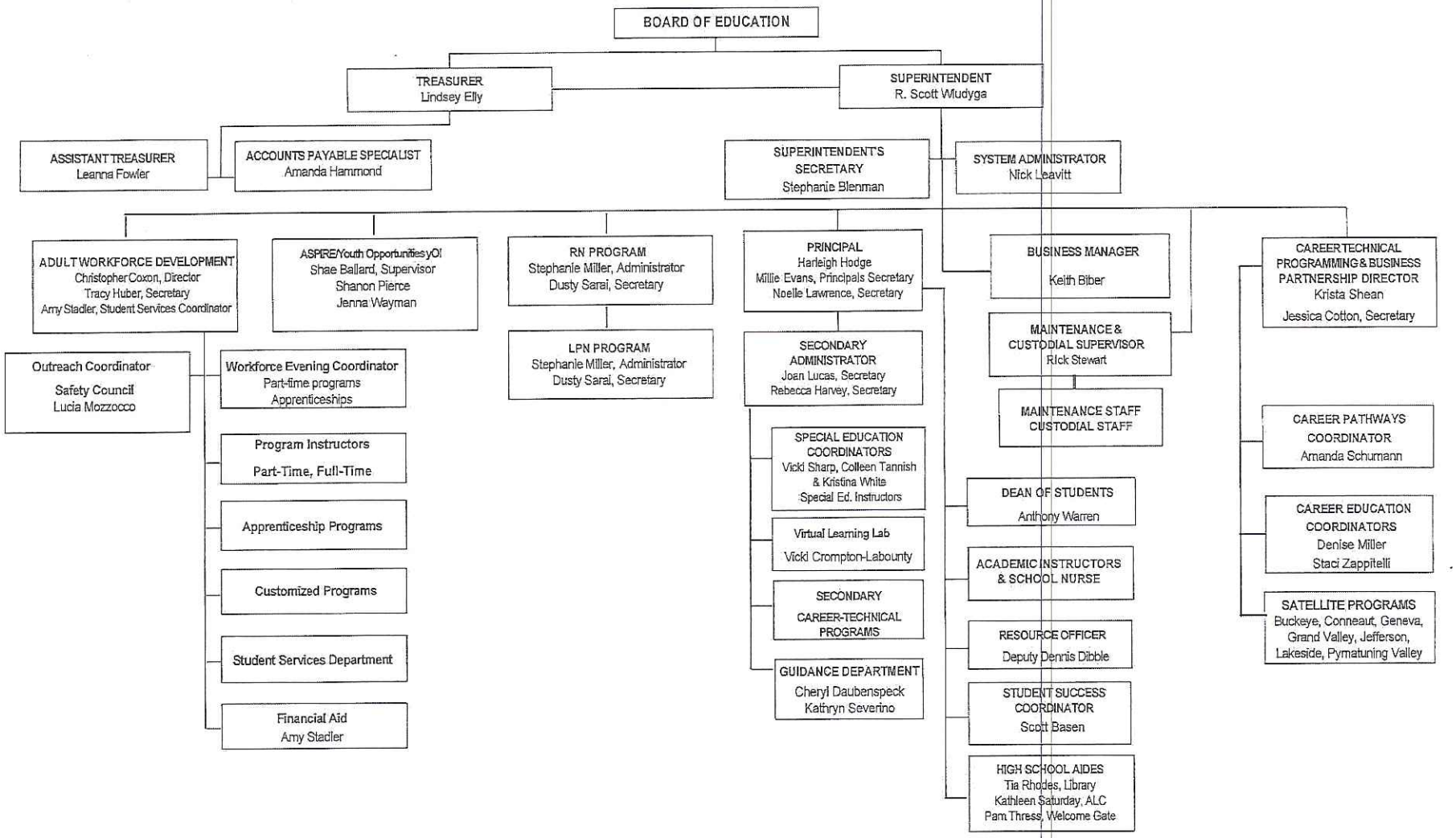
g. We further agree that we will continue to assist in on-going program monitoring and shall accommodate ACDJFS personnel and/or designated third party contract monitor during site visits to the program and/or administrative offices on a periodic basis to determine if program and financial reporting is generally consistent with accepted practices, ACDJFS policy, and stated contract deliverables. ACDJFS strives to ensure funding is utilized to provide accountable, quality programs for residents of Ashtabula County.

h. As per Ashtabula County Technical & Career Center Board Policy and Ohio State Department of Education requirements, we shall perform regular background checks on all employees or volunteers associated with the program. As outlined in the attached Board Policy, minimum requirements of no less than every five (5) years will be followed. If requested, copies of said Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background checks shall be provided to ACDJFS upon entering into a contract arising out of this RFP.

Ashtabula County Technical & Career Center Organizational Chart 2026-2027



7/1/2026

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Special Grants Program

TABLE OF ORGANIZATION

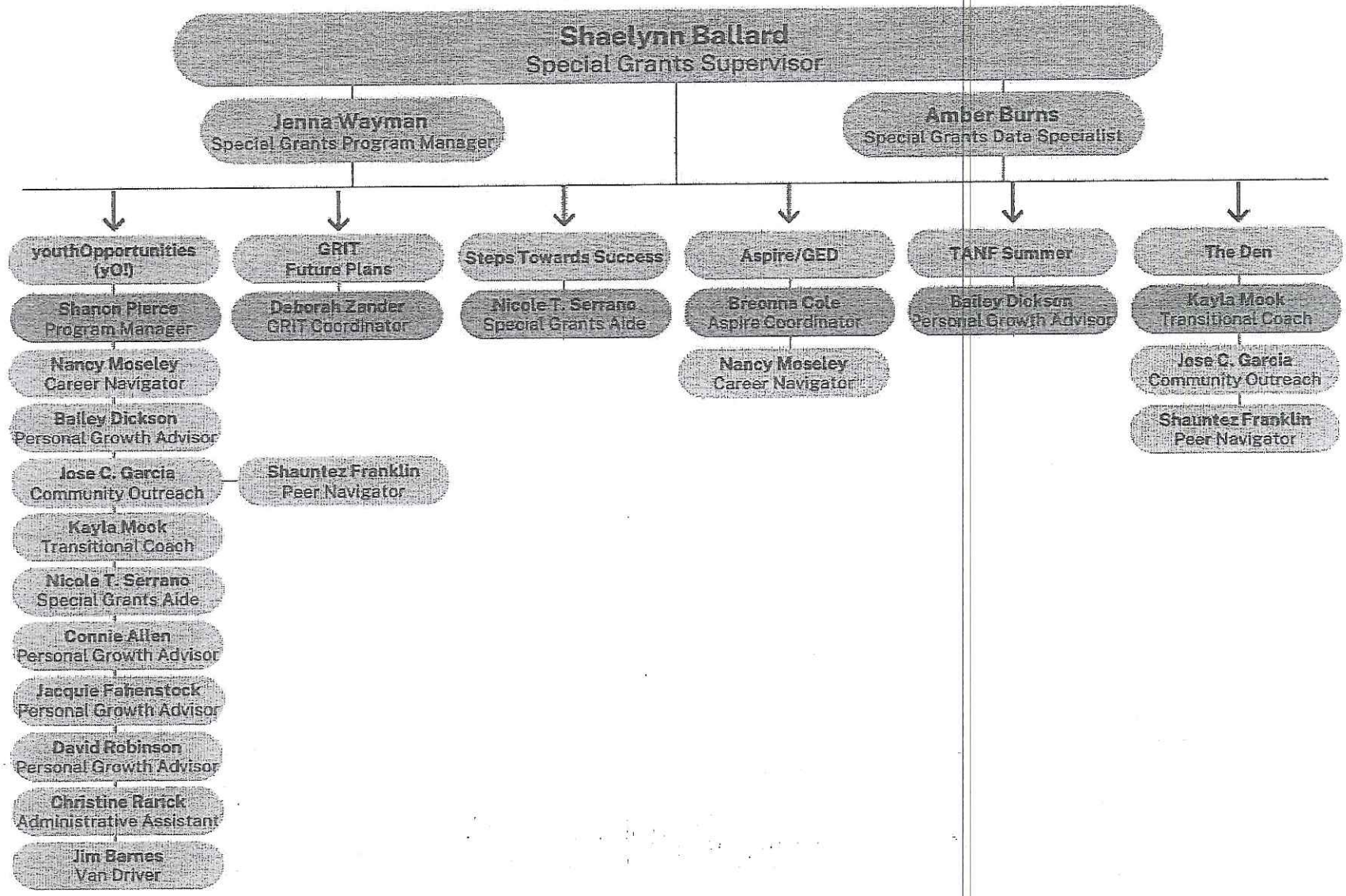

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Exhibit III

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Applicant Budget Summary

Applicant: Ashtabula County Technical & Career Center
Date From: FY 27 Oct 1, 2026- Sept. 30, 2027

	Estimated Amount for Entire	Estimated Amount for
I. Staff		
A. Salaries	$ 32,500.00	$ 32,500.00
B. Payroll-Related Expenses	$ 19,580.00	$ 19,580.00
Total Staff Costs	$ 52,080.00	$ 52,080.00
II. Operations		
A. Travel and Short-Term Training	$ 200.00	$ 200.00
B. Consumable Supplies	$ -	$ -
C. Occupancy Costs	$ 1,000.00	$ 1,000.00
D. Contract and Professional Services	$ -	$ -
E. Other - Miscellaneous	$ 9,202.00	$ 9,202.00
Total Operational Costs	$ 10,402.00	$ 10,402.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 62,482.00	$ 62,482.00
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ 62,482.00	$ 62,482.00

Budget Computation

Total Operating Expenses	$ 62,482.00	$ 62,482.00
Divided by Total Operating Units	70.00	70.00
= Unit Rate	892.6	892.60

Unit Rate	892.60	892.60
X number of units purchased	70.00	70.00
= Total Contract Amount	$ 62,482.00	$ 62,482.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	TANF Project Salary
Life Skills Navigation	$ 48,000.00	15 hrs/week	45.00%	$ 25,200.00	$ 25,200.00
Special Grant Manager	$ 56,160.00	4hrs/week	0.02%	$ 1,000.00	$ 1,000.00
Atech Superintendent	$ 117,000.00	6days/yr	0.02%	$ 2,700.00	$ 2,700.00
Atech Tresurer	$ 84,500.00	6days/year	0.02%	$ 1,950.00	$ 1,950.00
Fiscal Assistant	$ 26,000.00	6days/year	0.02%	$ 600.00	$ 600.00
Assistant Treasurer	$ 45,500.00	6days/year	0.02%	$ 1,050.00	$ 1,050.00
Total Salaries				$ 32,500.00	$ 32,500.00

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security		
Worker's Compensation	$ 147.00	$ 147.00
Unemployment Insurance		
Retirement Expenses	$ 5,868.00	$ 5,868.00
Hospitalization	$ 12,200.00	$ 12,200.00
Other- Dental	$ 970.00	$ 970.00
Other- Vision	$ 360.00	$ 360.00
Other- Life	$ 35.00	$ 35.00
Total Payroll-Related Expenses	$ 19,580.00	$ 19,580.00

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II. A. Travel and Short-Term Training

	Entire Program	TANF Project
Mileage Reimbursement rate per mile: $ -	$ 200.00	$ 200.00
Short-Term, Training $ -	$ -	$ -
Total Travel and Short-Term Training	$ 200.00	$ 200.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	$ -	$ -
Cleaning Supplies	$ -	$ -
Other *(identify)*	$ -	$ -
Other *(identify)*	$ -	$ -
Total Consumable Supplies	$ -	$ -

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	$ 1,000.00	$ 1,000.00
100 a month Usage allowance/depreciation @ rate of original a 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	$ 1,000.00	$ 1,000.00

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Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Total Contract & Services Costs	$ -	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Gas Cards/Bus Pass/Transporation	$ 3,000.00	$ 3,000.00
Test Fee, Incentives (GED test, test prep, STNA, etc)	$ 6,202.00	$ 6,202.00
Total Miscellaneous Costs	$ 9,202.00	$ 9,202.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Depreciated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Progr (9)	Annual Depreciation TANF Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Total Other Resources	$ -	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Technical & Career Center**
Date: **8/13/2026 8:45:51 AM**

This search produced the following list of **8** 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
Washington, Katrina	12967 Nelson Parkman Rd

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

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Sub-Grant Agreement No.: 27-1004-TANF

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: **2006.030.100-601 Contract Services**; not to exceed **$15,620.50,** and free from any previous encumbrances.

Agreement Title: A **TANF Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Technical & Career Center**.

DocuSigned by:

Brian Gibson

320A3C7BD0E24A9...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/22/2026

Docusign Envelope ID: EA2BF8DD-D686-846E-8072-34F30746933F

Docusign Envelope ID: DCB53A18-771C-896D-82CF-E846A900B095

Contract No.: 27-1004-TANF

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Ashtabula County Technical & Career Center** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 27-3003-ERT

This contract made and entered into on the 1st day of **October 2026** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Black Eagle Transit Co., Inc.** located at: **1753 West Prospect Road, Ashtabula, Ohio 44004,** and whose phone number is: **440-992-2156,** (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2026,** through **September 30, 2027,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 20,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **OWF, SNAP ET/ABAWD, SNAP ET, LEAP, PRC**. Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate

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agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect, or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

- ACJFS program to be charged
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide background checks of all employees that provide direct services to transportation participants and provide copies of the background checks to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire background checks.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries

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submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub, or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular

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intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

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42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

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Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services
FB74060D0EAC4B8...

9/15/2026
Date

DocuSigned by:

Black Eagle Transit Co.
84F95297E391476...

9/15/2026
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners
8CC3D2025A6D44F...

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Exhibit I

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Request for Proposals

For

Transportation Services

Health Related Transportation

Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #4-26

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 27
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-24 to 9-30-25, 40,793 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

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II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	**Date: 6-12-26**
Question Period Begins	**Date: 6-12-26**
Pre-Proposal Conference	**Date: 6-24-26 @ 10:00 a.m.**
Question Period Ends	**Date: 6-24-26 @ 4:00 p.m.**
Proposals Due to Ashtabula County Board of Commissioners	**Date: 7-10-26 @ 2:30 p.m.**
Agreement Effective Date	**Date: 10-1-26**

Pre-Proposal Conference:

A Pre-Proposal Conference will be held on June **24, 2026,** at **10:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-10-26, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-26

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and has at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

3. All vehicles shall:
    a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
    b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
    c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
    a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
    b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, single sided, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

Proposal Checklist - (Attachment E) must be submitted with "Master" copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

   -or-

   2. If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

(b). Define a round-trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

When completing sections 2 and 3, if an applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:

1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
    a. Required number of copies: 1 master and 2 copies (3 total)
    b. Section 1 Applicant Information Page (Attachment A)
    c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
    - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
    - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
    - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
    - The budget effectively defines the unit rate.
    - The budget is inclusive of only necessary costs associated with the program.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

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Acceptance and Rejection of Proposals:
The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded the agreement.

Per O.R.C. 307.862 section B.10:
(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.
(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.
(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant Agreement:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Agreement Period:
The agreement has a tentative effective date of **10-1-26 through 9-30-27**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

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See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

Confidentiality and Security:
The Provider agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

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Appendix I

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Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

5. **Mirrors:**
   a. Must have a least one rear view interior mirror that is properly secured and in proper placement.
   b. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
   c. Prismatic lens must be properly installed.
   d. All mirrors must enable operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20 b., c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

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8. **Emergency Brakes:**
    a. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

9. **Steering Gear:**
    a. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
    b. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
    c. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
    d. Tie rod ends must function properly.
    e. Tires must not rub any chassis or body component in any position.

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System:**
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

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16. **Lights:**
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. **The Vehicle Body:**
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. **Gas Tank:**
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. **Seating Area & Aisle:** Must be free of debris.

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Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

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ATTACHMENT A
TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: BLACK EAGLE TRANIST CO.

ADDRESS: 5600 W. 58TH ST. ASHTABULA, OH 44004

PHONE: 440-992-2157 FAX: 440-992-9376

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 20-5417461

EXECUTIVE DIRECTOR/DIRECTOR: KYLE BRUCKMAN EMAIL: kyle@ashtabulacitycab.com

PROGRAM COORDINATOR: JOYCE BOSWORTH EMAIL: citytaxicab@yahoo.com

FISCAL CONTACT: JOYCE BOSWORTH EMAIL: _____

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: KYLE BRUCKMAN SIGNATURE: _____
(Note: original signature must be in blue ink)

TITLE: PRESIDENT DATE: 07/06/2026

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Section 3 - Program Planning and Development

A. Program Description

Black Eagle Moving Company, DBA: Black Eagle Transit Co. program description will be implemented to fulfill the requirements of Ashtabula County Department of Job & Family Services (ACDJFS) Transportation Services. Black Eagle Transit Co. is fully qualified to provide transportation for non-emergency appointments. Our mission is to provide safe and courteous transportation to those that have been pre-approved by ACDJFS. It is our intention that each and every client will receive the highest quality service regardless of race, age, sex, physical or mental handicap, or medical condition. Black Eagle Transit Co. strives to provide a diverse and wide range of services to accommodate all of our customers' needs. ASAP calls requiring immediate (within 1 hour of ACDJFS "calling) will be scheduled if possible. Black Eagle Transit Co. will provide a prompt response to all requests for transportation, in order for us to remain a responsible and reliable provider for clients in and outside of the county.

Black Eagle Transit Co. is an Ohio corporation in good standing, fully licensed and qualified to conduct business within Ashtabula County, and the surrounding counties. All client information is handled in accordance with all statutes and kept confidential in accordance to HIPPA.

The hiring practices of Black Eagle Transit Co. ensures only the most qualified applicants are rigorously pre-screened for employment and that it complies with all Federal & State Acts such as the Civil Rights Act of 1964, Equal Pay Act, Age Discrimination in Employment Act, and American with Disabilities Act.

All drivers that are employed and contracted with Black Eagle Transit Co. are pre-screened with FBI & BCI background check in accordance with both O.A.C. 5160-15-14 & 5123-2-02, driving record check, drug screening and trained in providing the clients with the best possible ride. All drivers are familiar with the county and are able to timely pickup and drop-off. The drivers are at least 25 years of age with at least 2 years of driving experience. They are all CPR & First aid certified with-in 90 days of being hired, as well as, PASS certified prior to operating wheel chair capable vehicles. All drivers are drug tested at time of hire, post-accident depending on severity, and randomly throughout the year. Drivers take special care to physically inspect their vehicle before and after every shift.

Other staff also realizes the importance of these rides to the clients. They are dedicated to ensuring a seamless transition from calls requesting service to the dispatching to the pickup and delivery. They are trained that these calls must have first priority over other calls to ensure that the waiting time is at a minimum. "Will Call" for return will be prioritized by medical first then non-medical. Going into an appointment will be prioritized over return from appointments. All ACDJFS call slips are dispatched before other company charges. Lift returns usually have quicker response times than another vehicle might.

B. Summary of service:

1. Black Eagle Transit Co. is a for profit Ohio Corporation, operates 16 hours per day Monday - Friday, and limited weekends as scheduled.

2. Black Eagle Transit Co. is an affiliate of, City Taxi Cab & Transfer Co., which has provided transportation services for ACJFS since 1995. Black Eagle Transit is specifically purposed in providing contracted services to Medicaid, DODD, Schools, as well as, other various local and state level government agencies. Additionally contracted services to businesses, churches, and to the public.

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3. Specifications:

(A.) Flat rate one way fare for any Black Eagle Transit Co. trip will be $13.60, regardless of whether it is inside or outside of the city of Ashtabula up to and including 3.4 miles starting at base. Trips are scheduled so that we may pick up close to 15 minutes before or after the scheduled pickup time.

(B.) Flat rate round trip fare will be $27.20 up to and including 6.8 miles with (1) stop, regardless of whether it is inside or outside of the city of Ashtabula up to and including 3.4 miles starting at base.

(C.) Shared rides will be charged $4.00 per mile. The total cost is divided by the total number of riders. We will wait only 5 minutes at each pickup to assure that the clients reach their destination on time.

(D.) Non flat rate trips will be charged a rate of $4.00 per mile and calculated as follows, including one-way trips exceeding 3.4 miles or round trips exceeding 6.8 miles; trips up to, and including 24.9 miles from base, are from base, to pick-up, to destination, and trips 25 miles or greater from base, are base, to pick-up, to destination, and back to base.

(E.) All fares outside of the "flat rate" definitions will be rounded up in half mile increments for invoicing.

(F.) Wait time is charged at a rate of $.50 per minute for all trip types. First 5 minutes is free. Wait time is charged per vehicle, not per person. We will only wait at the pickup address for up to 5 minutes before marking them a no show, and leaving.

(G.) For local calls the shared rides will be grouped together by the appointment time, same general area, and same general destination. For Out of County calls, the call slips are combined by appointments times and same direction / general area of appointments. Wait time for shared rides may be up to 60 minutes. If the return is much later than all other riders in the vehicle, a separate vehicle may be scheduled to bring that client back. Regular call slips will be combined with Lifts, if at all possible, and depending on availability of seats.

(H.) No Shows: if the passenger is a no show and/or did not cancel the pickup ride 2 hours prior to the dispatch time the return ride will automatically be cancelled. We will not go and pick them up. Additionally, if a client is a no show three (3) times in the same month, or two (2) times consecutively, they will be omitted from receiving transportation for the remainder of the month in which the most recent no show occurred.

(I.) We will not call the customer to notify them that the driver is waiting outside, nor will we knock at their door. For customers that are in wheelchairs, they themselves or their assistant must bring them out to the vans and return them to their homes from the vans, without help from the drivers. If it is requested that the driver assist a wheelchair person, they must have a wheelchair accessible property.

(J.) All trips in a 10-mile radius will be given a pick-up time of roughly 30 minutes prior to the appointment time. All others will have earlier pickup times depending on the pickup location & destination and weather conditions. We will be using a standard of 25 miles per hour to gauge the amount of time needed to get the passengers safely and on time to their destinations. All times may be changed if due to ride sharing but no more than 60 minutes.

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(K.) Procedure for last minute and or same day request: A worker from ACDJFS will call Black Eagle Transit Co. first, to be sure that we have a driver available to do the run. Once it is verified that the ride can be done the paperwork must be faxed or emailed over immediately.

(L.) Procedure for schedule changes: A worker from ACDJFS should call within 3 hours prior to the scheduled pickup time to make changes or cancel. Late running vehicles: We will call the passengers to let them know we are running late but normally during inclement weather we dispatch an extra 30-45 minutes earlier than normal to accommodate the road conditions without express permission from ACDJFS.

(M.) The form titled Unusual Incident Report will be used for any problems, accidents, injury, and unusual incidents within 24 hours via fax or e-mail. Complaints will be referred to ACDJFS.

(N.) Vehicle list below:

Vehicle	# Of Units	Passenger Capacity
WHEELCHAIR LIFT VAN	1	2 WC & 1 PASSENGERS
WHEELCHAIR LIFT VAN	3	1 WC & 5 PASSENGERS
KIA CARNIVAL MINI VAN	2	UP TO 6 PASSENGERS
FORD TAURUS SEDAN	3	UP TO 4 PASSENGERS
FORD EXPLORER SUV	1	UP TO 4 PASSENGERS
FORD E350 BUS	2	UP TO 14 PASSENGERS
CHEVY TAHOE SUV	1	UP TO 4 PASSENGERS
FORD FLEX WAGON	1	UP TO 6 PASENGERS
GMC PASSENGER VAN	1	UP TO 12 PASSENGERS

C. Geographical Service Areas

1. Primarily we cover all of Northeast Ohio, but Black Eagle Transit Co. will cover the 48 contiguous states if needed.

D. Organizational Structure:

1. See attached Organizational Chart.

E. Provider Staff Qualifications

1. See attached listing of job descriptions.

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BLACK EAGLE TRANSIT CO.

-Job Description-

Location: 5600 W 58th St. Ashtabula, Ohio 44004

Job Title: Operations Manager / CEO

License Requirement: Yes, Ohio Class D, Driver's License

Type of Position: Full Time / Contract

Job Description: Successful applicant will provide support, leadership, and direction to ensure delivery of all contracted services. Applicant will control the daily operations in compliance with the policies of the contracting agencies, as well as, with company policies.

Key Responsibilities:

- Effectively manage customer relations, and contracted services.
- Prepare RFPs, and bid for contracted services.
- Write and maintain company policies, and documents.
- Select and train all staff, and contractors.
- Oversee entirety of day-to-day operations, including invoicing, payroll, trips, and scheduling.
- Oversee vehicle maintenance plan, and ensure fleet availability to meet service requirements.
- Oversee safety and training programs, plans, and processes to ensure compliance with all necessary requirements.
- Conduct department audits, and ensure financial, safety, and operational requirements are met, and any other managerial duties as needed.

Work Experience Requirements:

- College degree, or equivalent business management experience.
- Experience with payroll, invoicing and accounting.
- Experience calculating, filing and paying quarterly taxes, as well as, employment benefits / insurances.
- Competency with QuickBooks, disbursement of payments, and reconciliation.
- Competency with computers, Microsoft Excel, and Office.
- Ability to manage company budget, assess financial performance, forecast, and meet operational / financial goals.
- 5 years transit experience, especially operational / scheduling.
- Ohio Driver's license with clean MVR.
- PRE-EMPLOYMENT DRUG SCREENING, AND BACKGROUND CHECK REQUIRED.

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BLACK EAGLE TRANSIT CO.

-Job Description-

Location: 5600 W 58th St. Ashtabula, Ohio 44004

Job Title: Assistant Office Manager

License Requirement: Yes, Class D, Driver's License

Type of Position: Part Time

Job Description: Successful applicant will assist the Office and Operations Manager as needed. Input data into/from our integrated software, Excel spreadsheets, as well as, hand completed forms to be used in calculating Driver payroll, and monthly billing. Will manage the hiring process, as well as, safety and training programs for Driver and Transit operations. Will schedule and perform interviews of Driver applicants, and any required testing. Stay up to date with all job, and safety related compliances. Go over policies, job responsibilities, employee agreements, safety and training practices. Implement new safety and training procedures as required. Will also be required to learn Dispatch, as well as, other office roles and assist/fill in as needed.

Key Responsibilities:

- Review and input data for the purposes of calculating payroll, as well as, monthly billing.
- Broad knowledge of our operation for marketing, sales, recruiting and customer relations.
- Schedule and perform interviews, training and testing of Driver applicants.
- Ensure all Drivers are current with license, safety and training requirements.
- Ensure all safety and training policies are current, and compliant.
- Review companywide safety performance, determine cause and preventability for all incidents.
- Implement new hiring, safety, and training practices as needed.

Work Experience Requirements:

- Transit operation and safety experience.
- Human Resources experience.
- Secretary / clerical experience.
- Strong organizational and analytical skills.
- Proficiency with computers / Microsoft office.
- Drivers license with clean MVR.
- PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK REQUIRED.

Reviewed By:

Black Eagle Transit Co.
EEO / AA

440-992-2157

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BLACK EAGLE TRANSIT CO.

-Job Description-

Location: 5600 W 58th St. Ashtabula, Ohio 44004

Job Title: Dispatcher

License Requirement: Preferred, Class D, Driver's License

Type of Position: Full Time / Part Time

Job Description: Successful applicant will provide direction to, and maintain two-way communication with Drivers, as well as, making scheduling adjustments to maximize on time performance, minimize client wait time, and service disruptions with regards to vehicle / Driver availability.

Key Responsibilities:

- Assign trips, vehicles, and required equipment to Drivers.
- Maintain Dispatch logs, and pre-trip inspections.
- Input scheduled trips into our dispatching software.
- Input trip mileage, and pick-up / light times as called in by Drivers.
- Monitor on time performance, and make vehicle / schedule changes as necessary.
- Communicate by email, phone, and fax with customers, as well as, clients.
- Maintain a safe, clean, organized, and clutter free work environment.
- Ability to multitask, work independently, and follow directions.

Work Experience Requirements:

- High School Diploma, or Equivalent.
- Ability to read, write, and communicate clear English.
- Familiarity with service area.
- Transit operation and dispatch experience.
- Customer service experience.
- Data entry / clerical experience.
- Strong organizational, math, and analytical skills.
- Proficiency with computers / Google Maps / Microsoft office.
- Supervision experience. (Preferred)
- Drivers license with clean MVR. (Preferred)
- PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK REQUIRED.

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BLACK EAGLE TRANSIT CO.

-Job Description-

Location: 5600 W 58th St. Ashtabula, Ohio 44004

Job Title: Driver

License Requirement: Yes, Ohio Class D, Driver's License

Type of Position: Full Time / Part Time

Job Description: Successful applicant is responsible for safely operating a transit motor vehicle.

Key Responsibilities:

- Operate motor vehicles safely, while maintaining cleanliness.
- Perform, and document pre / post trip vehicle inspections.
- Report vehicle defects, and unusual incidents as required.
- Assist passengers as needed, and ensure their comfort / safety.
- Successfully perform scheduled manifest by picking up clients, and delivering them on time.
- Communicate effectively with Dispatch via two-way communication system.
- Complete necessary training / testing to operate a wheelchair lift van.
- Complete CPR and First Aid training.

Work Experience Requirements:

- High School Diploma, or Equivalent.
- Ability to read, write, and communicate clear English.
- 3 years driving experience. (Commercial preferred)
- Must be at least 24 years old. (Varies based on insurance provider)
- Must be able to pass a DOT physical.
- Must possess attitude of safety.
- Must have working cell phone. (Smart phone with GPS preferred)
- Familiarity with service area.
- Customer service experience.
- Team player, and must be flexible to schedule changes to accommodate company needs.
- Ohio Driver's license with clean MVR.
- PRE-EMPLOYMENT DRUG SCREENING (Hair Follicle), AND FBI / BCI BACKGROUND CHECK REQUIRED. (OAC 5160-15-14 & OAC 5123-2-02)

Reviewed By:

Black Eagle Transit Co.
EEO / AA

440-992-2157

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BLACK EAGLE TRANSIT CO.

-Job Description-

Location: 5600 W 58th St. Ashtabula, Ohio 44004

Job Title: Maintenance

License Requirement: Yes, Ohio Class D, Driver's License

Type of Position: Full Time / Part Time

Job Description: Successful applicant is responsible for general facility and fleet maintenance.

Key Responsibilities:

- Perform general facility maintenance, such as, mowing, landscaping, shoveling snow, salting, cleaning, painting, laundry, basic carpentry, HVAC, electrical, and plumbing.
- Perform general fleet maintenance, such as, basic repairs, washing / detailing vehicles, changing tires, changing bulbs, replacing wiper blades, replacing batteries, oiling doors / lifts, checking and topping off fluids.
- Ensure all vehicles, as well as, facility have proper fire extinguishers, first aid kits, roadside triangles, and any other necessary safety equipment.
- Run errands, transport vehicles to repair facility, deliver mail to post office, and pick up materials / parts as needed.

Work Experience Requirements:

- High School Diploma, or Equivalent.
- Ability to read, write, and communicate clear English.
- General automotive repair, and maintenance knowledge / experience.
- General handyman experience.
- Attention to detail, and cleanliness.
- Self-motivated, and able to work without constant supervision.
- Must be a team player, and flexible to schedule changes.
- Must be at least 24 years old. (Varies based on insurance provider)
- Ohio Driver's license with clean MVR.
- PRE-EMPLOYMENT DRUG SCREENING, AND BACKGROUND CHECK REQUIRED.

Reviewed By:

Black Eagle Transit Co.
EEO / AA

440-992-2157

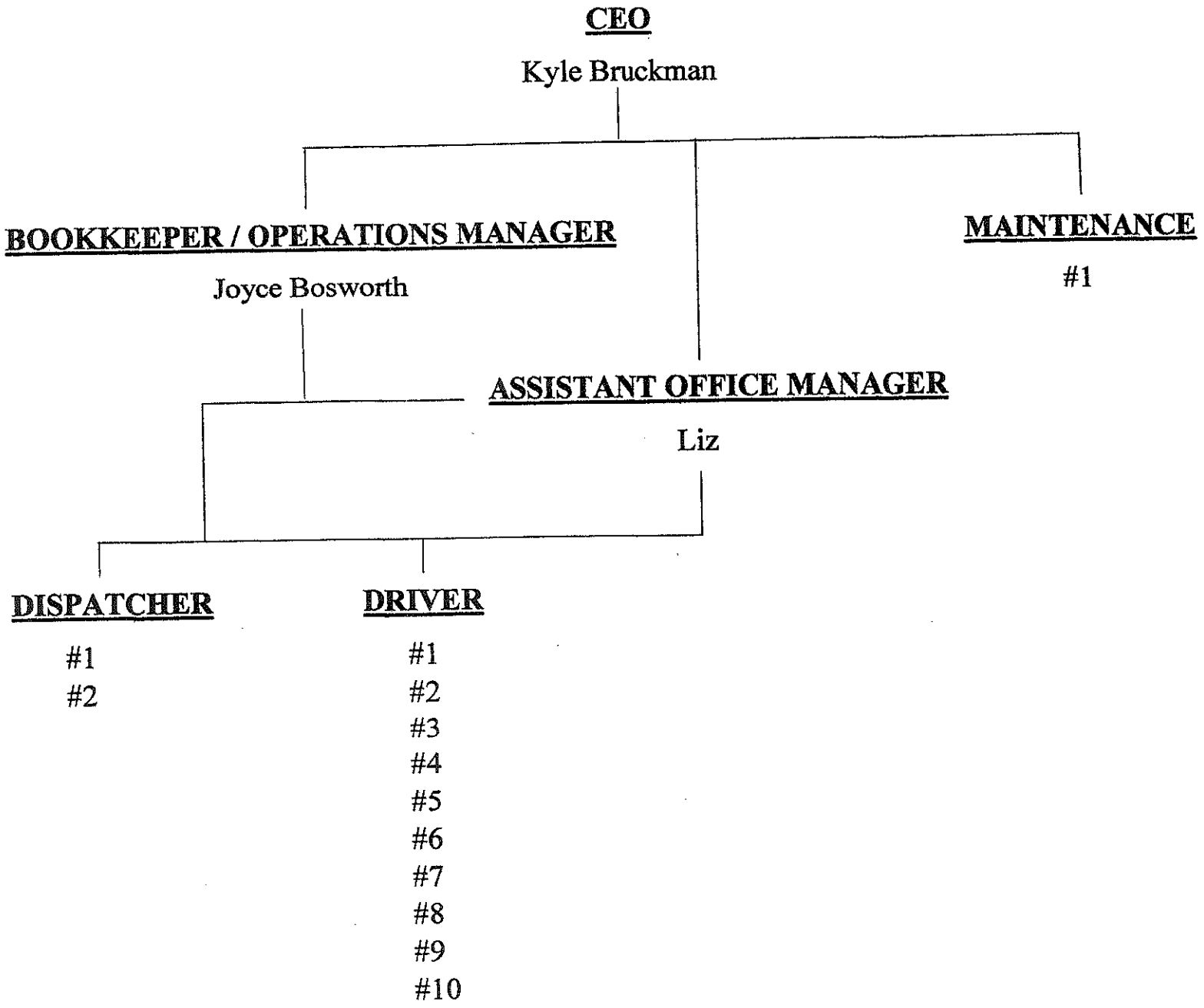

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Exhibit II

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Black Eagle Transit Company
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile:	$ 3.80	General Unit Rate is $3.80 per mile with the following modifications:
One Way - Flat Rate:	$ 12.92	Up to and including 3.4 miles, Base to pick-up to destination. Miles are calculated Base to pick up to destination without regard to Ashtabula City boundaries. Trips are scheduled to pickup close to 15 minutes before or after the scheduled pickup time.
Round Trip - Flat Rate	$25.84	Up to and including 6.8 miles with (1) stop, regardless of whether it is inside or outside of the City of Ashtabula up to and including 3.4 miles starting at base.
Per Mile Charge (Non-Flat Rate Trips)	$ 3.80	One-way trips exceeding 3.4 miles or round trips exceeding 6.8 miles. Trips up to 24.9 miles from Base to pick-up to destination and trips 25 miles or greater from Base to pick-up to destination and return to Base.
Wait Time	$ 0.50	Wait time is charged at a rate of $0.50 per minute for all trip types. The first 5 minutes are free. Wait time is charged per vehicle not per person. We will only wait at the pickup address for up to 5 minutes before marking them a no show and leaving.
All trips are to be map quested for mileage: Trips up to 24.9 miles will be map quested using shortest distance. Trips greater than 24.9 miles will be map quested using shortest time.		

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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: **Black Eagle Transit Company**
Date: **8/20/2026 2:35:01 PM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Black, Amy	314 Idaho St
Blackford, Terri	11664 Milton Road
Blackwell, Amber	33662 Hysell Run Road
Blanton, Rachel	10052 State Route 772
Brock-Blanks, Deborah	731 N. Fred Shuttlesworth

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: **2006.030.100-601 Contract Services**; not to exceed **$212,500.00**, and free from any previous encumbrances.

Agreement Title: A **Health Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Black Eagle Transit Co.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Contract No.: 27-3003-ERT

Signature Page

Re: An agreement between Ashtabula County of Job & Family Services and **Black Eagle Transit Company** for an **Employment Related Transportation Contract for FY 2027**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/26/26

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 27-3004-HRT

This contract made and entered into on the 1st day of **October 2026** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Black Eagle Transit Co.** located at: **1753 West Prospect Road, Ashtabula, Ohio 44004**, and whose phone number is: **440-992-2156,** (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2026,** through **September 30, 2027,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
$850,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

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8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
- ACJFS program to be charged
- Date of trip
- Client last name

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- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract

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and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States

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government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at

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mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations

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established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

FB74060D0EAC4B8...

9/15/2026
Date

DocuSigned by:

Black Eagle Transit Co.

84F95297E391476...

9/15/2026
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners

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Exhibit I

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Request for Proposals

For

Transportation Services

Health Related Transportation

Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #4-26

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 27
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-24 to 9-30-25, 40,793 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-12-26
Question Period Begins	Date: 6-12-26
Pre-Proposal Conference	Date: 6-24-26 @ 10:00 a.m.
Question Period Ends	Date: 6-24-26 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-10-26 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-26

Pre-Proposal Conference:

A Pre-Proposal Conference will be held on June **24, 2026,** at **10:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-10-26, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-26

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and has at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

3. All vehicles shall:
    a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
    b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
    c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
    a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
    b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, single sided, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

Proposal Checklist - (Attachment E) must be submitted with "Master" copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

   2. If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

(b). Define a round-trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

When completing sections 2 and 3, if an applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:

1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
    a. Required number of copies: 1 master and 2 copies (3 total)
    b. Section 1 Applicant Information Page (Attachment A)
    c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
    - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
    - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
    - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
    - The budget effectively defines the unit rate.
    - The budget is inclusive of only necessary costs associated with the program.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Acceptance and Rejection of Proposals:
The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded the agreement.

Per O.R.C. 307.862 section B.10:
(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.
(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.
(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant Agreement:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Agreement Period:
The agreement has a tentative effective date of **10-1-26 through 9-30-27**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

Confidentiality and Security:
The Provider agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Appendix I

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

5. **Mirrors:**
   a. Must have a least one rear view interior mirror that is properly secured and in proper placement.
   b. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
   c. Prismatic lens must be properly installed.
   d. All mirrors must enable operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20 b., c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

8. **Emergency Brakes:**
    a. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

9. **Steering Gear:**
    a. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
    b. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
    c. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
    d. Tie rod ends must function properly.
    e. Tires must not rub any chassis or body component in any position.

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System:**
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

16. **Lights:**
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. **The Vehicle Body:**
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. **Gas Tank:**
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. **Seating Area & Aisle:** Must be free of debris.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

ATTACHMENT A
TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: BLACK EAGLE TRANIST CO.

ADDRESS: 5600 W. 58TH ST. ASHTABULA, OH 44004

PHONE: 440-992-2157 FAX: 440-992-9376

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 20-5417461

EXECUTIVE DIRECTOR/DIRECTOR: KYLE BRUCKMAN EMAIL: kyle@ashtabulacitycab.com

PROGRAM COORDINATOR: JOYCE BOSWORTH EMAIL: citytaxicab@yahoo.com

FISCAL CONTACT: JOYCE BOSWORTH EMAIL: _____

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: KYLE BRUCKMAN SIGNATURE: _____
(Note: original signature must be in blue ink)

TITLE: PRESIDENT DATE: 07/06/2026

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Section 3 - Program Planning and Development

A. Program Description

Black Eagle Moving Company, DBA: Black Eagle Transit Co. program description will be implemented to fulfill the requirements of Ashtabula County Department of Job & Family Services (ACDJFS) Transportation Services. Black Eagle Transit Co. is fully qualified to provide transportation for non-emergency appointments. Our mission is to provide safe and courteous transportation to those that have been pre-approved by ACDJFS. It is our intention that each and every client will receive the highest quality service regardless of race, age, sex, physical or mental handicap, or medical condition. Black Eagle Transit Co. strives to provide a diverse and wide range of services to accommodate all of our customers' needs. ASAP calls requiring immediate (within 1 hour of ACDJFS "calling) will be scheduled if possible. Black Eagle Transit Co. will provide a prompt response to all requests for transportation, in order for us to remain a responsible and reliable provider for clients in and outside of the county.

Black Eagle Transit Co. is an Ohio corporation in good standing, fully licensed and qualified to conduct business within Ashtabula County, and the surrounding counties. All client information is handled in accordance with all statutes and kept confidential in accordance to HIPPA.

The hiring practices of Black Eagle Transit Co. ensures only the most qualified applicants are rigorously pre-screened for employment and that it complies with all Federal & State Acts such as the Civil Rights Act of 1964, Equal Pay Act, Age Discrimination in Employment Act, and American with Disabilities Act.

All drivers that are employed and contracted with Black Eagle Transit Co. are pre-screened with FBI & BCI background check in accordance with both O.A.C. 5160-15-14 & 5123-2-02, driving record check, drug screening and trained in providing the clients with the best possible ride. All drivers are familiar with the county and are able to timely pickup and drop-off. The drivers are at least 25 years of age with at least 2 years of driving experience. They are all CPR & First aid certified with-in 90 days of being hired, as well as, PASS certified prior to operating wheel chair capable vehicles. All drivers are drug tested at time of hire, post-accident depending on severity, and randomly throughout the year. Drivers take special care to physically inspect their vehicle before and after every shift.

Other staff also realizes the importance of these rides to the clients. They are dedicated to ensuring a seamless transition from calls requesting service to the dispatching to the pickup and delivery. They are trained that these calls must have first priority over other calls to ensure that the waiting time is at a minimum. "Will Call" for return will be prioritized by medical first then non-medical. Going into an appointment will be prioritized over return from appointments. All ACDJFS call slips are dispatched before other company charges. Lift returns usually have quicker response times than another vehicle might.

B. Summary of service:

1. Black Eagle Transit Co. is a for profit Ohio Corporation, operates 16 hours per day Monday - Friday, and limited weekends as scheduled.

2. Black Eagle Transit Co. is an affiliate of, City Taxi Cab & Transfer Co., which has provided transportation services for ACJFS since 1995. Black Eagle Transit is specifically purposed in providing contracted services to Medicaid, DODD, Schools, as well as, other various local and state level government agencies. Additionally contracted services to businesses, churches, and to the public.

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3. Specifications:

(A.) Flat rate one way fare for any Black Eagle Transit Co. trip will be $13.60, regardless of whether it is inside or outside of the city of Ashtabula up to and including 3.4 miles starting at base. Trips are scheduled so that we may pick up close to 15 minutes before or after the scheduled pickup time.

(B.) Flat rate round trip fare will be $27.20 up to and including 6.8 miles with (1) stop, regardless of whether it is inside or outside of the city of Ashtabula up to and including 3.4 miles starting at base.

(C.) Shared rides will be charged $4.00 per mile. The total cost is divided by the total number of riders. We will wait only 5 minutes at each pickup to assure that the clients reach their destination on time.

(D.) Non flat rate trips will be charged a rate of $4.00 per mile and calculated as follows, including one-way trips exceeding 3.4 miles or round trips exceeding 6.8 miles; trips up to, and including 24.9 miles from base, are from base, to pick-up, to destination, and trips 25 miles or greater from base, are base, to pick-up, to destination, and back to base.

(E.) All fares outside of the "flat rate" definitions will be rounded up in half mile increments for invoicing.

(F.) Wait time is charged at a rate of $.50 per minute for all trip types. First 5 minutes is free. Wait time is charged per vehicle, not per person. We will only wait at the pickup address for up to 5 minutes before marking them a no show, and leaving.

(G.) For local calls the shared rides will be grouped together by the appointment time, same general area, and same general destination. For Out of County calls, the call slips are combined by appointments times and same direction / general area of appointments. Wait time for shared rides may be up to 60 minutes. If the return is much later than all other riders in the vehicle, a separate vehicle may be scheduled to bring that client back. Regular call slips will be combined with Lifts, if at all possible, and depending on availability of seats.

(H.) No Shows: if the passenger is a no show and/or did not cancel the pickup ride 2 hours prior to the dispatch time the return ride will automatically be cancelled. We will not go and pick them up. Additionally, if a client is a no show three (3) times in the same month, or two (2) times consecutively, they will be omitted from receiving transportation for the remainder of the month in which the most recent no show occurred.

(I.) We will not call the customer to notify them that the driver is waiting outside, nor will we knock at their door. For customers that are in wheelchairs, they themselves or their assistant must bring them out to the vans and return them to their homes from the vans, without help from the drivers. If it is requested that the driver assist a wheelchair person, they must have a wheelchair accessible property.

(J.) All trips in a 10-mile radius will be given a pick-up time of roughly 30 minutes prior to the appointment time. All others will have earlier pickup times depending on the pickup location & destination and weather conditions. We will be using a standard of 25 miles per hour to gauge the amount of time needed to get the passengers safely and on time to their destinations. All times may be changed if due to ride sharing but no more than 60 minutes.

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(K.) Procedure for last minute and or same day request: A worker from ACDJFS will call Black Eagle Transit Co. first, to be sure that we have a driver available to do the run. Once it is verified that the ride can be done the paperwork must be faxed or emailed over immediately.

(L.) Procedure for schedule changes: A worker from ACDJFS should call within 3 hours prior to the scheduled pickup time to make changes or cancel. Late running vehicles: We will call the passengers to let them know we are running late but normally during inclement weather we dispatch an extra 30-45 minutes earlier than normal to accommodate the road conditions without express permission from ACDJFS.

(M.) The form titled Unusual Incident Report will be used for any problems, accidents, injury, and unusual incidents within 24 hours via fax or e-mail. Complaints will be referred to ACDJFS.

(N.) Vehicle list below:

Vehicle	# Of Units	Passenger Capacity
WHEELCHAIR LIFT VAN	1	2 WC & 1 PASSENGERS
WHEELCHAIR LIFT VAN	3	1 WC & 5 PASSENGERS
KIA CARNIVAL MINI VAN	2	UP TO 6 PASSENGERS
FORD TAURUS SEDAN	3	UP TO 4 PASSENGERS
FORD EXPLORER SUV	1	UP TO 4 PASSENGERS
FORD E350 BUS	2	UP TO 14 PASSENGERS
CHEVY TAHOE SUV	1	UP TO 4 PASSENGERS
FORD FLEX WAGON	1	UP TO 6 PASENGERS
GMC PASSENGER VAN	1	UP TO 12 PASSENGERS

C. Geographical Service Areas

1. Primarily we cover all of Northeast Ohio, but Black Eagle Transit Co. will cover the 48 contiguous states if needed.

D. Organizational Structure:

1. See attached Organizational Chart.

E. Provider Staff Qualifications

1. See attached listing of job descriptions.

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BLACK EAGLE TRANSIT CO.

-Job Description-

Location: 5600 W 58th St. Ashtabula, Ohio 44004

Job Title: Operations Manager / CEO

License Requirement: Yes, Ohio Class D, Driver's License

Type of Position: Full Time / Contract

Job Description: Successful applicant will provide support, leadership, and direction to ensure delivery of all contracted services. Applicant will control the daily operations in compliance with the policies of the contracting agencies, as well as, with company policies.

Key Responsibilities:

- Effectively manage customer relations, and contracted services.
- Prepare RFPs, and bid for contracted services.
- Write and maintain company policies, and documents.
- Select and train all staff, and contractors.
- Oversee entirety of day-to-day operations, including invoicing, payroll, trips, and scheduling.
- Oversee vehicle maintenance plan, and ensure fleet availability to meet service requirements.
- Oversee safety and training programs, plans, and processes to ensure compliance with all necessary requirements.
- Conduct department audits, and ensure financial, safety, and operational requirements are met, and any other managerial duties as needed.

Work Experience Requirements:

- College degree, or equivalent business management experience.
- Experience with payroll, invoicing and accounting.
- Experience calculating, filing and paying quarterly taxes, as well as, employment benefits / insurances.
- Competency with QuickBooks, disbursement of payments, and reconciliation.
- Competency with computers, Microsoft Excel, and Office.
- Ability to manage company budget, assess financial performance, forecast, and meet operational / financial goals.
- 5 years transit experience, especially operational / scheduling.
- Ohio Driver's license with clean MVR.
- PRE-EMPLOYMENT DRUG SCREENING, AND BACKGROUND CHECK REQUIRED.

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BLACK EAGLE TRANSIT CO.

-Job Description-

Location: 5600 W 58th St. Ashtabula, Ohio 44004

Job Title: Assistant Office Manager

License Requirement: Yes, Class D, Driver's License

Type of Position: Part Time

Job Description: Successful applicant will assist the Office and Operations Manager as needed. Input data into/from our integrated software, Excel spreadsheets, as well as, hand completed forms to be used in calculating Driver payroll, and monthly billing. Will manage the hiring process, as well as, safety and training programs for Driver and Transit operations. Will schedule and perform interviews of Driver applicants, and any required testing. Stay up to date with all job, and safety related compliances. Go over policies, job responsibilities, employee agreements, safety and training practices. Implement new safety and training procedures as required. Will also be required to learn Dispatch, as well as, other office roles and assist/fill in as needed.

Key Responsibilities:

- Review and input data for the purposes of calculating payroll, as well as, monthly billing.
- Broad knowledge of our operation for marketing, sales, recruiting and customer relations.
- Schedule and perform interviews, training and testing of Driver applicants.
- Ensure all Drivers are current with license, safety and training requirements.
- Ensure all safety and training policies are current, and compliant.
- Review companywide safety performance, determine cause and preventability for all incidents.
- Implement new hiring, safety, and training practices as needed.

Work Experience Requirements:

- **Transit operation and safety experience.**
- **Human Resources experience.**
- **Secretary / clerical experience.**
- **Strong organizational and analytical skills.**
- **Proficiency with computers / Microsoft office.**
- **Drivers license with clean MVR.**
- **PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK REQUIRED.**

Reviewed By:

Black Eagle Transit Co.
EEO / AA

440-992-2157

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

BLACK EAGLE TRANSIT CO.

-Job Description-

Location: 5600 W 58th St. Ashtabula, Ohio 44004

Job Title: Dispatcher

License Requirement: Preferred, Class D, Driver's License

Type of Position: Full Time / Part Time

Job Description: Successful applicant will provide direction to, and maintain two-way communication with Drivers, as well as, making scheduling adjustments to maximize on time performance, minimize client wait time, and service disruptions with regards to vehicle / Driver availability.

Key Responsibilities:

- Assign trips, vehicles, and required equipment to Drivers.
- Maintain Dispatch logs, and pre-trip inspections.
- Input scheduled trips into our dispatching software.
- Input trip mileage, and pick-up / light times as called in by Drivers.
- Monitor on time performance, and make vehicle / schedule changes as necessary.
- Communicate by email, phone, and fax with customers, as well as, clients.
- Maintain a safe, clean, organized, and clutter free work environment.
- Ability to multitask, work independently, and follow directions.

Work Experience Requirements:

- High School Diploma, or Equivalent.
- Ability to read, write, and communicate clear English.
- Familiarity with service area.
- Transit operation and dispatch experience.
- Customer service experience.
- Data entry / clerical experience.
- Strong organizational, math, and analytical skills.
- Proficiency with computers / Google Maps / Microsoft office.
- Supervision experience. (Preferred)
- Drivers license with clean MVR. (Preferred)
- PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK REQUIRED.

Reviewed By:

Black Eagle Transit Co.
EEO / AA

440-992-2157

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

BLACK EAGLE TRANSIT CO.

-Job Description-

Location: 5600 W 58th St. Ashtabula, Ohio 44004

Job Title: Driver

License Requirement: Yes, Ohio Class D, Driver's License

Type of Position: Full Time / Part Time

Job Description: Successful applicant is responsible for safely operating a transit motor vehicle.

Key Responsibilities:

- Operate motor vehicles safely, while maintaining cleanliness.
- Perform, and document pre / post trip vehicle inspections.
- Report vehicle defects, and unusual incidents as required.
- Assist passengers as needed, and ensure their comfort / safety.
- Successfully perform scheduled manifest by picking up clients, and delivering them on time.
- Communicate effectively with Dispatch via two-way communication system.
- Complete necessary training / testing to operate a wheelchair lift van.
- Complete CPR and First Aid training.

Work Experience Requirements:

- High School Diploma, or Equivalent.
- Ability to read, write, and communicate clear English.
- 3 years driving experience. (Commercial preferred)
- Must be at least 24 years old. (Varies based on insurance provider)
- Must be able to pass a DOT physical.
- Must possess attitude of safety.
- Must have working cell phone. (Smart phone with GPS preferred)
- Familiarity with service area.
- Customer service experience.
- Team player, and must be flexible to schedule changes to accommodate company needs.
- Ohio Driver's license with clean MVR.
- PRE-EMPLOYMENT DRUG SCREENING (Hair Follicle), AND FBI / BCI BACKGROUND CHECK REQUIRED. (OAC 5160-15-14 & OAC 5123-2-02)

Reviewed By:

Black Eagle Transit Co.
EEO / AA

440-992-2157

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BLACK EAGLE TRANSIT CO.

-Job Description-

Location: 5600 W 58th St. Ashtabula, Ohio 44004

Job Title: Maintenance

License Requirement: Yes, Ohio Class D, Driver's License

Type of Position: Full Time / Part Time

Job Description: Successful applicant is responsible for general facility and fleet maintenance.

Key Responsibilities:

- Perform general facility maintenance, such as, mowing, landscaping, shoveling snow, salting, cleaning, painting, laundry, basic carpentry, HVAC, electrical, and plumbing.
- Perform general fleet maintenance, such as, basic repairs, washing / detailing vehicles, changing tires, changing bulbs, replacing wiper blades, replacing batteries, oiling doors / lifts, checking and topping off fluids.
- Ensure all vehicles, as well as, facility have proper fire extinguishers, first aid kits, roadside triangles, and any other necessary safety equipment.
- Run errands, transport vehicles to repair facility, deliver mail to post office, and pick up materials / parts as needed.

Work Experience Requirements:

- High School Diploma, or Equivalent.
- Ability to read, write, and communicate clear English.
- General automotive repair, and maintenance knowledge / experience.
- General handyman experience.
- Attention to detail, and cleanliness.
- Self-motivated, and able to work without constant supervision.
- Must be a team player, and flexible to schedule changes.
- Must be at least 24 years old. (Varies based on insurance provider)
- Ohio Driver's license with clean MVR.
- PRE-EMPLOYMENT DRUG SCREENING, AND BACKGROUND CHECK REQUIRED.

Reviewed By:

Black Eagle Transit Co.
EEO / AA

440-992-2157

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Exhibit II

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Black Eagle Transit Company
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile:	$ 3.80	General Unit Rate is $3.80 per mile with the following modifications:
One Way - Flat Rate:	$ 12.92	Up to and including 3.4 miles, Base to pick-up to destination. Miles are calculated Base to pick up to destination without regard to Ashtabula City boundaries. Trips are scheduled to pickup close to 15 minutes before or after the scheduled pickup time.
Round Trip - Flat Rate	$25.84	Up to and including 6.8 miles with (1) stop, regardless of whether it is inside or outside of the City of Ashtabula up to and including 3.4 miles starting at base.
Per Mile Charge (Non-Flat Rate Trips)	$ 3.80	One-way trips exceeding 3.4 miles or round trips exceeding 6.8 miles. Trips up to 24.9 miles from Base to pick-up to destination and trips 25 miles or greater from Base to pick-up to destination and return to Base.
Wait Time	$ 0.50	Wait time is charged at a rate of $0.50 per minute for all trip types. The first 5 minutes are free. Wait time is charged per vehicle not per person. We will only wait at the pickup address for up to 5 minutes before marking them a no show and leaving.
All trips are to be map quested for mileage:		Trips up to 24.9 miles will be map quested using shortest distance. Trips greater than 24.9 miles will be map quested using shortest time.

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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: **Black Eagle Transit Company**
Date: **8/20/2026 2:35:01 PM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Black, Amy	314 Idaho St
Blackford, Terri	11664 Milton Road
Blackwell, Amber	33662 Hysell Run Road
Blanton, Rachel	10052 State Route 772
Brock-Blanks, Deborah	731 N. Fred Shuttlesworth

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: **2006.030.100-601 Contract Services**; not to exceed **$5,000.00**, and free from any previous encumbrances.

Agreement Title: An **Employment Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Black Eagle Transit Co.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: 0E0D3980-B6F4-8704-813E-4B45FB16A672

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Black Eagle Transit Company** for a **Health Related Transportation Contract for FY 2027**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 9/26/25

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2026** between **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the "Grantor") and **Signature Health, Inc.**, located at: **510 W. 44th Street, Suite 2, Ashtabula, Ohio 44004 (business mailing address: 4242 State Route 306, Kirtland Ohio 44094)** and whose phone number is: **440-992-5953 or 440-578-8200** (hereinafter referred to as the "Subgrantee") to provide **Family Planning Services** for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **Signature Health, Inc.**

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026** through **September 30, 2027** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This Sub-Grant Agreement is in the total amount of: **$ 17,417.59**

The unit rate is: **$267.96 per one patient visit (counseling, testing & supplies).**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.

B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 510 W. 44th Street, Suite 2, Ashtabula, Ohio 44004 (business mailing address: 7232 Justin Way, Mentor, Ohio 44060).**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

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9/15/2026
Date

DocuSigned by:

Signature Health, Inc.

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9/15/2026
Date

DocuSigned by:

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Signed by:

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9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners

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Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Exhibit I

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

1. To provide assistance to needy families so that children may be cared for in their own homes, or in the homes of relatives.
2. End the dependence of needs parents on government benefits by promoting job preparation, work and marriage.
3. Prevent and reduce the incident of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incident of these pregnancies.
4. To encourage the formation and maintenance of two-parent families.

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Exhibit II

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #2-26

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

TABLE OF CONTENTS

RFP Section:		
I.	INTRODUCTION	3
	Terms	3
	Program and Funding Details	3
	Participant Eligibility and Referrals	3
II.	RFP SCHEDULE AND SUBMISSION INFORMATION	4
	Important Dates	4
	Pre-Proposal Conference	4
	Contact Person	4
	Proposal Delivery	4
III.	PROVIDER REQUIREMENTS	5
IV.	PROPOSAL SPECIFICATIONS AND FORMAT	5
	Proposal Information	5
	Proposal Cost	6
	Proposal Communication	6
	Proposal Format	6
	Cover Page	6
	Proposal Checklist	6
	Section 1 ~ Applicant Information	6
	Section 2 ~ Required Documents	6
	Section 3 ~ Program Planning and Development	7
	Section 4 ~ Program Budget	7
V.	EVALUATION AND SELECTION PROCESS	8
	Proposal Evaluation	8
	Stage 1 Review	8
	Stage 2 Review	8
	Acceptance and Rejection of Proposals	9
	Post Selection Meeting	9
	Caveat	9
IV.	AWARD OF CONTRACT/SUBGRANT AGREEMENT	9
	Overview	9
	Availability of Funds	9
	Term	9
	Invoicing	10
	Performance and Monitoring	10
	Confidentiality and Security	10
	Publicity	10
	Applicable Laws and Rules	10
	Patent or Copyright Liabilities	10
	ATTACHMENT A ~ Applicant Information	11
	ATTACHMENT B ~ Provider Budget	13
	ATTACHMENT C ~ Cover Pages	19
	Forms	37
	Affidavit of Delinquent Personal Property Tax	37
	Affidavit of Non-Collusion	38
	Non-Discrimination Agreement	39
	Representations, Assurances and Certifications	40
	Certification Regarding Lobbying	41
	OMB Circular 2 CFR 200 Audit Certification Form	42
	ATTACHMENT D ~ Sample Agreement	45
	ATTACHMENT E ~ Checklist	56

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.
Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *
Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-12-26
RFP Question Period Begins	Date: 6-12-26
Pre-Proposal Conference	Date: 6-24-26 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-24-26 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-10-26 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-26

Pre-Proposal Conference:
A Pre-Proposal Conference will be held on **June 24, 2026, at 9:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:
Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-10-26 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-26

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws and comply with:
   a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. Non-discrimination laws in the provision of services.
   c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. All federal, state of Ohio, and local laws, rules, executive orders, and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
   a. Reporting and documenting consumer incidents.
   b. Obtaining written permission from consumers to share information and/or release information to anyone.
   c. The content of consumer records, as well as the handling, storage and retention of records.
   d. Personnel matters, including:
      - Job descriptions for each position
      - The documentation of each employee's qualifications for the service(s) to be provided
      - Performance appraisals for all workers
      - Documentation of compliance with required staff orientation training
      - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
   a. Participant's name, address and phone number;
   b. Dates of Service;
   c. Number of units of service received;
   d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Proposal Cost:
The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and two (2) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):
Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:
Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity – Affirmative Action Plan
E. Professional or Operating licenses
F. Documents Used for Monitoring Goals and Outcomes
G. Employee Training Program description
H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
I. Affidavit of Non-Collusion
J. Non-Discrimination Agreement ORC 153.59
K. Representations, Assurances and Certifications document
L. Certification Regarding Lobbying
M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:
The Program Planning and Development section must include:

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes.
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

service should be included in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. Completeness of Submission – proposal submission must include:
   a. Required number of copies: Three (3); 1 master and 2 copies
   b. RFP Cover Page
   c. RFP Checklist (Attachment E)
   d. Section 1: Applicant Information Page (Attachment A)
   e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
   f. Section 3: Program Planning & Development
   g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
   A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
   B. Proposal thoroughly identified the service area and its needs.
   C. Applicants demonstrate experience with this service or similar service. If experience is not available, applicants show they qualify to provide the services without prior experience.
   D. Statistics provided support the need for the proposed service.
   E. Days and hours services are available.
   F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Acceptance and Rejection of Proposals:
ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:
ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop, and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term: The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2026.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.
See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:
The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:
Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

Patent or Copyright Liabilities:
The Applicant will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Signature Health, Inc.

ADDRESS: 4242 State Route 306 Kirtland, OH 44094

PHONE: 440-578-8200 FAX: 440-534-1920

SERVICE SITE (if different than above): Signature Health – Ashtabula Health Center

ADDRESS: 4726 Main Avenue Ashtabula, OH 44004

PHONE: 440-992-5953 FAX: 440-998-5202

FEDERAL TAX I.D. NUMBER: 34-1751703

EXECUTIVE DIRECTOR/DIRECTOR: Jonathan Lee

PROGRAM COORDINATOR: Mary Wynne-Peaspanen EMAIL: mary.wynne-peaspanen@shinc.org

FISCAL CONTACT: Cheree Carpenter EMAIL: ccarpenter@shinc.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: Shannon Majoras SIGNATURE: Shannon Majoras
(Note: original signature must be in blue ink)

TITLE: Chief Administrative Officer DATE: July 8th, 2026

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

SIGNATURE HEALTH, INC.

SECTION 3 – PROGRAM PLANNING AND DEVELOPMENT

A. Program Description

Detailed Description of the Proposed Program: Signature Health, Inc. (SH) proposes providing Family Planning Support, Clinical, Follow-up, and Education/Counseling Services. Specifically, the agency is proposing provision of 65 family planning visits with a requested $17,417.59. The percentage of staff time for the budget reflects the approximate time spent by staff on the project, based on the projected visits.

The activities proposed in this application are education and clinical services related to reproductive health. Services will be provided at Signature Health, Inc.'s Ashtabula site, located at 4726 Main Avenue in Ashtabula City, to persons seeking reproductive healthcare.

Education/Counseling: Education/Counseling is considered a critical part of the care provided to patients. Each patient must know enough to make informed decisions regarding the contraceptive/birth control method of choice (including abstinence), abnormal clinical findings, treatment regimens, optional testing, and community referrals. Personal health care is stressed including self-breast exams, disease prevention, sound nutrition, and related health maintenance issues. Such education is provided in individual sessions and during medical exam appointments, by medical assistants, health educators, and nurse practitioners.

Clinical: Clinical Services for this project are pre-pregnancy family planning services and include physical examinations, laboratory testing, prescription and nonprescription birth control/ contraceptive methods, consultation, and treatment of minor gynecological problems (only if in conjunction with pre-pregnancy family planning services). Screening for sexually transmitted infection is provided at initial and annual visits for at-risk patients. Some patients are seen at least twice yearly to assist in monitoring appropriate method use and potential side effects. Routine care is provided by Women's Health, Adult, or Family Nurse Practitioners, under a standard care arrangement with a Board-Certified Obstetrician/Gynecologist, or by a Medical Doctor providing primary care. Concerns beyond the scope of those providing dedicated sexual & reproductive healthcare services are referred either to Signature Health's primary medicine department, or to local private physicians, as appropriate.

The proposed services address the following TANF purpose:

> *Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.*

At Signature Health's locations, family planning services are available to individuals both unmarried and married. Research abounds indicating that teen parents and single parents, along with their children, are much more likely to live in poverty and depend on public assistance. All persons are supported in their use of abstinence or contraceptives to avoid an unintended or nonmarital pregnancy. Counseling is provided to support mutual acceptance of responsibility for fertility control.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

In the United States, approximately 45% of all pregnancies were unintended (either mistimed or not wanted) in 2011. According to the U.S. Centers for Disease Control and Prevention's National Vital Statistics Report (3/18/25), the birth rate for unmarried women was 36.4 births per 1,000 unmarried females ages 15-44 in 2023, down 2% from 2022 (37.2). Stated differently, in 2023, the percentage of births to unmarried women was 40%, up less than one percent from 2022, when it was 39.8%. In Ohio, the rate was slightly higher, at 42.4%, a very slight increase over 2022, when it was 42%. These remain disturbing statistics; however, recent data indicate that more than half of nonmarital births are to cohabiting parents. That being said, cohabiting family situations are disrupted or dissolved much more frequently than married-couple families.

A considerable number of women experiencing unintended pregnancies (not all of which are nonmarital) report using a method of contraception at the time they conceived. Many, however, were not using their contraceptive method consistently. If we can help patients to utilize their contraception more effectively and/or make more effective methods accessible, the rates of unintended pregnancy will decrease.

Additionally, the proposed services help individuals to move toward or to maintain self-sufficiency, which depends in part on an awareness of the tools available to pursue that goal. Family planning is one tool that enables people to look after personal health as well as the economic impact of unplanned pregnancy. Sound personal and family health are critical to employability and independence. Family planning services contribute to this objective of the legislation's intent to promote self-sufficiency. If young people can delay pregnancy, the likelihood of avoiding poverty and dependency on public assistance is dramatically reduced.

Because Signature Health's Title X family planning services are provided on a sliding fee scale and PRC pre-pregnancy family planning services are provided without regard to income, Signature Health will designate its 65 PRC visits for patients living up to 185% of the federal poverty level (FPL). In previous years, it was the expectation that the Patient Services Representative at the front desk ask all uninsured patients to complete a PRC application. However, as stated in last year's application, it has been noted that eligible patients are being missed. Consequently, in the current year, and going forward, the Director of Sexual & Reproductive Health Services reviews all visits to uninsured patients and Signature Health bills ACJFS for those who meet the criteria, rather than relying on staff to ask patients to complete the application. Reports indicating eligible patients/visits will be kept on file at Signature Health's administrative offices and a monthly billing and roster will be sent to ACJFS. Eligible visits will be only those for pre-pregnancy family planning services.

A chart is opened for each new patient and maintained for as long as they desire services, and for several years thereafter, as required by law. Agency staff conduct regular chart review/audit.

Signature Health's family planning program is the sole provider of subsidized family planning services in northern Ashtabula County. Additional funding for the agency's family planning services comes from Title X through the Ohio Department of Health's Reproductive Health & Wellness Program, the George Gund Foundation (teen clinic services), and private insurance/Medicaid/Medicare reimbursement. Title X funded services are provided on a sliding fee scale. While there are no income eligibility requirements for family planning services through PRC, for simplicity's sake the funds will serve individuals living at or below 185% FPL.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Staff of Signature Health's Sexual & Reproductive Health (SRH) services sit on numerous countywide groups, such as Healthy Ashtabula County (Community Health Assessment/ Improvement Plan), County Prevention Coalition, Suicide Prevention Coalition and their sub-committees for Events & Training as well as Current Trends & Action Planning. This provides many opportunities to share information about services. Additionally, the organization's education staff conduct community outreach to other human service providers, participate in community health fairs, and provide educational programming in schools and other appropriate locations, which may include Children's Services, Turning Point, Harbor Ridge, and A-Tech's Youth Opportunities Hub. All these activities provide opportunities to market agency services. Informational posters are hung in a variety of locations around the county as well to make information about services available to the public. Finally, a considerable number of new patients indicate they heard about the organization's sexual & reproductive health services from current and/or former patients.

Signature Health employs bilingual (English/Spanish) staff in many of its locations, including Ashtabula. Most of the educational materials for patients are available in Spanish as well as English. Additionally, the organization contracts with an interpretation/translation service to ensure services are accessible to non-English speaking individuals. Through this service, interpreters are available via phone and/or virtual video in real time to ensure accuracy in the transmission of health information.

Signature Health, Inc. is currently providing the proposed services with PRC funds, as well as other funds. Therefore, should ACJFS elect to fund this proposal, services will be offered immediately and will continue for the duration of the project. We anticipate no limitations in meeting the conditions of participation, service specification standards, and terms of the contract for this service.

Need for the Proposed Program in the Service Area: According to the Guttmacher Institute, there were 6,430 women in Ashtabula County in need of publicly supported contraceptive services and supplies in 2016. In calendar year 2024, Signature Health's sexual and reproductive health program provided services to 636 individuals, or 9.9% of the total women in need. That means 5,794, or 90.1% of those in need of care didn't access services at Signature Health, or possibly at all. Clearly, at current levels of funding there are more women in need of care than the project is able to serve.

The 2026 County Health Rankings show Ashtabula County is faring slightly worse than the average county in Ohio for Population Health and Well-being, and slightly worse than the average county in the nation, with the same being true for Community Conditions. Nine percent of adult county residents are uninsured, which is unchanged since 2025, compared with seven percent in the state. Twenty-eight (28) percent of children in Ashtabula County live below 100% of the Federal Poverty Level, compared to 18% in Ohio overall. The cumulative rate of teen births between 2018 and 2024 per 1,000 females aged 15-19 years was 19, and has been gradually decreasing over time, as is occurring nationally. The rate per 1,000 for the state of Ohio was 16. While the rate reduction is good news, the fact that the County's rate is higher than the state's overall is not.

Since 2006, the Ohio Department of Health has been tabulating data about the mother's marital status among live resident births. In Ashtabula, as of 6/24/26, approximately 48% of births during this time period were to unmarried women. This is virtually the same as at this time last year (48.5%). For comparison purposes, that percentage in 2002 was nearly 39. Overall in Ohio, in 2023, per the National Vital Statistics Report, 42.4% of births were to unmarried women. An unplanned and untimely pregnancy is the surest and fastest way to catapult an individual or family into poverty and dependency. Low income, underinsured, or uninsured employees are devastated by the expense

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

of medical care. Absenteeism due to pregnancy-related illness places employment in jeopardy. Birthing and non-birthing parents jeopardize employment by work loss for childcare, medical appointments, etc. Family planning services have a goal to discuss reproductive life plans with all patients to help them time and space pregnancies for improved individual, family, and financial health.

Births to teens and young adults are also a concern for Ashtabula County and typically are nonmarital. According to the 2025 County Health Rankings, the teen birth rate for Ashtabula County is 19 per 1,000 females aged 15-19, down from 22 in 2024, and compared to 16 for the state of Ohio.

Teen pregnancy and pregnancies in young adults are complex issues with numerous contributing factors, and no single intervention will be the solution. However, for those who choose sexual activity, availability and accessibility of family planning services are critical, especially access to Long-Acting Reversible Contraception (LARC), which includes intrauterine devices (IUD) and implants. Recent research, reported in Congress.gov (4/17/25), attributes much of the declines in teen pregnancy rates to the use of more effective contraception.

Experience of Applicant: Signature Health's Sexual & Reproductive Health Services division (formerly the Family Planning Association of Northeast Ohio, Inc.) is in its 56th year of providing reproductive healthcare services to the residents of northeast Ohio and is a trusted organization for this purpose. Relationships with and referrals from physicians in private practice, hospitals, local health departments and human service providers are evidence of this trust. Additionally, a significant number of new patients indicate they were referred by current or former patients, family members, and/or friends. The project has been the recipient of PRC funds for the purpose of providing family planning services in one form or another since 2000. During calendar year 2025, the family planning program provided care to 636 individuals in Ashtabula County, a majority (81%) of whom reported living at or below 150% of Federal Poverty Level, and approximately 21% of whom were uninsured.

Program's Past Performance/Projected Number of Clients to be Served: As mentioned in the previous paragraph, Signature Health's SRH program has been partnering with the ACDJFS for the provision of PRC supported family planning services for 26 years. Dollar amounts available for funding since 2008 have gradually declined from a high of $39,000 to the 2023 contract amount of $16,002.42. The unit rate for a visit has increased during that time from $66 to $267.82. The unit rate for the current grant year is $267.99. Number of visits supported by PRC has declined over that same time period from 591 to 65 for the current year. The project hopes to come close to achieving this number in the current grant year. Given the anticipated changes in Medicaid due to the recent legislation passed by Congress and signed by the President, it's very possible we will encounter additional individuals without medical coverage. Our request is for $17,417.59, with a projected unit rate of $267.96. This is virtually the same unit rate as our current unit rate of $267.99. Additional expenses, such as the cost of contraceptives and clinic supplies, occupancy costs, and office supplies, will be covered by other funding sources.

Monitoring and Evaluation System: The project will submit a summary of chart reviews for patients served by the clinic. It will be based on the Chart Audit forms included in Section 2 (F) Documents Used for Monitoring. The summary will include the percentage of charts meeting the audit requirement and actions taken with staff if the percentage meeting the requirement is lower than 95. Short-term objectives listed on the first page of Section 2 (F) are included in the chart

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audit. Long-term objectives, since the project is only for one year and the measurements are unique to each patient, will not be measured because of timing as well as patient privacy concerns. The project will also report annually on the percentage of total patients utilizing highly-effective methods of contraception, aka Long-Acting Reversible Contraceptives (LARCs). Of the 669 patients served during calendar year 2025, 142 (22.3%) were using a LARC as their method of contraception. Appendix A includes a summary of progress to date for the current grant year, as well as a chart audit summary.

Days and Hours Program is Available: While Ashtabula County residents can be served at any of Signature Health's sites, we expect to provide the majority of PRC services at 4726 Main Avenue, Ashtabula. Hours of operation for sexual & reproductive health services are 10:30am-6:30pm Monday, and 8:00am-4:00pm Tuesday thru Friday. Actual clinic hours are held on Monday, Tuesday, and Thursday. Primary Care services are available daily at this location, and primary care providers may prescribe contraception, as well as dedicated sexual & reproductive health service providers. On Wednesday and Friday, a staff person is typically onsite answering phones between 8:00 am and 4:00 pm. The Ashtabula site is handicapped accessible. Signature Health participates in programs and services for both hearing impaired individuals and those with limited English proficiency.

Sources and Amounts of any Federal, State or Local Funding: Over the last five years (between July 2021 and June 2026), Signature Health has received funding from a number of sources to support the provision of family planning services. Primary sources include Title X (the Federal Family Planning program) through the Ohio Department of Health's Reproductive Health & Wellness Program, and the George Gund Foundation (supporting teen clinics). Appendix B shows a breakdown of these funds, as well as revenue from patient fees (which includes private insurance) and Medicaid (Title XIX) during the same time. There was no unit rate associated with any other funds.

B. Organizational Structure

History of the Applicant Organization: Signature Health is a community-based Federally Qualified Health Center and Community Mental Health Center providing integrated healthcare for our community, specializing in patients with mental illness and/or addiction. We provide primary medical care, behavioral health services, and dental services to adults, children, adolescents, and families. The staff at Signature Health personally commit to delivering accessible, comprehensive, and outstanding quality of care. Signature Health serves those who need help—now.

Formerly known as North Coast Center, Signature Health was originally inspired by both personal experience and recognition of the needs specific to people affected by a broad range of mental illness classifications, including substance use disorder.

Since its inception in 1993, Signature Health has grown into an all-inclusive and comprehensive health care agency. Each office is staffed with multidisciplinary teams of highly accomplished and caring professionals who provide diverse and specialized services. Referral sources consistently and enthusiastically value the efforts of Signature Health to provide access to care in an unprecedented timeframe. The care received at Signature Health is comprised of best practice and evidence based approaches and the clinical team includes primary care providers, psychiatrists, nurse practitioners, individual and family therapists, social workers, addiction specialists, case managers, and

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community education specialists.

Signature Health strives to promote health and wellness within the communities in which it operates, including a three-county area throughout Northeast Ohio comprised of Lake, Cuyahoga, and Ashtabula counties. The agency's mission is to *become the most respected integrated behavioral health organization in the country.*

After expanding services and outgrowing a number of facilities, including the original Glenville office in Cleveland, North Coast Center moved to Willoughby, Ohio (1998). It was here that the agency's name changed to Signature Health. Signature Health expanded rapidly, adding psychiatry, diagnostic assessment service, individual and group counseling, and case management.

In 2000, Signature Health established an office in Ashtabula County. While the expansion continued, another opportunity arose in Cuyahoga County and Signature Health opened a location in Garfield Heights, which later relocated to Maple Heights.

In 2016, Signature Health opened its own lab, providing an ability to analyze urine screens, blood work, and other lab testing. This ultimately helped to shorten timelines for receiving patient results and offered more control over accuracy and accountability.

Additionally, at the end of 2016, Signature Health was officially designated a Federally Qualified Health Center (FQHC). This allowed the agency to shift from a solely behavioral health focus to a broader focus on health and wellness for people with behavioral health issues as well as the general community. As a result, Signature Health is currently providing primary care, pediatrics, dental, pharmacy, and infectious disease services.

In 2017, the Family Planning Association of Northeast Ohio, Inc. (FPA) became a division of Signature Health. This merger enabled the agency to continue providing the community with medical services, counseling, and education related to sexual and reproductive health in Lake, Ashtabula, and Geauga (education only) counties.

In January of 2018, Signature Health officially merged with Connections and ORCA House, both located in Cuyahoga County. With the merger, Signature Health substantially scaled up as a regional behavioral healthcare provider. The internal knowledge base has greatly increased, staff skills have expanded, and the agency is serving more people in more communities.

In 2019, Signature Health's location on West 25th officially moved to Lakewood.

The agency employs more than 1,000 staff members, located in seven (7) clinical offices, one administrative office, and three (3) residential facilities.

Offices:

- Administrative Offices: 4242 State Route 306, Kirtland, OH 44094; (440) 578-8200
- Willoughby: 38882 Mentor Avenue, Willoughby, Ohio 44094; (440) 953-9999
- Ashtabula: 4726 Main Avenue, Ashtabula, Ohio 44004; (440) 992-8552. Specialized Sexual & Reproductive Health services offered here as well (440) 992-5953
- Painesville: 54 S. State Street, Painesville, Ohio 44077; (440) 853-1501. Specialized Sexual & Reproductive Health services offered here as well (440) 352-0608

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

- ❖ Maple Heights: 21100 Southgate Park Boulevard, Maple Heights, Ohio 44137; (216) 663-6100
- ❖ Beachwood: 24200 Chagrin Boulevard, Beachwood, Ohio 44122; (216) 831-6466
- ❖ Lakewood: 14071 Detroit Avenue, Lakewood, Ohio 44107; (216) 766-6080
- ❖ Wickliffe Family Resource Ctr: 2255 Rockefeller Road, Wickliffe, OH 44092 (440) 810-8201

Residential Facilities:

- ❖ Bridgeview Manor: 4428 Collins Boulevard, Ashtabula, Ohio 44004; (440) 992-6600
- ❖ ORCA House: 3001 Prospect Avenue, Cleveland, Ohio 44115; (216) 231-3772
- ❖ C.H. Everett Clinic: 7621 Mentor Avenue, Mentor, Ohio 44060; (440) 578-8200

A majority of members of the Boards of FQHCs (at least 51%) must be individuals who are served by the health center. This is the case with the Signature Health Board, with representatives from the geographic area served. Senior leadership of the organization includes the Chief Executive Officer, Chief Clinical Officer, Chief Financial Officer, Chief Nursing and Operations Officer, Chief Behavioral Health Officer, Chief Innovation Officer, Chief Administrative Officer, and Chief Human Resources Officer. A Table of Organization and a Board Roster are included in Appendix C. Services for the SRH division fall under the supervision of the Chief Clinical Officer and Chief Nursing & Operations Officer. Due to the organization's size only the senior leadership and sexual & reproductive health (where the reproductive health services reside) sections of the organizational chart, which is several pages long, are included with this application.

Signature Health is primarily funded through billing Medicaid for medical services, along with revenue from lab and pharmacy services. Additional funding comes from multiple grants, including the funding associated with the FQHC program, Ryan White program, ODH Reproductive Health & Wellness Program, ADAMHS Boards in Lake, Ashtabula, Cuyahoga, and Geauga Counties, and community/private foundations.

C. Provider/Staff Qualifications

Explanation of Qualified Staff: Several staff positions are involved in provision of family planning services in Ashtabula County. Their position descriptions/success profiles are included in Appendix D.

- Associate Medical Director for Reproductive Health Services – supervises clinic operations and staff; provides direct patient care; manages quality control and improvement; must be at least an R.N. This position is currently vacant. The agency anticipates filling it in the near future.
- Women's Health Nurse Practitioner – provides patient care; must be licensed R.N. and certified Family or Women's Health Nurse Practitioner. Richelle Shipman is full-time CNP with the organization and staffs clinics at the Ashtabula site. She returned to the agency in October of 2018 after an absence of approximately two years. Previously she worked for the Family Planning Association for several years.
- Medical Assistant/Patient Services Representative – assists in clinic by interviewing, instructing, and exiting patients, graduate of Medical Assistant School preferred. The individual in this position, Kailene Szekely, joined the Signature Health Sexual & Reproductive Health Team earlier this year.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

- Patient Services Representative – performs clerical duties at front desk, including scheduling appointments, welcoming and registering patients, and data entry. The primary person currently in this position, Stephanie Bowers, joined Signature Health in early 2023.
- Director of Sexual & Reproductive Health Services - The Project Director is Mary Wynne-Peaspanen, Signature Health's Director of Sexual & Reproductive Health Services, who reports to the agency's Nursing Director for Primary Care Operations. Duties include program planning, staff and center management, community relations, and fiscal control. She has her Masters' Degree in Community Health Education and has been working for the organization since 1986, serving as the Family Planning Association's Executive Director between 2003 and 2017.

Employee Training Requirements: Signature Health provides new hires with track-based onboarding programming. At a minimum, new hires attend a two-day New Hire Orientation, and on the third day, Signature Health Academy, which provides high-level introductions to the agency's approach to person-centered and trauma-informed care, the recovery and resiliency model of treatment, culture, team roles and responsibilities, and integrated care. Additional Orientation training is specific to an employee's role and may include: training on the agency's Electronic Health Record (EHR); Documentation Best Practices; Billing and Insurance Training; Basic Life Support (BLS); Nonviolent Crisis Intervention (CPI Training), and/or training related to sexual & reproductive health through the Reproductive Health National Training Center (RHNTC), Upstream USA's training center, or internally developed programming.

Orientation is followed by specific on-site and instructor-led teams-based education. On-site education includes onboarding specific to a new hire's employment location and role. Instructor-led training is coordinated by the Training Team and is specific to a team member's role. Topics include workflow and resource training for behavioral health team members, nursing staff, providers, et cetera.

Signature Health currently provides all employees access to Relias, a Learning Management System, with over 2,000 training courses. Employees are required to engage in initial and ongoing training through Relias on topics that include but are not limited to HIPPA, Workplace Violence, Safety and Crisis Management. Employees are encouraged to take courses specific to their position as well as elective courses not related to their position but related to services SH provides and soft skills. Signature Health offers development time to employees to engage in training of the employees' choosing, both SH sponsored and outside of SH. Signature Health offers a series of workshops for employees to receive CEU & CME along with additional training opportunities as they arise or a need is identified. Finally, Signature Health has a Credentialing Specialist on staff who monitors the credentials of current staff members and makes sure all necessary training is obtained.

All new staff working with the sexual and reproductive health program receive orientation/training from their supervisor and other relevant staff as appropriate. Up until recently, staff working with the SRH program also completed Title X-specific trainings offered by the Reproductive Health National Training Center (RHNTC). Due to the RHNTC's loss of federal funding, Signature Health is in the process of reorganizing the specific trainings for staff providing sexual & reproductive health services, and a new training plan is being developed. Additionally, throughout the year various in-service presentations are delivered at staff meetings. Some of these are conducted regularly; other trainings/reviews are scheduled when appropriate, either by Signature Health as a whole or by the sexual and reproductive health program. Staff complete a sign-in sheet for all staff meetings/in-service programs (see Section 2.G). Licensed and certified staff must remain up-to-date on all required trainings.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Exhibit III

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Applicant Budget
Summary

Applicant: Signature Health Ashtabula	
Date From: October 1, 2026	**To: September 30, 2027**

	Program	TANF
I. Staff		
A. Salaries	$ -	$ 14,290.99
B. Payroll-Related Expenses	$ -	$ 3,126.60
Total Staff Costs	$ -	$ 17,417.59
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	$ -	$ 17,417.59
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ -	$ 17,417.59

Budget Computation

Total Operating Expenses	$ -	$ 17,417.59
Divided by Total Operating Units		65.00
= Unit Rate	#DIV/0!	267.96

Unit Rate	#DIV/0!	267.96
X number of units purchased		
= Total Contract Amount	#DIV/0!	$ -

Unit = Example: 1 meal, 1 hour

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	TANF Project Salary
Medical Assistant	$ 58,240.00	Annual	5.00%		$ 2,912.00
Patient Services Rep	$ 49,900.24	Annual	3.00%		$ 1,497.01
Nurse Practitioner	$ 147,900.22	Annual	3.00%		$ 4,437.01
Assoc. Med. Dir. for Repro Hlt	$ 166,313.70	Annual	2.00%		$ 3,326.27
Dir. of Repro Hlth Svcs	$ 98,382.70	Annual	1.50%		$ 1,475.74
Medical Director	$ 32,148.28	Annual	2.00%		$ 642.97
Total Salaries				$ -	$ 14,290.99

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security		$ 1,093.26
Worker's Compensation		
Unemployment Insurance		$ 335.84
Retirement Expenses		$ 490.50
Hospitalization		$ 1,207.00
Other (*identify*)		
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ -	$ 3,126.60

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

II. A. Travel and Short-Term Training

			Entire Program	TANF Project
Mileage Reimbursement rate per mile:	$	0.72	$ -	$ -
Short-Term, Training	$	-	$ -	$ -
Total Travel and Short-Term Training			$ -	$ -

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies		
Cleaning Supplies	$ -	$ -
Other *(identify)*	$ -	$ -
Other *(identify)*	$ -	$ -
Total Consumable Supplies	$ -	$ -

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		
Usage allowance/depreciation @ rate of original acquisit cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*		
Total Occupancy Costs	$ -	$ -

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	**Entire Program Cost**	**TANF Program Cost**
Total Contract & Services Costs	$ -	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	**Entire Program Cost**	**TANF Program Cost**
Total Miscellaneous Costs	$ -	$ -

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Depreciated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation TANF Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Total Other Resources	$ -	$ -

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

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: **Signature Health**
Date: **8/13/2026 8:46:14 AM**

This search produced the following list of **2** possible matches:

Name/Organization	Address
2 B Natural by Design Enterprises, Inc.	2059 Big Tree Drive
Rhylee Sue Designs LLC	5977 Bear Creek Dr

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

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: **2006.030.100-601 Contract Services**; not to exceed **$4,354.40**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Signature Health, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Contract No.: 27-1008-TANF

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Signature Health, Inc.** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2026** between **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the "Grantor") and **Signature Health, Inc.**, located at: **510 W. 44th Street, Suite 2, Ashtabula, Ohio 44004 (business mailing address: 4242 State Route 306, Kirtland Ohio 44094)** and whose phone number is: **440-992-5953 or 440-578-8200** (hereinafter referred to as the "Subgrantee") to provide **Pregnancy Prevention Education Services** for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **Signature Health, Inc.**

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026,** through **September 30, 2027,** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This Sub-Grant Agreement is in the total amount of: **$ 11,131.15**

The unit rate is: **$111.31 per one unit/hour of education.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.

B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 510 W. 44th Street, Suite 2, Ashtabula, Ohio 44004 (business mailing address: 7232 Justin Way, Mentor, Ohio 44060).**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services
FB74060D0EAC4B8...

9/15/2026
Date

DocuSigned by:

Signature Health, Inc.
26D89716B23E431...

9/15/2026
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

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9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners
8CC3D2025A6D44F...

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Exhibit I

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

1. To provide assistance to needy families so that children may be cared for in their own homes, or in the homes of relatives.
2. End the dependence of needs parents on government benefits by promoting job preparation, work and marriage.
3. Prevent and reduce the incident of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incident of these pregnancies.
4. To encourage the formation and maintenance of two-parent families.

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Exhibit II

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Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #2-26

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

TABLE OF CONTENTS

RFP Section:		
I.	INTRODUCTION	3
	Terms	3
	Program and Funding Details	3
	Participant Eligibility and Referrals	3
II.	RFP SCHEDULE AND SUBMISSION INFORMATION	4
	Important Dates	4
	Pre-Proposal Conference	4
	Contact Person	4
	Proposal Delivery	4
III.	PROVIDER REQUIREMENTS	5
IV.	PROPOSAL SPECIFICATIONS AND FORMAT	5
	Proposal Information	5
	Proposal Cost	6
	Proposal Communication	6
	Proposal Format	6
	Cover Page	6
	Proposal Checklist	6
	Section 1 ~ Applicant Information	6
	Section 2 ~ Required Documents	6
	Section 3 ~ Program Planning and Development	7
	Section 4 ~ Program Budget	7
V.	EVALUATION AND SELECTION PROCESS	8
	Proposal Evaluation	8
	Stage 1 Review	8
	Stage 2 Review	8
	Acceptance and Rejection of Proposals	9
	Post Selection Meeting	9
	Caveat	9
IV.	AWARD OF CONTRACT/SUBGRANT AGREEMENT	9
	Overview	9
	Availability of Funds	9
	Term	9
	Invoicing	10
	Performance and Monitoring	10
	Confidentiality and Security	10
	Publicity	10
	Applicable Laws and Rules	10
	Patent or Copyright Liabilities	10
	ATTACHMENT A ~ Applicant Information	11
	ATTACHMENT B ~ Provider Budget	13
	ATTACHMENT C ~ Cover Pages	19
	Forms	37
	Affidavit of Delinquent Personal Property Tax	37
	Affidavit of Non-Collusion	38
	Non-Discrimination Agreement	39
	Representations, Assurances and Certifications	40
	Certification Regarding Lobbying	41
	OMB Circular 2 CFR 200 Audit Certification Form	42
	ATTACHMENT D ~ Sample Agreement	45
	ATTACHMENT E ~ Checklist	56

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.

Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *

Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-12-26
RFP Question Period Begins	Date: 6-12-26
Pre-Proposal Conference	Date: 6-24-26 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-24-26 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-10-26 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-26

Pre-Proposal Conference:
A Pre-Proposal Conference will be held on **June 24, 2026, at 9:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:
Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-10-26 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-26

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws and comply with:
   a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. Non-discrimination laws in the provision of services.
   c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. All federal, state of Ohio, and local laws, rules, executive orders, and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
   a. Reporting and documenting consumer incidents.
   b. Obtaining written permission from consumers to share information and/or release information to anyone.
   c. The content of consumer records, as well as the handling, storage and retention of records.
   d. Personnel matters, including:
      - Job descriptions for each position
      - The documentation of each employee's qualifications for the service(s) to be provided
      - Performance appraisals for all workers
      - Documentation of compliance with required staff orientation training
      - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
   a. Participant's name, address and phone number;
   b. Dates of Service;
   c. Number of units of service received;
   d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Proposal Cost:
The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and two (2) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):
Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:
Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

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B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity – Affirmative Action Plan
E. Professional or Operating licenses
F. Documents Used for Monitoring Goals and Outcomes
G. Employee Training Program description
H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
I. Affidavit of Non-Collusion
J. Non-Discrimination Agreement ORC 153.59
K. Representations, Assurances and Certifications document
L. Certification Regarding Lobbying
M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:
The Program Planning and Development section must include:

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes.
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

service should be included in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. Completeness of Submission – proposal submission must include:
   a. Required number of copies: Three (3); 1 master and 2 copies
   b. RFP Cover Page
   c. RFP Checklist (Attachment E)
   d. Section 1: Applicant Information Page (Attachment A)
   e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
   f. Section 3: Program Planning & Development
   g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
   A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
   B. Proposal thoroughly identified the service area and its needs.
   C. Applicants demonstrate experience with this service or similar service. If experience is not available, applicants show they qualify to provide the services without prior experience.
   D. Statistics provided support the need for the proposed service.
   E. Days and hours services are available.
   F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Acceptance and Rejection of Proposals:
ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:
ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop, and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term: The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2026.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.
See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:
The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:
Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

Patent or Copyright Liabilities:
The Applicant will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Signature Health, Inc.

ADDRESS: 4242 State Route 306 Kirtland, OH 44094

PHONE: 440-578-8200 FAX: 440-534-1920

SERVICE SITE (if different than above): Signature Health – Ashtabula Health Center

ADDRESS: 4726 Main Avenue Ashtabula, OH 44004

PHONE: 440-992-5953 FAX: 440-998-5202

FEDERAL TAX I.D. NUMBER: 34-1751703

EXECUTIVE DIRECTOR/DIRECTOR: Jonathan Lee

PROGRAM COORDINATOR: Mary Wynne-Peaspanen EMAIL: mary.wynne-peaspanen@shinc.org

FISCAL CONTACT: Cheree Carpenter EMAIL: ccarpenter@shinc.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: Shannon Majoras SIGNATURE: Shannon Majoras
(Note: original signature must be in blue ink)

TITLE: Chief Administrative Officer DATE: July 8th, 2026

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

SIGNATURE HEALTH, INC.

SECTION 3 – PROGRAM PLANNING AND DEVELOPMENT

A. Program Description

Detailed Description of the Proposed Program: Signature Health, Inc. (SH) proposes providing Teen Pregnancy Prevention Education Services. Specifically, the agency is proposing provision of 100 units/hours of education with a requested $11,131.15. This translates to a unit rate of $111.31.

The activities proposed in this application are an education program related to healthy decision-making, including prevention of pregnancy and sexually transmitted infection, in addition to forming healthy relationships. Services will be provided by Signature Health, Inc.'s sexual & reproductive health education team within its division of sexual and reproductive health. The team's education and outreach unit addresses community groups and schools and regularly reaches the general public through presentations and displays at county fairs and health expos. Reproductive health education programs impact thousands annually – the majority students and teens – each year. The program also has an active social media presence on several platforms, specifically Facebook and Instagram.

Programming supported by this application will be delivered in a classroom setting to middle- and high-school students. Program format combines lecture and activity-based learning, with occasional use of audiovisual aids. Information included in the program is often customized to the preferences of the classroom teacher and administration, as well as the needs of the students. The full program for older students is typically four-five days of instruction, while the introductory program for younger students is typically two days. **Day One** focuses on methods of contraception. Discussion includes a description of hormonal and barrier methods and encompasses an activity that allows students to assess different methods of contraception and their effectiveness in preventing BOTH unintended pregnancy and STI's. **Days Two-Three** cover STI/HIV. The youth begin the lesson with an activity that simulates the spread of an STI through the community. Once the simulation activity is complete, the staff provide an overview of the most common STI's, how they are transmitted, treated and ways they can be avoided. **Days Four-Five** offer a comprehensive review through a team-based, jeopardy-style interactive game. Question categories are based on the information covered during their individualized program. Students choose teams and categories, and answer questions for points. The introductory program for middle-school students resembles the information in the full program, while primarily focusing on STI transmission, symptoms, risks & avoidance, rather than contraceptive methods. Introductory programs often include basic instruction on reproductive anatomy & function to better prepare the students to receive the full program in later years. Other activities or topics may also be incorporated, at the discretion of the classroom teacher and administration. Lesson plans for some of the most commonly used activities for this program are included in Appendix E. The project also offers additional programming focusing on healthy relationships. This program instructs young people about personal boundaries, conflict, healthy communication strategies, bystander intervention, and identifying healthy and unhealthy characteristics in both platonic and romantic relationships, as well as resources for seeking support. Students participate in activities such as identifying healthy, unhealthy, and abusive scenarios, practicing "I statements," and collaborating on diverse ways to intervene in various situations when a person may need help. The program is typically delivered over three to four hours across multiple

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

class periods. We believe the skills practiced and developed during this program transfer to situations related to pregnancy prevention. The project utilizes pre and post tests to measure increased knowledge as a result of the programs. The pre-test is either administered by the classroom teacher the day before project staff arrives, or on the first day of the presentation, and the post-test is administered by the project staff on the final presentation day. Presenter evaluation forms will also be provided to staff upon completion of the presentation series. These materials are included in Section 2.F of this application.

While it is widely agreed that abstinence from sexual activity remains the safest decision for a young person today, research confirms that abstinence programs alone are not sufficient. A study published in the Journal of Adolescent Health (2008) found that teaching about contraception was not associated with increased risk of adolescent sexual activity or STD. Additionally, adolescents who received comprehensive sex education had a lower risk of pregnancy than adolescents who received abstinence-only or no sex education. Public health and medical professionals alike consistently emphasize the need for contraceptive choices and safer sex messaging in reproductive health programming. Comprehensive programs that emphasize the importance of abstinence and also provide information on contraception and risk reduction have been shown in many studies to delay the onset of sexual activity and reduce the frequency of sex and number of partners, while increasing the use of condoms among those who are sexually active (Sexuality Information and Education Council of the United States, 2009). Parents also support comprehensive sexuality education in the school systems. When polled, 93.5% of parents of middle and high school students agree that it is important to have sexuality education taught in middle school, and 96% feel it is important to have sex education taught in high school. Additionally, most people in the U.S. strongly prefer a comprehensive approach to sex education over programs that only focus on abstinence (SIECUS, 2018). Many health teachers are not completely comfortable discussing sensitive sexual health issues or are unable to keep current on this ever-changing topic.

Issues surrounding sexuality and reproductive health are among the most confusing facing young people today. It is for this reason that Signature Health's sexual and reproductive health program is considered a resource by schools and other community-based organizations. An unintended pregnancy or diagnosis of a sexually transmitted infection can have a profound and lasting impact on a young person's life. Support for sexuality education provided by Signature Health will help youth develop strong coping and relationship skills, enabling them to make decisions that are healthy for them mentally and emotionally as well as physically.

The proposed services address the following TANF purpose:

> *Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.*

In recent years, the organization has struggled to find consistent support for educational programming in Ashtabula County. Minimal funding is currently available for teen clinic education from the George Gund Foundation, and for outreach from the Ohio Department Health as part of the Reproductive Health & Wellness (Title X) Program. Signature Health, Inc. is supporting the proposed services primarily with the current PRC contract and will be able to seamlessly continue services should funding be awarded again. The team is optimistic this application will continue the support for this much needed service.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Staff of Signature Health's sexual & reproductive health services program participate in numerous countywide groups, such as the county Prevention Coalition/Suicide Prevention Coalition and its subcommittees for Events & Training as well as Current Trends & Action Planning; and the Healthy Ashtabula (Community Health Assessment/Community Health Improvement Plan) Committee and Subcommittees. This provides significant opportunity to share information about services. Additionally, the organization's education staff conduct community outreach to other human service providers, participate in community health fairs, and provide educational programming in schools and other appropriate locations, such as A-Tech's Youth Opportunities Hub, Turning Point, and Harbor Ridge.

Signature Health employs bilingual (English/Spanish) staff in many of its locations, including Ashtabula. Most of the educational materials for patients are available in Spanish as well as English. Additionally, the organization contracts with an interpretation/translation service to ensure services are accessible to non-English speaking individuals. Through this service, interpreters are available via phone and/or virtual video in real time to ensure accuracy in the transmission of health information.

Signature Health, Inc. is currently providing the proposed services with PRC funds. Therefore, should ACJFS elect to continue funding this project, services will be offered immediately and will continue for the duration of the grant period. We anticipate no limitations in meeting the conditions of participation, service specification standards, and terms of the contract for this service.

Need for the Proposed Program in the Service Area: Although age of sexual initiation has remained fairly consistent across the years, the teen birth rate has continued to decline nationally, breaking historical records. Researchers suggest the reasons for the decline are likely a combination of more teens choosing to abstain, and greater numbers of sexually active teens choosing more effective methods of contraception. (Congress.gov 4/17/25) While this is good news, teen pregnancy and birth rates among U.S. teens remain higher than in most other developed countries. An article in the Journal of Adolescent Health (2015) reported that, among 21 developed countries with complete statistics, the highest rate of teen pregnancy (57/1000 females aged 15-19) was in the United States. According to the CDC's National Center for Health Statistics, 140,977 teens aged 15-19 gave birth in 2023 across the United States, for a rate of 13.1 live births per 1,000 females between 15 and 19 years of age. This represents a decrease from the rate of 15.4 in 2020, and 17.4 in 2019. Although Ohio's teen birth rates are slightly higher than the national average, rates continue to decease with an average 17.0 per 1,000 females 15-19 years of age giving birth between 2017 and 2023. (County Health Rankings 2025) In 2020, there were 6,404 births to teens, with 76% of these being to older (18-19 years) teens. Sixteen percent (16%) of all teen births in Ohio were to teens who already had a child.

The Ohio Teen Birth Fact Sheet 2018, published by the Ohio Department of Health reports the following teen birth rates for Ashtabula County: 10 per 1,000 females ages 15-17, 76.6 per 1,000 females ages 18-19. Comparable rates for the State of Ohio were 8.3 for 15-17-year-olds, and 29.4 for 18–19-year-olds. Among African American/Black females the rate was 31 per 1,000, for Hispanic females it was 39, and for White females it was 29. Comparable rates for Ohio were 37.2, 33.9, and 16.9, respectively. According to the 2025 County Health Rankings, Ashtabula County had a birth rate of 22/1,000 females aged 15-19, compared to 17 in the state.

The most recent data on sexual activity for the Youth Risk Behavior Surveillance System (YRBSS) is from 2021, when 30% of 15–19-year-olds reported having had sex at least once in their lifetime,

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

down from 38% in 2019. 21% have had sexual intercourse in the past three months, but 48% did not use a condom. Longitudinally, condom use among adolescents has decreased between 2011 and 2021, for both males (from 67% to 58%) and females (from 54% to 47%). Research estimates that youth between 15 and 24 years of age represent just over one quarter of the sexually active population, but account for half of the of the 26 million new sexually transmitted infections that occur every year in the United States (CDC, 2019). Rates of chlamydia infection are lower in Ashtabula County than in the State (233.4 vs. 415.9 per 100,000 persons in 2023), and after several years of steadily increasing between 2015 and 2019, showed a dramatic decrease in 2020 (Ohio Department of Health). The rate has been fluctuating the last few years for which data is available, from 278.7 in 2020 to 304.6 in 2021 to 237.1 in 2022 to 246.4 in 2023 and 233.4 in 2024. Despite the prevalence of acquiring STIs among adolescents and young adults, an article in the Journal of Adolescent Health in 2016 documented that only 12% of youth ages 15-24 reported being tested in the previous year.

Through private organizations, students in Ashtabula County schools may receive sexuality programming focused on abstinence only. While an abstinence message is important and valuable for youth, this programming excludes discussion of contraception and risk reduction, which is critically important, particularly for those youth who choose to be sexually active. Continued support for sexuality education provided by Signature Health's sexual & reproductive health education programming will help youth develop strong coping skills enabling them to make decisions that are healthy for them mentally and emotionally as well as physically.

Since 2006, the Ohio Department of Health has been tabulating data about the mother's marital status among live resident births. In Ashtabula, as of 7/8/24, 42.4% of births during this time period were to unmarried women. This statistic is virtually the same as at this time the previous year. For comparison purposes, that percentage in 2002 was nearly 39. Overall, in Ohio, in 2023, per the National Center for Health Statistics, 40% of births were to unmarried women. An unplanned and untimely pregnancy is the surest and fastest way to catapult an individual or family into poverty and dependency. Low income, underinsured, or uninsured employees are devastated by the expense of medical care. Absenteeism due to pregnancy related illness places employment in jeopardy. Men stressed with a partner's unplanned pregnancy are distracted from work and may experience higher rates of on-the-job accidents. Men and women jeopardize employment by work loss for childcare, medical appointments, etc. Family planning services have a goal to discuss reproductive life plans with all patients to help them time and space pregnancies for improved individual, family, and financial health.

Teen pregnancy and pregnancies among young adults are complex issues with numerous contributing factors, and no single intervention will be the solution. However, education that provides information on and support for abstinence as well as effective protection from pregnancy and sexually transmitted infection will give young people the tools for sound decision-making.

Experience of Applicant: Signature Health's Sexual & Reproductive Health division has been providing educational programming in Ashtabula County since 1989. Programming has ranged from single-session presentations in classrooms and other community settings, to a semester-long curriculum in Ashtabula City (now Lakeside) Middle Schools, to a peer education program. Over the years, Signature Health staff have provided the programming proposed in this application at the following schools: Lakeside Junior High, Edgewood High School, Pymatuning Valley High School, and Grand Valley High School. Other programming has been provided in Jefferson and Geneva Schools, as well. In the coming school year, staff will continue pursuing relationships with various

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

school districts in the county. We anticipate no limitations in meeting the conditions of participation, service specification standards, and terms of the contract for this service.

Program's Past Performance/Projected Number of Clients to be Served: As mentioned in the previous paragraph, Signature Health's Sexual & Reproductive Health division has been providing educational programming in Ashtabula County since 1989. Through June of the current contract year, program staff have provided 77.5 units of education to 448 Ashtabula County youth in Lakeside Junior High School and Grand Valley Middle School and High School, Edgewood High School, and Grand River Academy. For this year's application, the project is proposing 100 units, at a cost of $111.31 per unit, with hopes of reaching 500 unduplicated recipients. This represents a minimal increase in the current unit rate due to cost-of-living adjustments and associated personnel costs.

Monitoring and Evaluation System: Participants complete pre and posttests to measure changes in knowledge. A summary of outcomes to date is included with this application, in Appendix A. The pre/posttest documents, as well as the Provider Evaluation are included in Section 2 (F) Documents Used for Monitoring. Staff also maintain internal activity logs documenting presentation locations, number of units, and unduplicated recipients. These units will be reported with monthly invoicing.

Days and Hours Program is Available: While staff are typically scheduled for an eight-hour day, the schedule of a Community Education Specialist is seldom so simple. The nature of the work requires flexibility in order to meet the needs in the community. If a class starts at 7:30am, then that's when the staff person's day will start. We strive to accommodate the needs of the community and are typically successful in satisfying their requests.

Sources and Amounts of any Federal, State or Local Funding: Over the last five years (between April 2021 and March 2026), funding dedicated to educational programming in Ashtabula County has been minimal, as mentioned elsewhere in this application. Sources include the George Gund Foundation (supporting education in teen clinics), and Title X (the Federal Family Planning program) through the Ohio Department of Health's Reproductive Health & Wellness Program (for outreach and education). Appendix B shows a breakdown of these funds. There was no unit rate associated with any of these funds.

B. Organizational Structure

History of the Applicant Organization: Signature Health is a community-based Federally Qualified Health Center and Community Mental Health Center providing integrated healthcare for our community, specializing in patients with mental illness and/or addiction. We provide primary medical care, behavioral health services, and dental services to adults, children, adolescents, and families. The staff at Signature Health personally commit to delivering accessible, comprehensive, and outstanding quality of care. Signature Health serves those who need help—now.

Formerly known as North Coast Center, Signature Health was originally inspired by both personal experience and recognition of the needs specific to people affected by a broad range of mental illness classifications, including substance use disorder.

Since its inception in 1993, Signature Health has grown into an all-inclusive and comprehensive health care agency. Each office is staffed with multidisciplinary teams of highly accomplished and

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caring professionals who provide diverse and specialized services. Referral sources consistently and enthusiastically value the efforts of Signature Health to provide access to care in an unprecedented timeframe. The care received at Signature Health is comprised of best practice and evidence based approaches and the clinical team includes primary care providers, psychiatrists, nurse practitioners, individual and family therapists, social workers, addiction specialists, case managers, dentists, pharmacists, and community education specialists.

Signature Health strives to promote health and wellness within the communities in which it operates, including a three-county area throughout Northeast Ohio comprised of Lake, Cuyahoga, and Ashtabula counties. The agency's mission is to *become the most respected integrated behavioral health organization in the country.*

After expanding services and outgrowing a number of facilities, including the original Glenville office in Cleveland, North Coast Center moved to Willoughby, Ohio (1998). It was here that the agency's name changed to Signature Health. Signature Health expanded rapidly, adding psychiatry, diagnostic assessment service, individual and group counseling, and case management.

In 2000, Signature Health established an office in Ashtabula County. While the expansion continued, another opportunity arose in Cuyahoga County and Signature Health opened a location in Garfield Heights, which later relocated to Maple Heights.

In 2016, Signature Health opened its own lab, providing an ability to analyze urine screens, blood work, and other lab testing. This helped to shorten timelines for receiving patient results and offered more control over accuracy and accountability.

Additionally, at the end of 2016, Signature Health was officially designated a Federally Qualified Health Center (FQHC). This allowed the agency to shift from a solely behavioral health focus to a broader focus on health and wellness for people with behavioral health issues as well as the general community. As a result, Signature Health is currently providing primary care, pediatrics, and infectious disease services.

In 2017, the Family Planning Association of Northeast Ohio, Inc. (FPA) became a division of Signature Health. This merger enabled the agency to continue providing the community with medical services, counseling, and education related to sexual and reproductive health in Lake, Ashtabula, and Geauga (education only) counties.

In January of 2018, Signature Health officially merged with Connections and ORCA House, both located in Cuyahoga County. With the merger, Signature Health substantially scaled up as a regional behavioral healthcare provider. The internal knowledge base has increased, staff skills have expanded, and the agency is serving more people in more communities.

In 2019, Signature Health's location on West 25th officially moved to Lakewood.

The agency employs more than 1,000 staff members, located in seven (7) clinical offices, one administrative office, and three (3) residential facilities.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Offices:

- Administrative Offices: 4242 State Route 306, Kirtland, OH 44094; (440) 578-8200
- Willoughby: 38882 Mentor Avenue, Willoughby, Ohio 44094; (440) 953-9999
- Ashtabula: 4726 Main Avenue, Ashtabula, Ohio 44004; (440) 992-8552. Specialized Sexual & Reproductive Health services offered here as well (440) 992-5953
- Painesville: 54 S. State Street, Painesville, Ohio 44077; (440) 853-1501. Specialized Sexual & Reproductive Health services offered here as well (440) 352-0608
- Maple Heights: 21100 Southgate Park Boulevard, Maple Heights, Ohio 44137; (216) 663-6100
- Beachwood: 24200 Chagrin Boulevard, Beachwood, Ohio 44122; (216) 831-6466
- Lakewood: 14071 Detroit Avenue, Lakewood, Ohio 44107; (216) 766-6080
- Wickliffe Family Resource Ctr: 2255 Rockefeller Road, Wickliffe, OH 44092 (440) 810-8201

Residential Facilities:

- Bridgeview Manor: 4428 Collins Boulevard, Ashtabula, Ohio 44004; (440) 992-6600
- ORCA House: 3001 Prospect Avenue, Cleveland, Ohio 44115; (216) 231-3772
- C.H. Everett Clinic: 7621 Mentor Avenue, Mentor, Ohio 44060; (440) 578-8200

A majority of members of the Boards of FQHCs (at least 51%) must be individuals who are served by the health center. This is the case with the Signature Health Board, with representatives from the geographic area served. Senior leadership of the organization includes the Chief Executive Officer, Chief Clinical Officer, Chief Financial Officer, Chief Nursing Officer, Chief Behavioral Health Officer, Chief Innovation Officer, Chief Administrative Officer, and Chief Human Resources Officer. A Table of Organization and a Board Roster are included in Appendix C. Services for the SRH division fall under the supervision of the Chief Clinical Officer and Chief Nursing & Operations Officer. Due to the organization's size only the senior leadership and sexual & reproductive health (where the reproductive health services reside) sections of the organizational chart, which is several pages long, are included with this application.

Signature Health is primarily funded through billing Medicaid for medical services, along with revenue from lab and pharmacy services. Additional funding comes from multiple grants, including the funding associated with the FQHC program, Ryan White program, ODH Reproductive Health & Wellness Program, ADAMHS Boards in Lake, Ashtabula, Cuyahoga, and Geauga Counties, and community/private foundations.

C. Provider/Staff Qualifications

Explanation of Qualified Staff: Several staff positions are involved in provision of family planning services in Ashtabula County. Their position descriptions/success profiles are included in Appendix D.

- Community Education Specialist – This position has primary responsibility for implementing this programming and is currently occupied by Kaleigh Loyd, who joined the Signature Health organization in October of 2025.
- Sexual & Reproductive Health Education Manager – Stacy Noyes, Ed.D, has been with Signature Health for thirteen years and is responsible for managing the organization's efforts related to sexual & reproductive health education, both in the community and within clinics. In

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addition to supervising the education team, she also provides educational programming, primarily in Lake, Geauga, and Cuyahoga Counties.

- Director of Sexual & Reproductive Health Operations - The Project Director is Mary Wynne-Peaspanen, Signature Health's Director of Sexual & Reproductive Health Operations, who reports to the agency's Nursing Director for Primary Care Operations. Duties include program planning, policy-making, staff and center management, community relations, and fiscal control. She has her Masters' Degree in Community Health Education and has been working for the organization since 1986, serving as the Family Planning Association's Executive Director between 2003 and 2017.

Employee Training Requirements: Signature Health provides new hires with track-based Orientation programming. At a minimum, new hires attend a two-day New Hire Orientation, and on the third day, Signature Health Academy, which provides high-level introductions to the agency's approach to person-centered and trauma-informed care, the recovery and resiliency model of treatment, culture, team roles and responsibilities, and integrated care. Additional Orientation training is specific to an employee's role and may include: training on the agency's Electronic Health Record (EHR); Documentation Best Practices; Billing and Insurance Training; Basic Life Support (BLS); Nonviolent Crisis Intervention (CPI Training), and/or training related to sexual & reproductive health through the Reproductive Health National Training Center (RHNTC).

Orientation is followed by specific on-site and instructor-led Teams-based education. On-site education includes onboarding specific to a new hire's employment location and role. Instructor-led training is coordinated by the Training Team and is specific to a team member's role. Topics include workflow and resource training for behavioral health team members, nursing staff, providers, et cetera.

Signature Health currently provides all employees access to Relias, a Learning Management System, with over 2,000 training courses. Employees are required to engage in initial and ongoing training through Relias on topics that include but are not limited to HIPPA, Workplace Violence, Safety and Crisis Management. Employees are encouraged to take courses specific to their position as well as elective courses not related to their position but related to services SH provides and soft skills. Signature Health offers development time to employees to engage in training of the employees' choosing, both SH sponsored and outside of SH. Signature Health offers a series of workshops for employees to receive CEU & CME along with additional training opportunities as they arise or a need is identified. Finally, Signature Health has a Credentialing Specialist on staff who monitors the credentials of current staff members and makes sure all necessary training is obtained.

All new staff working with the sexual and reproductive health program receive orientation/training from their supervisor and other relevant staff as appropriate. Staff working with the SRH program also complete Title X-specific trainings offered by the Reproductive Health National Training Center (RHNTC). Due to the RHNTC's loss of federal funding, Signature Health is in the process of reorganizing the specific trainings for staff providing sexual & reproductive health services, and a new training plan is being developed. Additionally, throughout the year various in-service presentations are delivered at staff meetings. Some of these are conducted regularly; other trainings/reviews are scheduled when appropriate, either by Signature Health as a whole or by the sexual and reproductive health/family planning program. Staff complete a sign-in sheet for all staff meetings/in-service programs (see Section 2.G). Licensed and certified staff must remain up-to-date on all required trainings.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Exhibit III

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Applicant Budget

Summary

Applicant: Signature Health Ashtabula	
Date From: October 1, 2026	**To: September 30, 2027**

	Program	TANF
I. Staff		
A. Salaries	$ -	$ 9,333.77
B. Payroll-Related Expenses	$ -	$ 1,797.38
Total Staff Costs	$ -	$ 11,131.15
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	$ -	$ 11,131.15
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ -	$ 11,131.15

Budget Computation

Total Operating Expenses	$ -	$ 11,131.15
Divided by Total Operating Units		100.00
= Unit Rate	#DIV/0!	111.31

Unit Rate	#DIV/0!	111.31
X number of units purchased		
= Total Contract Amount	#DIV/0!	$ -

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	TANF Project Salary
Community Ed Specialist	47,986	Annual	13.10%		$ 6,286.11
Mgr, Repro Health Education	78,596	Annual	2.00%		$ 1,571.92
Dir. of Repro Hlth Svcs	98,383	Annual	1.50%		$ 1,475.74
Total Salaries				$ -	$ 9,333.77

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security		$ 766.25
Worker's Compensation		
Unemployment Insurance		$ 240.77
Retirement Expenses		$ 333.55
Hospitalization		$ 456.81
Other (*identify*)		
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ -	$ 1,797.38

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

II. A. Travel and Short-Term Training

			Entire Program	TANF Project
Mileage Reimbursement rate per mile:	$	0.72	$ -	$ -
Short-Term, Training	$	-	$ -	$ -
Total Travel and Short-Term Training			$ -	$ -

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies		
Cleaning Supplies	$ -	$ -
Other *(identify)*	$ -	$ -
Other *(identify)*	$ -	$ -
Total Consumable Supplies	$ -	$ -

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		
Usage allowance/depreciation @ rate of original acquisit cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*		
Total Occupancy Costs	$ -	$ -

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II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	**Entire Program Cost**	**TANF Program Cost**
Total Contract & Services Costs	$ -	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	**Entire Program Cost**	**TANF Program Cost**
Total Miscellaneous Costs	$ -	$ -

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Depreciated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation TANF Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Total Other Resources	$ -	$ -

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

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: **Signature Health**
Date: **8/13/2026 8:46:14 AM**

This search produced the following list of **2** possible matches:

Name/Organization	Address
2 B Natural by Design Enterprises, Inc.	2059 Big Tree Drive
Rhylee Sue Designs LLC	5977 Bear Creek Dr

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

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: **2006.030.100-601 Contract Services**; not to exceed **$2,782.79** and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Signature Health, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: 3B1DD483-E85F-8280-80F0-316180202E76

Contract No.: 27-1007-TANF

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Signature Health, Inc.** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 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 **Lake Area Recovery Center**, located at: **2801 "C" Court, Ashtabula, Ohio 44004** and whose phone number is: **440-998-0722**, (hereinafter referred to as the "Subgrantee") to provide **Residential Treatment Services** for individuals determined eligible for **Title XX Services**.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA#93.667, Federal Social Services Title XX Base Funds.

As used in this document, the words and phrases set forth below shall have the following meanings:

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **Lake Area Recovery Center.**

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Sub-Grant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026** through **September 30, 2027** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This Sub-Grant Agreement is in the total amount of: **$4,497.00**

The unit rate is: **$190.07 per day** per service code **702-XX**.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Title XX Social Services Block Grant

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.667

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly,

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300. 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

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6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Subgrant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.

B. Subgrantee will take prompt action to correct problems identified in an audit.

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ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 2801 "C" Court, Ashtabula, OH 44004**.

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. Any sub-grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of

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negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

FB74060D0EAC4B8...

9/15/2026
Date

Signed by:

Michael Murphy

Lake Area Recovery Center

7D22509DACC4402...

9/16/2026
Date

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

Signed by:

Kathryn Whittington

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners

8CC3D2025A6D44F...

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Exhibit I

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Request for Proposals

For

Title XX Social Services

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP # 3-26

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

TABLE OF CONTENTS

1.0 GENERAL OVERVIEW 3
- 1.1 Introduction & Purpose of the Request for Proposal 3
- 1.2 Project Timeline 3
- 1.3 Contact Person/Proposal Delivery 3
- 1.4 Availability of Funds 4

2.0 SUBMISSION OF PROPOSAL 4
- 2.1 Preparation of Proposal 4
- 2.2 Proposal Communication 4
- 2.3 Proposal Information 4
- 2.4 Proposal Cost 4
- 2.5 Provider Representative's Signature 4
- 2.6 Delivery of Proposals 4
- 2.7 Acceptance and Rejection of Proposals 5
- 2.8 Evaluation and Award of Agreement 5
  - A. Stage 1 Review 5
  - B. Stage 2 Review 5
- 2.9 Proposal Selection 6
- 2.10 Post Selection Meeting 6

3.0 TERMS AND CONDITIONS 6
- 3.1 Agreement Period, Funding & Invoicing 6
- 3.2 Patent or Copyright Liabilities 7
- 3.3 Confidentiality and Security 7

4.0 REQUIREMENTS & SPECIFICATIONS 7
- 4.1 Description of Services 7
- 4.2 Applicant Project Requirements 7
  - A. Conditions of Participation (COP) 7
  - B. Service Specifications 9
  - C. Applicable Laws and Rules 9
  - D. Performance Goals and Outcome Measures 9
- 4.3 Required Documents 9
- 4.4 Program Planning and Development 10

5.0 PROPOSAL FORMAT 10

ATTACHMENT A ~ Applicant Information 12

ATTACHMENT B ~ Program Planning and Development 14

ATTACHMENT C ~ Provider Budget 16

ATTACHMENT D ~ Proposal Check List 22

APPENDIX A ~ Sample Agreement 24

APPENDIX B ~ Title XX Priority Policy 35

APPENDIX C ~ Title XX Rules & Regulations, Cover Pages for Required Documents (Section 4.3), Delinquent Personal Tax Affidavit, Non-Collusion Affidavit, Non-Discrimination Agreement, Representations, Assurances & Certifications Document, Lobbying Certification, and OMB Circular 2 CFR 200 Audit Certification 36

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-26 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 12, 2026:** RFP Release & Question Period Begins
- **June 24, 2026:** Pre-Proposal Conference and RFP Question Deadline
- **July 10, 2026, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2026:** Project Start-Up (tentative):

* **NOTE:** A Pre-Proposal conference will be held on **June 24, 2026, at 9:30 am** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov

Delivery: **Providers must mail or deliver by 2:15 pm on July 10, 2026:** one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope in the required format to:

The Ashtabula County Board of Commissioners
Attention: Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-26

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

1.4 Availability of Funds:

ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:

Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, single sided, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

2.3 Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement(s).

2.4 Proposal Cost:

The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:

The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:

Applicants should mail or deliver one (1) master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 10, 2026, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not modify the RFP documents or excuse the applicant from full compliance with its specifications if the applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP by **July 10, 2026, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 2 copies (3 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

2.10 Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an applicant wishes to discuss the selection process, a request for an informal meeting and an explanation for it must be submitted in writing within five business days of receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. The agreement shall incorporate the terms, conditions and requirements of the RFP, the applicant's proposal, and all other agreements that may be reached.

ACJFS will design, develop, and implement the structure of the agreement. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of **October 1, 2026**. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. Actual expenses will be reported monthly. Agreements written with a unit-rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

3.3 Confidentiality and Security:

Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined to be eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-26-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.
   - Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

- non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
- non-discrimination laws in the provision of services; and,
- knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.

- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
   - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
   - Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
   - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
   - Maintain a file for each participant. Each file shall include this identifying data:
     - Application signed and completed
     - Income verification (if applicable)
     - Residency verification
     - Household composition verification
     - Signed Rights and Responsibilities including the Right to State Hearing
     - Approval or Denial Letters
     - Social Service Plan
   - Maintain documentation of each participant contact and each service delivered.
   - Obtain written approval from the participant to release participant information.
   - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
   - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
   - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
   - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
   - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
     - Employee position description and expectations,
     - Personnel policies,
     - Reporting procedures and policies,
     - Table of organization and lines of communication,
     - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specification practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:
   - Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
   - Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record, and other documents related to the provision of services.
7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. Applicable Laws and Rules:

Applicants shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Clean Air Act, as amended, 42 USC ' ' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act
16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:

Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 Program Planning and Development:

Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and to assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals shall contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

- Cover Page - The cover page must include the applicant's name, the RFP title (identifying the proposed service such as "Residential Treatment", "Personal Care") and the RFP number (ACJFS RFP #3-26.) The Cover Page must clearly identify the proposal as a "master" or "copy".
- Section 1 - Applicant Information. Master Copy must have original signature (Attachment A)
- Section 2 - Required documents in order listed in Section 4.3 (with appropriate cover pages)
- Section 3 - Program Planning and Development documents from Section 4.4 (Attachment B)
- Section 4 - Provider Budget (Attachment C)
- Section 5 - Proposal RFP Check List (Attachment D)

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Lake Area Recovery Center

ADDRESS: 2801 C Court Ashtabula, Ohio 44004

PHONE: (440) 998-0722 FAX: (440) 992-1699

SERVICE SITE (if different than above): Turning Point

ADDRESS: 2711 Donahoe Drive Ashtabula, Ohio 4004

PHONE: (440) 998-0722 FAX: (440) 536-4731

FEDERAL TAX I.D. NUMBER: 34-6608640

EXECUTIVE DIRECTOR/DIRECTOR: Michael Murphy

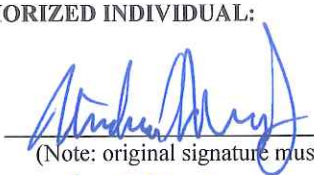
PROGRAM COORDINATOR: Kevin Ellis EMAIL: Kevin@lakearearecovery.org

FISCAL CONTACT: Joy Trenn EMAIL: jtrenn@lakearearecovery.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 whether to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Michael Murphy SIGNATURE: 

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 6-29-26

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

Attachment B

1. Program Description and Proposed Service

Program Description and proposed service

The Lake Area Recovery Center is a private not for profit corporation. Our purpose is to promote public understanding of compulsive and addictive behaviors and disorders, including, but not limited to, alcoholism, drug abuse and other addictions; to support remedial action for the prevention of compulsive and addictive behaviors and disorders by means of community leadership, appropriate legislation and education; to provide rehabilitation and other services.

The Service

Turning Point is operated by the Lake Area Recovery Center and is designed to meet the treatment needs of the chronically chemically dependent. The facility accommodates twenty-eight residents, fourteen of which are for 3.5 Level of Care for men, for a planned length of stay of two to four months and fourteen of which are for a lower 3.1 Level of Care for men which allows these men to maintain jobs. This program is most appropriate for individuals who need a highly structured environment to maintain abstinence while developing a chemical-free lifestyle. Many have been incarcerated for drug related offenses and/or have not been successful in less intense levels of treatment.

Turning Point works effectively with multiple needs clients, those with special needs in addition to chemical dependency including dually disordered, diabetic, or physically challenged residents.

This project is designed to serve income eligible Ashtabula County males with children. As they are in the late stages of addiction they are typically unable to provide financial or emotional support to their children. Our goal is reunification with their children and the ability to work and support their dependent children upon successful completion of treatment.

2. Summary of Service

LARC will provide 23.66 days of residential treatment. We estimate that this will serve portions of treatment for approximately 1 to 2 men. Once these funds are depleted, other methods of funding will be used.

3. Geographic Service Areas

This project will serve income eligible residents of Ashtabula County.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

4. Gaps in Services

Gaps in services encompasses both unmet needs and unmet demand for treatment. Not all those who need treatment attempt to access it. Need is defined as physical and behavioral indicators e.g. frequency and quantity of substance use, diagnoses etc... Demand is defined by those that actually sought treatment, were admitted, turned away or placed on a waiting list. While the gap in services in terms of need is even greater than the treatment gap in terms of demand, both are considerable and result in losses to Ashtabula County both in terms of dollars and lives. These funds are essential for the treatment and recovery for men in Ashtabula County and with these funds we will be able to provide much needed treatment for them, so that they can live active pro-social lives.

5. Limitations in meeting conditions of contract.

There are no known limitations in providing the units proposed.

6. Organizational Structure

See attached Organizational Chart.

7. Board of Trustees

See attached Board Roster

8. Job duties of Project Director

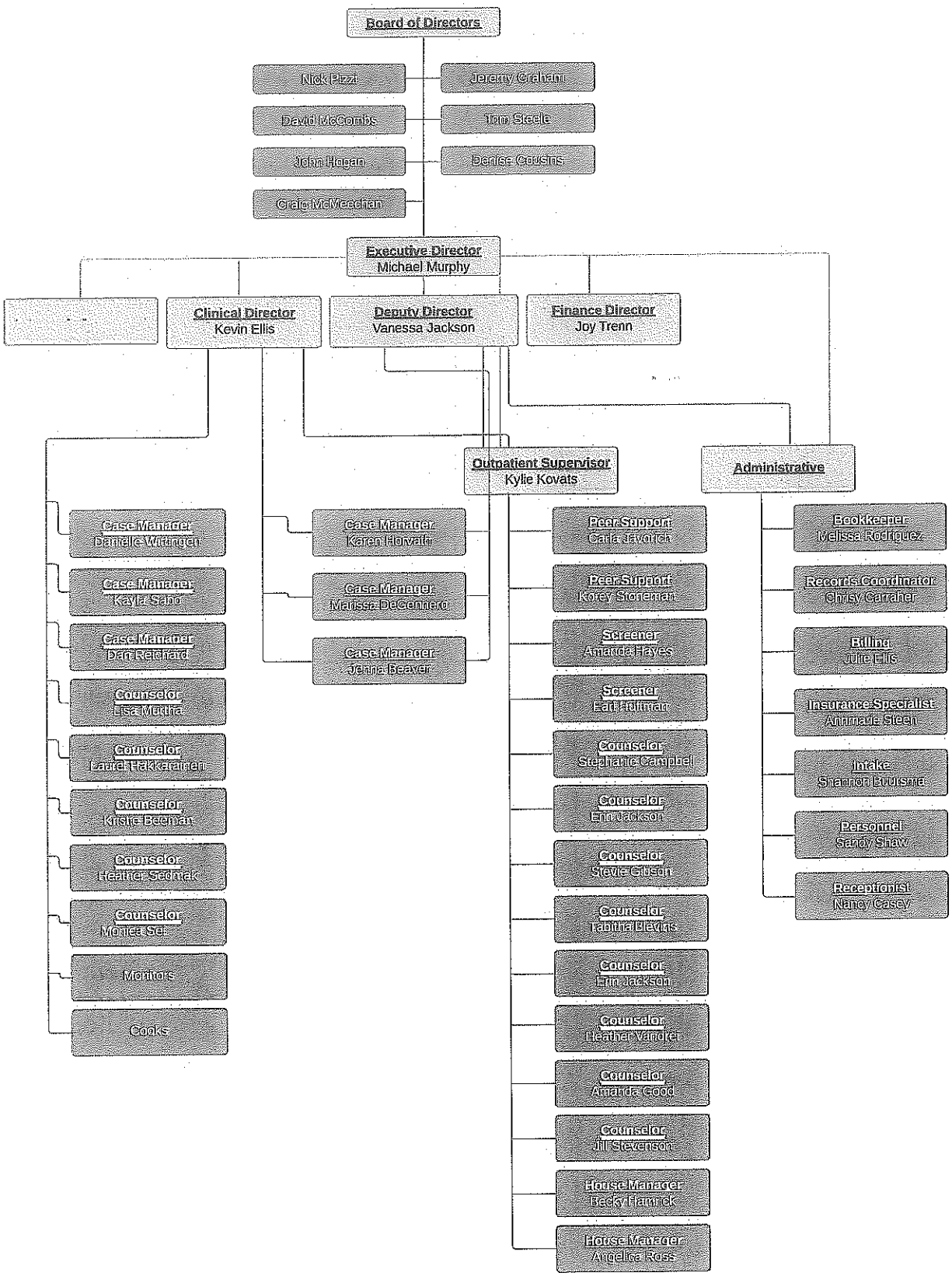
The Clinical Supervisor - Residential will serve as Project Director. See attached job Description

9. Job description of Project Personnel

See attached job descriptions of Residential (Turning Point) positions.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

Lake Area Recovery Center



Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

LAKE AREA RECOVERY CENTER
BOARD MEMBERS

	BUSINESS
John Hogan – President 1732 East 47th Street Ashtabula, Ohio 44004 Phone: 440-645-3460 Cell: 440-645-3460 Jhogan82nd@gmail.com	WSA Inc. (Weather Sealco) 4707 State Road Ashtabula, Ohio 44004 Phone: 440-645-3460
Craig McMeechan, CPA - Treasurer 833 Needham Court Macedonia, Ohio 44056 Phone: (330) 285-9611 Craig.mcmeechan@gmail.com	Park Ohio Mayfield Heights, Ohio
Jeremy Graham 1991 State Route 193 Dorset, Ohio 44032 Phone: (440) 813-4955 Jeremy.graham72@gmail.com	Probation Officer
Nick Pizzi 306 East Main Street Geneva, Ohio 44041 Phone: (440) 536-2827 nickpizzisfloors@gmail.com	Pizzi's Flooring
Chad Kendzerski 1368 E Jefferson Street Jefferson, Ohio 44047 Phone: (440) 813-3317 firechief@atfd.net	Ashtabula Township Fire Department 2718 North Ridge Road East Ashtabula, Ohio 44004 Phone: (440) 997-4641
Jesse Wodrig 410 Emily Drive Madison, Ohio 44057 Phone: (570) 419-6820 jcwodrig@gmail.com	Problem Gambling Network of Ohio 355 E Campus View Blvd, #285 Columbus, Ohio 43235

*Preferred Mailing Address

Updated May 2025

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

Residential Director

FUNCTION: Supervises all TP treatment related personnel including Residential Counselors, Case Managers, Monitors, Cooks, and Maintenance. Assures services rendered meet or exceed policy standards and guidelines and funding requirements.

TASKS: Supervises and provides services in the following areas: consultation, referral and information services, intervention, training services, outreach, assessments, case management, individual counselling, group counseling, family counseling services, intensive outpatient services, and adjunctive alcohol/drug services. Make recommendations to the Executive Director regarding development of treatment services and related policies and procedures. Responsible for reviewing and approving clinical forms, and reviewing and approving content and format of all new and or revised treatment modalities. Assures cooperative coordination between components. Meets with counselors and treatment consultants on a regularly scheduled basis to staff clients and review treatment plans and case notes. Routinely reviews client records and treatment practices assuring consistent application of program philosophy and policies throughout the agency. Provides public information services as assigned. Provides crisis intervention services on an on-call basis. Routinely appraises the Director of current component activities. Compiles and submits reports as required. May assist the Executive Director in the planning and implementation of related community projects. May supervise non-counseling staff as delegated. Performs other related tasks as assigned.

MINIMUM QUALIFICATIONS:

LICDC preferred, LISW or LPCC. Prior paid experience in the field of substance abuse required. Must have an extensive understanding of various substance abuse treatment modalities. Supervisory experience required. Must be willing to participate in training programs and seminars. Possession of a valid driver's license and use of a car on a daily basis or transportation to permit the completion of job requirements.

SUPERVISOR:

Executive Director – Clinical Supervisor CS (if applicable ie: not a LICDC)

SUPERVISES:

Residential Counselors, Case Managers, Monitors, Cooks and Maintenance

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

RESIDENTIAL COUNSELOR

FUNCTION: Evaluate residents, prepares bi-weekly reports of clients' general progress; provides and documents required individual and group counseling. Is personally responsible for preparation and submission of progress reports, recommendations and evaluations.

TASKS: Dependent upon privileges, develops and implements resident treatment plans in conjunction with other Outpatient Clinical Staff; provides counseling services, both group and individual to assigned clients; maintains records in accordance with LARC client record policy; is responsible for issuance of passes to assigned clients; meets routinely with Turning Point staff and Residential Clinical Supervisor for staffing of clients and discussion of progress notes. May transport clients to (and attend with) activities; supervises residents and maintains house rules in coordination with other Turning Point staff; meets routinely with other Turning Point staff to assure uniform implementation of treatment plans; coordinates work schedule with other personnel assuring integration guidelines; completes and compiles all client related information required for reports, LARC client data, Residential records, service logs, financial and billing information, and demographics as required by the supervisor; provides crisis intervention services on an on-call basis; other related tasks as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in Social Sciences preferred or comparable experience in the field of chemical dependency modalities. Must have at least a CDCA. Must be willing to participate in training programs and seminars. Possession of valid driver's license and use of a care on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR:

Residential Clinical Supervisor

SUPERVISES:

None

Meets weekly with the Residential Clinical Supervisor as outlined in the agency employee supervision policy.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

Residential Case Manager

FUNCTION:

- Responsible for recording intake information for admission consideration by the Clinical Supervisor. Maintains "Waiting List"; contacts applicants with admission dates and related information when asked by the Clinical Supervisor. Conducts orientation for new admissions.
- Provides or arranges client transportation for any outside appointments.
- Assists assigned clients in obtaining assistance, including making necessary transportation arrangements, etc.; obtains required medical assistance with the approval of direct supervisor

TASKS:

- Maintains list for appointments with Job & Family Services on weekly sign up day; Brings residents to main office at the appropriate JFS appointment times.
- Provide client admission or discharge reports to the Accounts Receivable Officer, as well as to the Accounts Payable Officer on a daily basis.
- Coordinate client prescriptions with the pharmacy. Responsible for collecting reimbursement from the client or the family or when they receive a check, before they are discharged.
- Coordinate and give necessary support for the weekly medical visits to new clients.
- Responsible to report any immediate maintenance problem(s) to the Clinical Supervisor, filling out the proper Maintenance request form.
- Assists with daily filing in client charts
- Assists in case management functions for residents
- Assists in discharge referrals and planning
- Utilizing the log, communicates with Turning Point staff on a daily basis
- Upon admission, completes initial intake packet; signs releases, consent forms and financial information with residents.
- Coordinates housing, educational and vocational services for clients in order to transition clients back into society.
- Any other tasks as assigned

MINIMUM QUALIFICATIONS:

- Candidate must be at least 18 years of age and possess a high school diploma or equivalency certificate. Associates Degree preferred. Candidate must be familiar with OhioMHAS protocols for levels of care, and complete admission process, as well as all required documentation. Must have a CDCA certification or be in the process of obtaining.

DIRECT SUPERVISOR:

Clinical Supervisor

SUPERVISES:

None

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

COOK

FUNCTION: Meal preparation for residential clients. Food purchasing as assigned by supervisor. Menu planning in conjunction with dietician and supervisor.

TASKS: Preparation of meals on a daily basis; may make wholesale and retail food purchases as authorized. Inventory control of food, related supplies and kitchen equipment. Responsible for strict adherence to food budget. Prepares and submits reports as required. Able to work with client population and supervise assigned kitchen helpers, including weekend cook. Meets routinely with treatment staff to discuss client progress as it relates to kitchen chores. All other tasks as assigned.

MINIMUM QUALIFICATIONS

One year commercial experience in meal preparation. High School graduate/GED. Possession of a valid driver's license and use of a car on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR:

Residential Clinical Supervisor

SUPERVISES:

None

Has daily contact with Residential Clinical Supervisor or as needed.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

WEEKEND COOK

FUNCTION: To assist cook in meal preparation for residential clients on weekends or when regular cook is not available.

TASKS: Meal preparation on weekends or as needed; assisting cook in general upkeep of kitchen, such as inventory control and sanitary and safety maintenance of cooking equipment and cooking areas; responsible for interacting with clients, particularly those assigned to kitchen duty. Other tasks as assigned.

MINIMUM QUALIFICATIONS

Preferably one year experience in meal preparation; High School Diploma/GED; possession of a valid driver's license and use of a car on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR: Residential Clinical Supervisor

SUPERVISES: None

Has contact with the Residential Clinical Supervisor as needed.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

RELIEF MONITOR

FUNCTION: Provides staff coverage to Turning Point during the week, weekends, day, and night

TASKS: Supervises residents and maintains House rules in coordination with other staff; will meet with counseling staff to assure uniform implementation and creation of treatment plans according to ASAM Criteria; will facilitate group treatment sessions as needed; reads and updates facility log; is responsible for routine aspects of physical operation during shift (ie: safety and security - locking doors, bed checks, etc.); supervises activities and projects as planned by Residential Counselors; does routine office work. Other related tasks as assigned.

MINIMUM QUALIFICATIONS:

High School diploma, GED, or equivalent (some college preferred). Have an understanding of substance abuse treatment modalities, background in motivational interviewing, cognitive behavioral therapy, and criminal justice preferred. CDCA preferred, or must be willing to complete the process once hired. Ability to read and write at a high school level. Must be willing to participate in training programs. Possession of a valid driver's license, valid insurance, and use of a car on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR: Residential Clinical Supervisor

SUPERVISES: None

ADDENEUM: TASK: To fill in for groups for Women's or Men's Residential Counselor would include completing any required documentation. Must have a CDCA.

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

Exhibit II

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

Applicant Budget Summary

Applicant: Lake Area Recovery Center	
Date From: 10/1/26	To: 9/30/26

	Program	Title XX
I. Staff		
A. Salaries	$ 524,215.00	$ 2,937.00
B. Payroll-Related Expenses	$ 112,576.00	$ 726.00
Total Staff Costs	$ 636,791.00	$ 3,663.00
II. Operations		
A. Travel and Short-Term Training	$ -	$ -
B. Consumable Supplies	$ -	$ -
C. Occupancy Costs	$ -	$ -
D. Contract and Professional Services	$ 12,000.00	$ 78.00
E. Other - Miscellaneous	$ 115,000.00	$ 756.00
Total Operational Costs	$ 127,000.00	$ 834.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 763,791.00	$ 4,497.00
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ 763,791.00	$ 4,497.00

Budget Computation

Total Operating Expenses	$ 763,791.00	$ 4,497.00
Divided by Total Operating Units	4,019.00	23.66
= Unit Rate	190.0450361	190.0676247

Unit Rate	$ 190.05	$ 190.07
X number of units purchased	23.67	23.67
= Total Contract Amount	$ 4,497.00	$ 4,497.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Director of Residential Services	$ 67,725.00	Year	43.75%	$ 29,630.00	$ 193.00
Cook	$ 36,400.00	Year	100.00%	$ 36,400.00	$ 237.00
Weekend Cook	$ 17,792.00	Year	100.00%	$ 17,792.00	$ 116.00
Maintenance	$ 35,672.00	Year	33.50%	$ 11,950.00	$ 78.00
Men's 3.5 Counselor	$ 43,680.00	Year	100.00%	$ 43,680.00	$ 285.00
Men's 3.5 Counselor	$ 37,440.00	Year	100.00%	$ 37,440.00	$ 244.00
Men's 3.5 Case Manager	$ 31,200.00	Year	100.00%	$ 31,200.00	$ 203.00
Night Monitor's 3.5	$ 121,290.00	Year	100.00%	$ 121,290.00	$ 791.00
Men's 3.1 Counselor	$ 35,360.00	Year	67.00%	$ 23,691.00	$ 154.00
Night Monitor's 3.1	$ 97,656.00	Year	100.00%	$ 97,656.00	$ 636.00
Total Salaries				$ 450,729.00	$ 2,937.00

I. **B. Payroll-Related Expenses**

	Entire Program	Title XX Project
PERS or Social Security	$ 34,481.00	$ 225.00
Worker's Compensation	$ 2,134.00	$ 14.00
Unemployment Insurance	$ 3,525.00	$ 54.00
Retirement Expenses	$ 4,471.00	$ 29.00
Hospitalization	$ 54,986.00	$ 319.00
Other (Life & ST Disabiltiy)	$ 8,842.00	$ 58.00
Other (Dental)	$ 3,402.00	$ 22.00
Other (*Vision*)	$ 735.00	$ 5.00
Total Payroll-Related Expenses	$ 112,576.00	$ 726.00

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II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile:		
Short-Term, Training		
Total Travel and Short-Term Training	$ -	$ -

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies		
Cleaning Supplies		
Other *(identify)*		
Other *(identify)*		
Total Consumable Supplies	$ -	$ -

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent		
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*		
Total Occupancy Costs	$ -	$ -

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II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
Turning Point Contract Physician	$ 12,000.00	$ 78.00
Total Contract & Services Costs	$ 12,000.00	$ 78.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Food	$ 115,000.00	$ 756.00
Total Miscellaneous Costs	$ 115,000.00	$ 756.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for Title XX
Ashtabula County MHRS Board	$ 35,000.00	
Food Stamps	$ 22,500.00	
Ohio Medicaid	$ 701,794.00	
Title XX		$ 4,497.00
Total Other Resources	$ 759,294.00	$ 4,497.00

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Lake Area Recovery Center**
Date: **8/13/2026 8:44:33 AM**

This search produced the following list of **1** possible matches:

Name/Organization	Address
Lake, Tina	328 Wilkshire Drive

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

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Sub-Grant Agreement No.: 27-2007-XX

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 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: **2006.030.100-601 Contract Services**; not to exceed **$1,124.25**, and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Lake Area Recovery Center**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: 8872E651-018B-8800-80A4-6C97F775058D

Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Lake Area Recovery Center** for a **Title XX Sub-Grant Agreement for FY 2027**.

Approved as to Legal Form Only:

By: _____

April Grabman
Ashtabula County Prosecutor

Date: 9/12/26

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 27-3007-ERT

This contract made and entered into on the **1st** day of **October 2026** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Richmond Transportation** located at: **5456 Main Avenue, Ashtabula, Ohio 44004 (business mailing address: 2423 Deerfield Drive, Ashtabula, Ohio 44004)**, and whose phone number is: **440-998-0080 or 440-964-9403**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2026,** through **September 30, 2027** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 20,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **OWF, SNAP ET/ABAWD, SNAP ET, LEAP, PRC**. Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case by case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate

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agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect, or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

- ACJFS program to be charged
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

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16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide background checks of all employees that provide direct services to transportation participants and provide copies of the background checks to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire background checks.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries

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submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular

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intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

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Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services
FB74060D0EAC4B8...

9/15/2026
Date

Signed by:

Richmond Transportation
AFC75564B1C94A9...

9/18/2026
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners
8CC3D2025A6D44F...

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Exhibit I

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Request for Proposals

For

Transportation Services

Health Related Transportation

Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #4-26

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 27
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-24 to 9-30-25, 40,793 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-12-26
Question Period Begins	Date: 6-12-26
Pre-Proposal Conference	Date: 6-24-26 @ 10:00 a.m.
Question Period Ends	Date: 6-24-26 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-10-26 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-26

Pre-Proposal Conference:

A Pre-Proposal Conference will be held on June **24, 2026,** at **10:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-10-26, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-26

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and has at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

3. All vehicles shall:
    a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
    b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
    c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
    a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
    b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, single sided, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

Proposal Checklist - (Attachment E) must be submitted with "Master" copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

   -or-

   2. If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

(b). Define a round-trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

When completing sections 2 and 3, if an applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:
1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
   a. Required number of copies: 1 master and 2 copies (3 total)
   b. Section 1 Applicant Information Page (Attachment A)
   c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
   d. Section 3 Program Planning & Development
   e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
  - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
  - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
  - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
  - Applicant has thoroughly defined the method of charging for trips.
  - The Applicant has sufficient vehicle capacity to meet the needs of the program.
  - Applicant demonstrates the ability and experience for scheduling trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
  - *C.* Applicant is able to meet the geographical needs of the service area.
  - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
  - The budget effectively defines the unit rate.
  - The budget is inclusive of only necessary costs associated with the program.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Acceptance and Rejection of Proposals:
The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded the agreement.

Per O.R.C. 307.862 section B.10:
(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.
(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.
(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant Agreement:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Agreement Period:
The agreement has a tentative effective date of **10-1-26 through 9-30-27**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

Confidentiality and Security:
The Provider agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Appendix I

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

5. **Mirrors:**
   a. Must have a least one rear view interior mirror that is properly secured and in proper placement.
   b. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
   c. Prismatic lens must be properly installed.
   d. All mirrors must enable operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20 b., c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

8. **Emergency Brakes:**
   a. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
   b. If the emergency brake is located on the drive shaft, the brakes shall:
      i. Hold the vehicle in parked position;
      ii. Be properly mounted, and;
      iii. Have cables that are properly lubricated and not hazardously worn.

9. **Steering Gear:**
   a. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
   b. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
   c. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
   d. Tie rod ends must function properly.
   e. Tires must not rub any chassis or body component in any position.

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
   a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
   b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
   Applicable to Bus Type Vehicles
   a. The door must be able to open to its maximum width without catching or binding.
   b. All handles must be permanently installed.
   c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
   d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
   e. The door must be free of temporary or permanent obstructions.
   f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
   a. Must be intact.
   b. Must be properly mounted.
   c.

14. **Tires:**
   a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
   b. Retread tires should not be located on the steering axle.
   c. Must be free of irregular wear, cuts, bruises, and breaks.
   d. Must be balanced and in proper alignment.
   e. All lugs must be present and fitted tightly on tires.
   f. All tread types must match mated tires.

15. **Exhaust System:**
   a. Must be intact and operating as designed.
   b. All pipe and muffler joints must be properly welded or clamped.
   c. Exhaust manifolds must be free of cracks and missing bolts.

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16. **Lights:**
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. **The Vehicle Body:**
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. **Gas Tank:**
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. **Seating Area & Aisle:** Must be free of debris.

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Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

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ATTACHMENT A
TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Richmond Transportation, LLC

ADDRESS: 5456 Main Ave, Ashtabula, Ohio 44004

PHONE: 440-998-0080 FAX: 440-998-6667

SERVICE SITE (if different than above): —

ADDRESS: Same

PHONE: — FAX: —

FEDERAL TAX I.D. NUMBER: 46-2892223

EXECUTIVE DIRECTOR/DIRECTOR: LISA Richmond

PROGRAM COORDINATOR: Same EMAIL: lisarichmond50@gmail.com

FISCAL CONTACT: Same EMAIL: —

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 whether to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: LISA M Richmond SIGNATURE: Lisa M Richmond
(Note: original signature must be in blue ink)

TITLE: Owner DATE: 7/8/26

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Richmond Transportation, LLC
2423 Deerfield Drive
Ashtabula, OH 44004
RPF#4-26

Section 3

A. Program Planning and Development

Richmond Transportation program planning and development will meet all requirements of requested by the Ashtabula County Department of Job & Family Services to provide health related and employment related transportation services to Ashtabula County residents. We will cover all of Ashtabula County and surrounding counties, as needed. We will provide safe, courteous, and reliable transportation to passengers and they will receive top priority from our company.

Richmond Transportation complies with all federal, state, and local laws as well non-discrimination laws, federal, wage, and hour laws, and workers' compensation laws. We also follow the Equal Employment Opportunity –Affirmative Action plan, and comply with the Drug Free Work Place Act as well as the Ohio Administrative Code of Employee Ethics.

All drivers are fingerprinted and all drivers passed the Ohio BCI & I as well as the FBI criminal background check as well as the Federal Exclusion Screening and have no criminal background history. OBMV checks are run annually on each driver. Our drivers also have been trained in hands-on transfer techniques, looking for signs of difficulty, wheelchair lift procedures, CPR, and first aid.

B. Summary of Services

1. Richmond Transportation's office is open Monday through Friday from 8:00 am to 4:30pm. Transportation will be provided Monday through Friday from 4:30am until 8:00 pm. No transportation services will be provided on Saturday or Sunday. Telephone calls and appointment scheduling will be taken Monday through Friday from 8:00 am to 4:30pm. Our answering system will be active 7 days a week, 24 hours a day.

2. Since June 2012, we have transported yO! students from their homes to classes. We have been able to get the students to and from class safely and promptly. Our staff has a good rapport with all passengers and genuinely cares about each individual.

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During the summer starting in 2012, we have transported students under the TANF grant. The number of students that were transported increased dramatically from the summer of 2012. We were able to transport the students safely and promptly as well accommodate last minute schedule changes quickly and effectively.

We also provide student transportation for the After School Discovery Program and, at times, ABC Daycare. We also currently provide rides for passengers subcontracting for Provide-a-Ride.

From 2015 to 2018 we subcontracted with Country Neighbors. We did not renew our contract with Country Neighbors because of the lack of jobs we were assigned and those jobs were not cost effective to Richmond Transportation.

In March 2016, we started transporting Heath and Employment passengers for Ashtabula County Department of Job & Family Services. We transport a large amount of passengers effectively throughout Ashtabula County as well as other areas throughout Ohio.

3. Specifications

a. Richmond Transportation will charge $4.00 per mile for each trip. The *mileage* will begin at our lot at 5456 Main Avenue, Ashtabula and end when the vehicle returns to the lot.

b. A *round trip ride* is when we leave our lot, pick up the passenger, take him or her to their destination and then return him or her home and return to our lot.

c. A *shared ride* will be divided equally among the passengers. We will take the total mileage and divide it by the number of passengers and bill it as a shared ride.

d. Wait time will be calculated as follows: The first 5 minutes are free and each minute thereafter will be $0.50 a minute not to exceed the guidelines set forth by JFS. 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 Ashtabula. This charge is per trip not per passenger.

   Private passenger renting our vehicles for wine hops and other events starts at $60 and up per hour with a three consecutive hour minimum rental. Wait time is included in the hourly rate.

e. Richmond Transportation has (1) 24 passenger transit bus, (1) 12 passenger transit bus with a wheelchair lift, and (10) mini-vans.

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f. Trips with multiple passengers will placed in the same vehicles based on appointment times and similar destinations to efficiently provide services without excessive wait times. We will make it a priority to ensure prompt, effective service.

g. Trips will be scheduled accordingly so that the passengers do not wait more than fifteen minutes then stated pick-up and delivery.

h. Last minute requests will be honored to the best of our ability and we will do everything we can to accommodate the passenger. Passengers will be called by the manager to inform him or her of any scheduling changes and late running vehicles. If a passenger has more than 3 no shows, then ACDJFS will be notified and a solution will be worked out to ensure effectiveness.

i. Richmond Transportation, LLC. will coordinate shared-ride trips so that passengers do not have excessive wait times. If weather and traffic conditions are poor, Richmond Transportation, LLC will make the necessary adjustments so that the passengers do not have excessive wait times.

j. All incidents, accidents, and complaints will be reported to ACDJFS within 24 hours of the occurrence or immediately or the next business day. The enclosed forms will be used for reporting purposes to ACDJFS.

C. Geographic Service Areas

Richmond Transportation will provide transportation to all Ashtabula County residents. We will transport passengers to destinations within Ashtabula County as well as outside of Ashtabula County.

D. Organizational Structure

This company was originally started in the spring of 2011 as a sole proprietorship. Then Richmond Transportation, LLC was formed May 22, 2013. The main source of financial support is through revenue generated from other transportation jobs. The sole owner of the company is Lisa M. Richmond.

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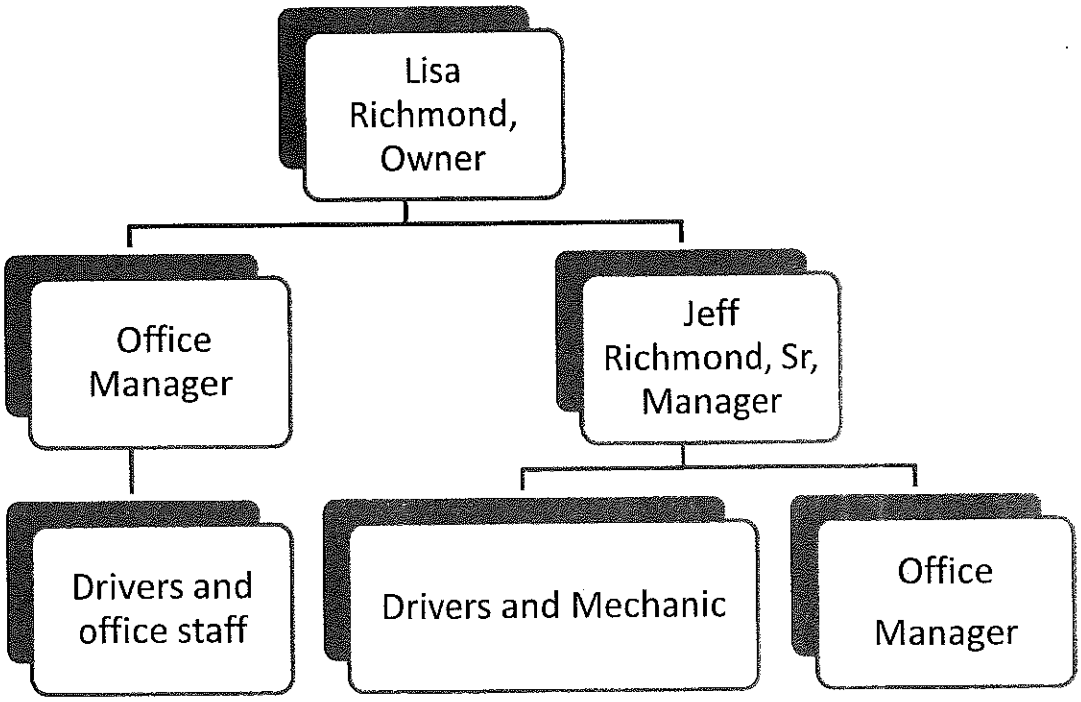
An organizational chart is below.



E. Applicant/Staff Qualifications

Lisa Richmond, Owner, is responsible for scheduling, invoicing, and accounts payable.

Jeff Richmond Sr, Manager, reports to the owner, and is responsible for drivers, vehicles, vehicle maintenance, documentation, and quality assurance.

Office Manager, reports to the owners and works with administrative assistants and drivers to coordinate schedules, drivers, and vehicle assignments. She is also responsible for booking, accounting tasks, and human resources.

Administrative Assistants are responsible for the daily scheduling, driver assignments, trip changes, answering phone calls, and dispatching.

Drivers report to the managers and are responsible for daily pre and post vehicle inspections and as well as transporting passengers in a safe, timely manner.

Mechanics report to the owner and to the manager and is responsible to do regular maintenance on all vehicles and review the pre and post inspection logs and make any necessary repairs.

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The job descriptions are as follows:

Owner:
Responsible for scheduling, invoicing, and accounts payable and receivables

Managers:
Responsible for driver assignments for last minute changes, vehicle documentation, and maintenance and quality assurance

Administrative Assistants:
Responsible for coordinating schedules, making reservations, keeping records and logs, managing accounts receivable and payables. They are also responsible for answering the telephone and assisting clients. They also schedule and assists the owner when needed.

Accountant:
Responsible for payroll and fiscal responsibilities

Drivers:
Provide the transportation for passengers to and from their appointments and assist them when needed. They are responsible to perform a pre and post daily inspection on vehicles and wheelchair lifts and complete the proper documentation as evidence. They are to maintain their vehicle for cleanliness.

Mechanics are responsible to do regular maintenance on all vehicles and review the pre and post inspection logs and make any necessary repairs. They are responsible to order needed supplies and parts and to keep the vehicles and shop clean. They communicate with the drivers to keep all vehicles in good working order.

Our drivers have been with our company for 1 to 10 years and all of our drivers are over 25 years old and have a clean driving record.

All drivers passed the Ohio BCI & I as well as the FBI criminal background check and have no criminal background history and are annually recheck through the Ohio BCI & I and FBI. All drivers are also screened through the Federal Exclusion Screening. OBMV checks are run annually on each driver.

All drivers are CPR and First Aid certified and are certified to operate wheelchair lifts and certified in handling all passengers especially the elderly. Each driver must successfully pass the Defensive Drivers course.

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Exhibit II

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Richmond Transportation
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile	$ 3.80	Unit Rate of $3.80 per mile for each trip with mileage beginning at the Base Lot at: 5456 Main Avenue, Ashtabula, Ohio; and, with mileage ending when the vehicle returns to the Base Lot.
Round Trip	$ 3.80	A round trip begins at Base Lot, picks up passenger, takes the passenger to their destination, returns the passenger to their home and returns to the Base Lot.
Wait Time	$ 0.50	Wait time will be calculated as follows: The first 5 minutes are free, and each minute thereafter will be $0.50 a minute not to exceed 480 minutes (8 hours) per trip. 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 Ashtabula. This charge is per trip not per passenger.
Shared Rides	NA	A Shared Ride will be divided equally among the passengers. Total Mileage ÷ Number of Passengers = Cost per Passenger per Trip.

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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: **Richmond Transportation**
Date: **8/20/2026 2:34:15 PM**

This search produced the following list of **22** possible matches:

Name/Organization	Address
AfricaHouse International	1695 East 81st Street
African Refugee Educational and Cultural Services	3800 Sullivant Avenue
Aldrich, Harold	921 Muirwood Village Drive
Aldrich, Thomas	185 N. Chestnut St.
Clarich, David	1178 E. Aurora Road
Frick, David	
Friedrich, Cindy	1/2 104 Wood Street
Helping Africans in a New Direction	6084 Busch Blvd. #4
Horn of Africa	4174 Christy Bloom Drive
Price, Jennifer	3156 Josephine St. NW
Price, Scott	16098 #25 State Route 235
Rice, Jessica	1415 Hickory Run DR
Rice, John	
Rice, Courtney	209 2nd Avenue
Richardson, Robert	C/O Jeffrey Hunter, ESQ
Richey, Nelda	522 Laura Dr.
Rickard, Jodi	6630 Meadowbrook Rd
Ricketts, Mark	335 Willow Road
Somali American Youth	5732 Pine Tree St. W Apt. G
Somali Development Agency/Americom	4312 Westport Road
Strickler, Ryan	
Strickling, Vivian	11755 Norbourne Dr., Apt. 1001

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Contract No.: 27-3007-ERT

FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 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: **2006.030.100-601 Contract Services**; not to exceed **$5,000.00**, and free from any previous encumbrances.

Agreement Title: An **Employment Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Richmond Transportation**.

DocuSigned by:

Brian Gibson

Scott Yamamoto

320A3C7BD0E24A9...

Ashtabula County Auditor

Date: 9/22/2026

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Contract No.: 27-3007-ERT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Richmond Transportation** for an **Employment Related Transportation Contract for FY 2027.**

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/26/26

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 27-3008-HRT

This contract made and entered into on the **1st** day of **October 2026** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Richmond Transportation** located at: **5456 Main Avenue, Ashtabula, Ohio 44004 (business mailing address: 2423 Deerfield Drive, Ashtabula, Ohio 44004)**, and whose phone number is: **440-998-0080 or 440-964-9403**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2026,** through **September 30, 2027,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 850,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have

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priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
- ACJFS program to be charged

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- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub, or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

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42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services
FB74060D0EAC4B8...

9/15/2026
Date

Signed by:

Richmond Transportation
AFC75564B1C94A9...

9/18/2026
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners
8CC3D2025A6D44F...

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Exhibit I

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Request for Proposals

For

Transportation Services

Health Related Transportation

Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #4-26

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 27
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-24 to 9-30-25, 40,793 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	**Date: 6-12-26**
Question Period Begins	**Date: 6-12-26**
Pre-Proposal Conference	**Date: 6-24-26 @ 10:00 a.m.**
Question Period Ends	**Date: 6-24-26 @ 4:00 p.m.**
Proposals Due to Ashtabula County Board of Commissioners	**Date: 7-10-26 @ 2:30 p.m.**
Agreement Effective Date	**Date: 10-1-26**

Pre-Proposal Conference:

A Pre-Proposal Conference will be held on June **24, 2026,** at **10:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-10-26, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-26

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and has at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

3. All vehicles shall:
    a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
    b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
    c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
    a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
    b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, single sided, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

Proposal Checklist - (Attachment E) must be submitted with "Master" copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

   2. If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

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(b). Define a round-trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

When completing sections 2 and 3, if an applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:
1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
    a. Required number of copies: 1 master and 2 copies (3 total)
    b. Section 1 Applicant Information Page (Attachment A)
    c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
    - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
    - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
    - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
    - The budget effectively defines the unit rate.
    - The budget is inclusive of only necessary costs associated with the program.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Acceptance and Rejection of Proposals:
The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded the agreement.

Per O.R.C. 307.862 section B.10:
(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.
(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.
(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant Agreement:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Agreement Period:
The agreement has a tentative effective date of **10-1-26 through 9-30-27**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

Confidentiality and Security:
The Provider agrees that information conceming eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

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Appendix I

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Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

5. **Mirrors:**
   a. Must have a least one rear view interior mirror that is properly secured and in proper placement.
   b. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
   c. Prismatic lens must be properly installed.
   d. All mirrors must enable operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20 b., c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

8. **Emergency Brakes:**
    a. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

9. **Steering Gear:**
    a. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
    b. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
    c. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
    d. Tie rod ends must function properly.
    e. Tires must not rub any chassis or body component in any position.

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System:**
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

16. **Lights:**
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. **The Vehicle Body:**
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. **Gas Tank:**
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. **Seating Area & Aisle:** Must be free of debris.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

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ATTACHMENT A
TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Richmond Transportation, LLC

ADDRESS: 5456 Main Ave, Ashtabula, Ohio 44004

PHONE: 440-998-0080 FAX: 440-998-6667

SERVICE SITE (if different than above): /

ADDRESS: Same

PHONE: / FAX:

FEDERAL TAX I.D. NUMBER: 46-2892223

EXECUTIVE DIRECTOR/DIRECTOR: Lisa Richmond

PROGRAM COORDINATOR: Same EMAIL: lisarichmond50@gmail.com

FISCAL CONTACT: Same EMAIL:

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 whether to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: LISA M Richmond SIGNATURE: Lisa M Richmond
(Note: original signature must be in blue ink)

TITLE: Owner DATE: 7/8/26

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Richmond Transportation, LLC
2423 Deerfield Drive
Ashtabula, OH 44004
RPF#4-26

Section 3

A. Program Planning and Development

Richmond Transportation program planning and development will meet all requirements of requested by the Ashtabula County Department of Job & Family Services to provide health related and employment related transportation services to Ashtabula County residents. We will cover all of Ashtabula County and surrounding counties, as needed. We will provide safe, courteous, and reliable transportation to passengers and they will receive top priority from our company.

Richmond Transportation complies with all federal, state, and local laws as well non-discrimination laws, federal, wage, and hour laws, and workers' compensation laws. We also follow the Equal Employment Opportunity –Affirmative Action plan, and comply with the Drug Free Work Place Act as well as the Ohio Administrative Code of Employee Ethics.

All drivers are fingerprinted and all drivers passed the Ohio BCI & I as well as the FBI criminal background check as well as the Federal Exclusion Screening and have no criminal background history. OBMV checks are run annually on each driver. Our drivers also have been trained in hands-on transfer techniques, looking for signs of difficulty, wheelchair lift procedures, CPR, and first aid.

B. Summary of Services

1. Richmond Transportation's office is open Monday through Friday from 8:00 am to 4:30pm. Transportation will be provided Monday through Friday from 4:30am until 8:00 pm. No transportation services will be provided on Saturday or Sunday. Telephone calls and appointment scheduling will be taken Monday through Friday from 8:00 am to 4:30pm. Our answering system will be active 7 days a week, 24 hours a day.

2. Since June 2012, we have transported yO! students from their homes to classes. We have been able to get the students to and from class safely and promptly. Our staff has a good rapport with all passengers and genuinely cares about each individual.

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During the summer starting in 2012, we have transported students under the TANF grant. The number of students that were transported increased dramatically from the summer of 2012. We were able to transport the students safely and promptly as well accommodate last minute schedule changes quickly and effectively.

We also provide student transportation for the After School Discovery Program and, at times, ABC Daycare. We also currently provide rides for passengers subcontracting for Provide-a-Ride.

From 2015 to 2018 we subcontracted with Country Neighbors. We did not renew our contract with Country Neighbors because of the lack of jobs we were assigned and those jobs were not cost effective to Richmond Transportation.

In March 2016, we started transporting Heath and Employment passengers for Ashtabula County Department of Job & Family Services. We transport a large amount of passengers effectively throughout Ashtabula County as well as other areas throughout Ohio.

3. Specifications

a. Richmond Transportation will charge $4.00 per mile for each trip. The *mileage* will begin at our lot at 5456 Main Avenue, Ashtabula and end when the vehicle returns to the lot.

b. A *round trip ride* is when we leave our lot, pick up the passenger, take him or her to their destination and then return him or her home and return to our lot.

c. A *shared ride* will be divided equally among the passengers. We will take the total mileage and divide it by the number of passengers and bill it as a shared ride.

d. Wait time will be calculated as follows: The first 5 minutes are free and each minute thereafter will be $0.50 a minute not to exceed the guidelines set forth by JFS. 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 Ashtabula. This charge is per trip not per passenger.

   Private passenger renting our vehicles for wine hops and other events starts at $60 and up per hour with a three consecutive hour minimum rental. Wait time is included in the hourly rate.

e. Richmond Transportation has (1) 24 passenger transit bus, (1) 12 passenger transit bus with a wheelchair lift, and (10) mini-vans.

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f. Trips with multiple passengers will placed in the same vehicles based on appointment times and similar destinations to efficiently provide services without excessive wait times. We will make it a priority to ensure prompt, effective service.

g. Trips will be scheduled accordingly so that the passengers do not wait more than fifteen minutes then stated pick-up and delivery.

h. Last minute requests will be honored to the best of our ability and we will do everything we can to accommodate the passenger. Passengers will be called by the manager to inform him or her of any scheduling changes and late running vehicles. If a passenger has more than 3 no shows, then ACDJFS will be notified and a solution will be worked out to ensure effectiveness.

i. Richmond Transportation, LLC. will coordinate shared-ride trips so that passengers do not have excessive wait times. If weather and traffic conditions are poor, Richmond Transportation, LLC will make the necessary adjustments so that the passengers do not have excessive wait times.

j. All incidents, accidents, and complaints will be reported to ACDJFS within 24 hours of the occurrence or immediately or the next business day. The enclosed forms will be used for reporting purposes to ACDJFS.

C. Geographic Service Areas

Richmond Transportation will provide transportation to all Ashtabula County residents. We will transport passengers to destinations within Ashtabula County as well as outside of Ashtabula County.

D. Organizational Structure

This company was originally started in the spring of 2011 as a sole proprietorship. Then Richmond Transportation, LLC was formed May 22, 2013. The main source of financial support is through revenue generated from other transportation jobs. The sole owner of the company is Lisa M. Richmond.

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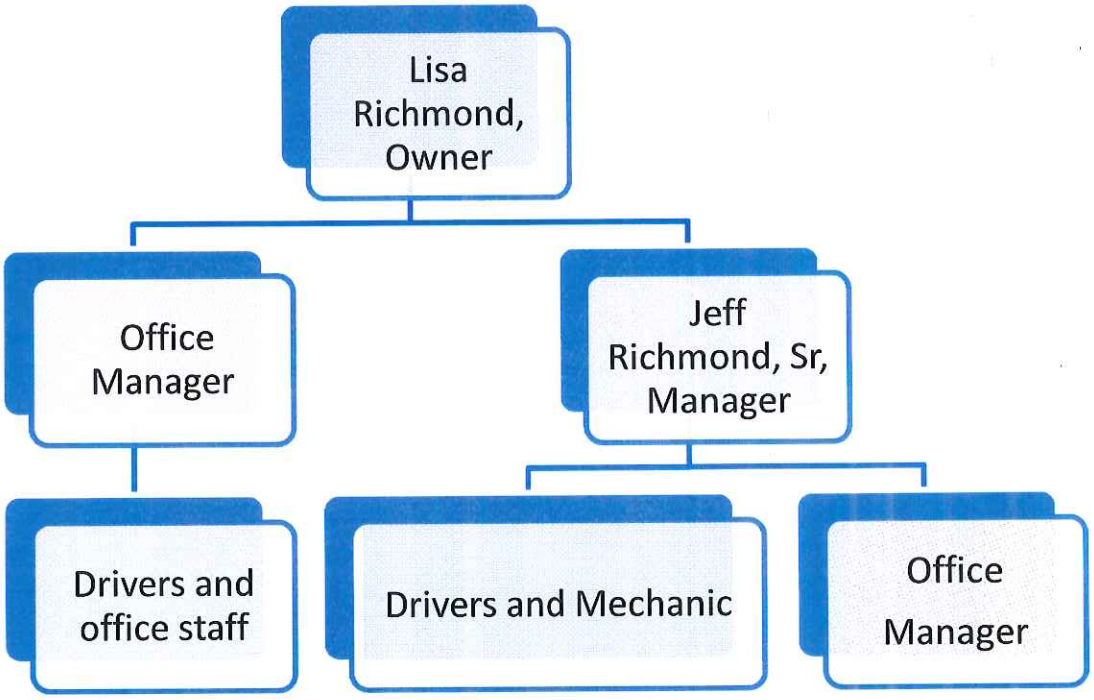
An organizational chart is below.



E. Applicant/Staff Qualifications

Lisa Richmond, Owner, is responsible for scheduling, invoicing, and accounts payable.

Jeff Richmond Sr, Manager, reports to the owner, and is responsible for drivers, vehicles, vehicle maintenance, documentation, and quality assurance.

Office Manager, reports to the owners and works with administrative assistants and drivers to coordinate schedules, drivers, and vehicle assignments. She is also responsible for booking, accounting tasks, and human resources.

Administrative Assistants are responsible for the daily scheduling, driver assignments, trip changes, answering phone calls, and dispatching.

Drivers report to the managers and are responsible for daily pre and post vehicle inspections and as well as transporting passengers in a safe, timely manner.

Mechanics report to the owner and to the manager and is responsible to do regular maintenance on all vehicles and review the pre and post inspection logs and make any necessary repairs.

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The job descriptions are as follows:

Owner:
Responsible for scheduling, invoicing, and accounts payable and receivables

Managers:
Responsible for driver assignments for last minute changes, vehicle documentation, and maintenance and quality assurance

Administrative Assistants:
Responsible for coordinating schedules, making reservations, keeping records and logs, managing accounts receivable and payables. They are also responsible for answering the telephone and assisting clients. They also schedule and assists the owner when needed.

Accountant:
Responsible for payroll and fiscal responsibilities

Drivers:
Provide the transportation for passengers to and from their appointments and assist them when needed. They are responsible to perform a pre and post daily inspection on vehicles and wheelchair lifts and complete the proper documentation as evidence. They are to maintain their vehicle for cleanliness.

Mechanics are responsible to do regular maintenance on all vehicles and review the pre and post inspection logs and make any necessary repairs. They are responsible to order needed supplies and parts and to keep the vehicles and shop clean. They communicate with the drivers to keep all vehicles in good working order.

Our drivers have been with our company for 1 to 10 years and all of our drivers are over 25 years old and have a clean driving record.

All drivers passed the Ohio BCI & I as well as the FBI criminal background check and have no criminal background history and are annually recheck through the Ohio BCI & I and FBI. All drivers are also screened through the Federal Exclusion Screening. OBMV checks are run annually on each driver.

All drivers are CPR and First Aid certified and are certified to operate wheelchair lifts and certified in handling all passengers especially the elderly. Each driver must successfully pass the Defensive Drivers course.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Exhibit II

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Richmond Transportation
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile	$ 3.80	Unit Rate of $3.80 per mile for each trip with mileage beginning at the Base Lot at: 5456 Main Avenue, Ashtabula, Ohio; and, with mileage ending when the vehicle returns to the Base Lot.
Round Trip	$ 3.80	A round trip begins at Base Lot, picks up passenger, takes the passenger to their destination, returns the passenger to their home and returns to the Base Lot.
Wait Time	$ 0.50	Wait time will be calculated as follows: The first 5 minutes are free, and each minute thereafter will be $0.50 a minute not to exceed 480 minutes (8 hours) per trip. 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 Ashtabula. This charge is per trip not per passenger.
Shared Rides	NA	A Shared Ride will be divided equally among the passengers. Total Mileage ÷ Number of Passengers = Cost per Passenger per Trip.

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

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: **Richmond Transportation**
Date: **8/20/2026 2:34:15 PM**

This search produced the following list of **22** possible matches:

Name/Organization	Address
AfricaHouse International	1695 East 81st Street
African Refugee Educational and Cultural Services	3800 Sullivant Avenue
Aldrich, Harold	921 Muirwood Village Drive
Aldrich, Thomas	185 N. Chestnut St.
Clarich, David	1178 E. Aurora Road
Frick, David	
Friedrich, Cindy	1/2 104 Wood Street
Helping Africans In a New Direction	6084 Busch Blvd. #4
Horn of Africa	4174 Christy Bloom Drive
Price, Jennifer	3156 Josephine St. NW
Price, Scott	16098 #25 State Route 235
Rice, Jessica	1415 Hickory Run DR
Rice, John	
Rice, Courtney	209 2nd Avenue
Richardson, Robert	C/O Jeffrey Hunter, ESQ
Richey, Nelda	522 Laura Dr.
Rickard, Jodi	6630 Meadowbrook Rd
Ricketts, Mark	335 Willow Road
Somali American Youth	5732 Pine Tree St. W Apt. G
Somali Development Agency/Americom	4312 Westport Road
Strickler, Ryan	
Strickling, Vivian	11755 Norbourne Dr., Apt. 1001

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Contract No.: 27-3008-HRT

FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 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: **2006.030.100-601 Contract Services**; not to exceed **$212,500.00**, and free from any previous encumbrances.

Agreement Title: A **Health Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Richmond Transportation**.

DocuSigned by:
Brian Gibson
320A3C7BD0E24A9...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/22/2026

Docusign Envelope ID: 5E819B66-8007-81B8-81ED-EE81176DCE0D

Contract No.: 27-3008-HRT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Richmond Transportation** for a **Health Related Transportation Contract for FY 2027**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/26/26

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 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 Community Action Agency,** located at: **4200 State Road., Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 44005)** and whose phone number is: **440-998-3244**, (hereinafter referred to as the "Subgrantee") to provide **Home Delivered Meals** for individuals determined eligible for **Title XX Services**.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA#93.667, Federal Social Services Title XX Base Funds.

As used in this document, the words and phrases set forth below shall have the following meanings:

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **Ashtabula County Community Action Agency**.

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Sub-Grant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026** through **September 30, 2027** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This Sub-Grant Agreement is in the total amount of: **$ 26,850.00.**

The unit rate is: **$8.95 per meal** per service code **720-XX.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Title XX Social Services Block Grant

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.667

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300. 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Subgrant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.

B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 3225 Lake Ave., Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 44005.**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

1. Any sub-grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2 CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-

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Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:

DocuSigned by:

Patrick J. Ardolino, Executive Director
Ashtabula County Job & Family Services

9/15/2026
Date

Signed by:

Ashtabula County Community Action Agency

9/16/2026
Date

DocuSigned by:

Casey Kozlowski

Signed by:

Kathryn Whittington

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Exhibit I

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Request for Proposals

For

Title XX Social Services

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP # 3-26

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

TABLE OF CONTENTS

1.0 GENERAL OVERVIEW 3
- 1.1 Introduction & Purpose of the Request for Proposal 3
- 1.2 Project Timeline 3
- 1.3 Contact Person/Proposal Delivery 3
- 1.4 Availability of Funds 4

2.0 SUBMISSION OF PROPOSAL 4
- 2.1 Preparation of Proposal 4
- 2.2 Proposal Communication 4
- 2.3 Proposal Information 4
- 2.4 Proposal Cost 4
- 2.5 Provider Representative's Signature 4
- 2.6 Delivery of Proposals 4
- 2.7 Acceptance and Rejection of Proposals 5
- 2.8 Evaluation and Award of Agreement 5
  - A. Stage 1 Review 5
  - B. Stage 2 Review 5
- 2.9 Proposal Selection 6
- 2.10 Post Selection Meeting 6

3.0 TERMS AND CONDITIONS 6
- 3.1 Agreement Period, Funding & Invoicing 6
- 3.2 Patent or Copyright Liabilities 7
- 3.3 Confidentiality and Security 7

4.0 REQUIREMENTS & SPECIFICATIONS 7
- 4.1 Description of Services 7
- 4.2 Applicant Project Requirements 7
  - A. Conditions of Participation (COP) 7
  - B. Service Specifications 9
  - C. Applicable Laws and Rules 9
  - D. Performance Goals and Outcome Measures 9
- 4.3 Required Documents 9
- 4.4 Program Planning and Development 10

5.0 PROPOSAL FORMAT 10

ATTACHMENT A ~ Applicant Information 12

ATTACHMENT B ~ Program Planning and Development 14

ATTACHMENT C ~ Provider Budget 16

ATTACHMENT D ~ Proposal Check List 22

APPENDIX A ~ Sample Agreement 24

APPENDIX B ~ Title XX Priority Policy 35

APPENDIX C ~ Title XX Rules & Regulations, Cover Pages for Required Documents (Section 4.3), Delinquent Personal Tax Affidavit, Non-Collusion Affidavit, Non-Discrimination Agreement, Representations, Assurances & Certifications Document, Lobbying Certification, and OMB Circular 2 CFR 200 Audit Certification 36

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-26 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 12, 2026:** RFP Release & Question Period Begins
- **June 24, 2026:** Pre-Proposal Conference and RFP Question Deadline
- **July 10, 2026, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2026:** Project Start-Up (tentative):

* **NOTE:** A Pre-Proposal conference will be held on **June 24, 2026, at 9:30 am** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov

Delivery: **Providers must mail or deliver by 2:15 pm on July 10, 2026:** one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope in the required format to:

The Ashtabula County Board of Commissioners
Attention: Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-26

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

1.4 Availability of Funds:

ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:

Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, single sided, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

2.3 Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement(s).

2.4 Proposal Cost:

The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:

The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:

Applicants should mail or deliver one (1) master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 10, 2026, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not modify the RFP documents or excuse the applicant from full compliance with its specifications if the applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP by **July 10, 2026, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 2 copies (3 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

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information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

2.10 Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an applicant wishes to discuss the selection process, a request for an informal meeting and an explanation for it must be submitted in writing within five business days of receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. The agreement shall incorporate the terms, conditions and requirements of the RFP, the applicant's proposal, and all other agreements that may be reached.

ACJFS will design, develop, and implement the structure of the agreement. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of **October 1, 2026**. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. Actual expenses will be reported monthly. Agreements written with a unit-rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can

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claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

3.3 Confidentiality and Security:

Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined to be eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-26-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.
   - Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

- non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
- non-discrimination laws in the provision of services; and,
- knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.

- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
   - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
   - Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
   - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
   - Maintain a file for each participant. Each file shall include this identifying data:
     - Application signed and completed
     - Income verification (if applicable)
     - Residency verification
     - Household composition verification
     - Signed Rights and Responsibilities including the Right to State Hearing
     - Approval or Denial Letters
     - Social Service Plan
   - Maintain documentation of each participant contact and each service delivered.
   - Obtain written approval from the participant to release participant information.
   - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
   - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
   - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
   - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
   - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
     - Employee position description and expectations,
     - Personnel policies,
     - Reporting procedures and policies,
     - Table of organization and lines of communication,
     - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specification practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:
   - Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
   - Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record, and other documents related to the provision of services.
7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. Applicable Laws and Rules:

Applicants shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Clean Air Act, as amended, 42 USC ' ' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act
16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 **Required Documents:**

Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 **Program Planning and Development:**

Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and to assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals shall contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

- Cover Page - The cover page must include the applicant's name, the RFP title (identifying the proposed service such as "Residential Treatment", "Personal Care") and the RFP number (ACJFS RFP #3-26.) The Cover Page must clearly identify the proposal as a "master" or "copy".
- Section 1 - Applicant Information. Master Copy must have original signature (Attachment A)
- Section 2 - Required documents in order listed in Section 4.3 (with appropriate cover pages)
- Section 3 - Program Planning and Development documents from Section 4.4 (Attachment B)
- Section 4 - Provider Budget (Attachment C)
- Section 5 - Proposal RFP Check List (Attachment D)

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

ATTACHMENT A
Title XX Social Services
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Ashtabula County Community Action Agency

ADDRESS: P.O. Box 2610, Ashtabula, OH 44005-2610

PHONE: 440-997-5957 FAX: 440-992-3319

SERVICE SITE (if different than above): Home Delivered Meals Program - State Road Site

ADDRESS: 4200 State Road, Ashtabula, OH 44004

PHONE: 440-997-6005 or just dial 2-1-1 FAX: 440-998-0973

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Alissa Holdson

PROGRAM COORDINATOR: Katelin Lamson EMAIL: klamson@accaa.org

FISCAL CONTACT: Renee Sherman EMAIL: rsherman@accaa.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Alissa Holdson SIGNATURE: Alissa Holdson
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/1/2026

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Home Delivered Meals

Ashtabula County Community Action Agency

RFP #3-26

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Ashtabula County Community Action Agency
Title XX Social Services
FY 2026 Home Delivered Meals Program
Attachment B: Program Planning and Development

1. Program Description and Proposed Service

The Home Delivered Meals Program provides hot, nutritious meals to homebound individuals who cannot obtain or prepare nutritious meals for themselves on a daily basis due to poor physical or mental health. The delivery of meals to these individuals enables them to remain in the familiarity of their homes in spite of their limitations and prevents premature institutionalization, malnutrition and isolation. A daily delivery schedule, Monday through Friday, allows the meal delivery drivers to check on the safety and well-being of the individuals receiving the meals. The provision of such community-based services is generally less costly than long-term facility care.

For callers that don't speak English, we have contracted with Language Line Solutions. Language Line offers translation services for 27 different languages. This allows us to help all residents of Ashtabula County, regardless of what language they speak.

ACCAA is proposing to use Title XX funds to serve home delivered meals to eligible individuals who reside in the northern half of Ashtabula County. Priority will be given to:

(1) Individuals who are receiving Adult Protective Services through the Ashtabula County Department of Job and Family Services without regard to income.
(2) Income eligible individuals less than 60 years of age, without dependent children and living alone with no other means of social support.
(3) Income eligible individuals less than 60 years of age, without dependent children and living with others with no other means of social support.
(4) Income eligible individuals 60 years of age and older, living alone, and with no other means of social support.
(5) Income eligible individuals 60 years of age and older, living with others, and with no other means of social support.
(6) Income eligible individuals with other means of social support.

2. Summary of Service

ACCAA prepares meals daily at its kitchen facility located in Jefferson, Ohio. The nutritious meals meet the standards established by the Dietary Guidelines for Americans published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture. ACCAA has registered dietitians on staff who develop and review the menus for compliance to these standards. Experienced cooks in the agency's food service program prepare the meals each morning and package them using an automated heat-sealing system. The meals are packed by route and delivered to homebound individuals by a team of food delivery drivers in the northern half of Ashtabula County. These drivers also conduct safety and well-being checks on each individual receiving the meals. Daily contact with the drivers is an important component of the program as it helps to reduce the isolation experienced by many clients. Drivers also identify minor changes in a meal recipient's physical or mental state. If detected, the recipient's emergency

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contact is notified of the change in condition. Detecting small health issues early and receiving medical attention in a timely manner helps to prevent more serious emergency situations later.

If the eligible client needs additional meal support, frozen meals for supper and/or weekends are provided. Frozen and shelf stable meals are given to clients when weather or emergency conditions do not permit deliveries. The ACCAA kitchen is a licensed frozen meal establishment through the Ohio Department of Agriculture and prepares all frozen meals provided to TXX clients. Frozen meals are also available for clients who are not home to accept the daily meal deliver because of dialysis/medical care and other necessary appointments. In these cases, a client-centered approach is used to develop a meal delivery schedule that best meets the individual client's needs.

ACCAA is certified by the State of Ohio to provide therapeutic renal diets to clients in need of this type of meal. All meals are prepared with no added salt. Sugar free options and substitutions to accommodate allergies or food preferences are available upon request. These options allow the program to best meet the dietary needs of the clients.

The preparation of meals by ACCAA instead of purchasing them from a caterer has enabled the agency to maintain efficient operational practices and purchase quality raw food for the meals. Preparing meals at the Jefferson facility keeps TXX dollars in the county and supports the local economy as opposed to paying an out-of-county vendor. The program has recently experienced a significant increase in raw food, packing materials, and labor costs due to the pandemic and subsequent economy. Vendors have notified the program that these costs are expected to remain at current levels or increase during the next program year. Due to these increases, specifically in food costs and the rising minimum wage, we are requesting an increase of $0.30 per unit, which totals an additional $900 for the program.

To ensure the efficient delivery of quality meals, customer satisfaction is routinely monitored through informal and formal means. Informally, each meal delivery driver asks participants daily about the most recent meal they have consumed. These comments are documented and submitted to the Senior and Community Services Director and the ACCAA Food Service Manager. A formal satisfaction survey is conducted annually with all meal recipients to evaluate the quality of the meals and the service delivery. Feedback from the home delivered meals customers is used to develop future menus/recipes, improve the delivery of service and to measure the overall impact the service has on the lives of the individuals participating in the program. A copy of the Customer Satisfaction Survey is included in the grant application.

Referrals to the program are received from various sources—self-referrals, relatives, friends, ministers, hospital nurses, social workers, hospice agencies and Adult Protective Services. Referrals are responded to within 48 business hours. A telephone interview is conducted to determine the level of need, collect basic information, perform a nutrition checklist/assessment, determine income eligibility and identify emergency contacts. A home visit is then scheduled to complete the TXX application and collect required documentation for income and residency. The individual requesting services signs the TXX documents at that time. Once the TXX application is signed and documentation is in place, a determination letter is prepared and mailed to the individual indicating approval or denial of the application. A copy of the letter is placed in the application. If approved, meals are then ordered for the individual. If a waiting list exists, the person's name and nutrition checklist/assessment score and other factors are recorded for prioritization. When funding source

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waivers are in effect, home visits are conducted via telephone and application signatures are obtained via mail.

The home delivered meal is often an integral part of a comprehensive package of in-home services. Referrals to other social service and health care agencies are frequently made during the initial interview and subsequent follow-up conversations. Information about the 2-1-1 Information and Referral service is provided to all applicants.

3. Geographic Service Area

To avoid duplication of service delivery areas, Community Action serves eligible individuals in the northern half of Ashtabula County for the home delivered meals program. The Country Neighbor Program provides meals in the southern half of the county. Both programs work together and communicate regularly to ensure that services are provided wherever needed and as efficiently as possible.

4. Gaps in Service

Gaps in service are attributable to the lack of funding available to serve individuals less than 60 years of age. Meals provided with TXX funds help to close this gap and meet the needs of this particular population. There are no gaps in meal delivery attributable to geographic location.

5. Limitations in Meeting Conditions of an Agreement

No limitations exist.

6. Organizational Structure

Ashtabula County Community Action Agency was established in 1965 as an Economic Opportunity Committee by a resolution of the County Commissioners, under the provision of the Economic Opportunity Act. The County Commissioners enacted resolutions to abolish the Committee and created the Agency with a governing board in 1972. The status is a separate, public agency. There is a separate governing board; the agency is not a department of the county government. Ashtabula County Community Action Agency is a 501(c) (3) non-profit organization having received the Internal Revenue Service (IRS) designation on February 26, 1974.

Community Action has recently re-organized with the following five program divisions: Housing & Energy Services, Head Start, Health & Nutrition Services, and Senior and Community Services. The Home Delivered Meals Program is now located in the Senior and Community Services Division. The 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.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

7. Board of Trustees/Advisory Council

Community Action has a Board of Directors that is composed of 15 members. The composition of the board is mandated by the Community Service Block Grant Act. The composition is as follows: one third - government or elected public officials or their representatives, not less than one third - democratically selected low-income individuals or their representatives, and the remainder are officials or members of business, industry, religious, law enforcement, education, or other major community groups. The Board reviews all programs, accepts budgets and applications, and hires the Executive Director of the Agency.

8. Job Duties of Project Director

The Project Director is the Senior and Community Services Director. Responsibilities of the Director are to ensure the overall program direction, service philosophy, policies and procedures, compliance with guidelines, budget development/monitoring, fiscal/program reporting and oversight of the SNP Coordinator in the program. The job description for the Project Director is included as an attachment.

9. Job Description of Project Personnel

The Senior Services Program Coordinator is responsible for managing the day-to-day operations of all Senior Nutrition Program activities, including the Home Delivered Meals Program. The Customer Service Specialist, the Billing Clerk and the Meal Delivery Drivers report directly to the SNP Coordinator.

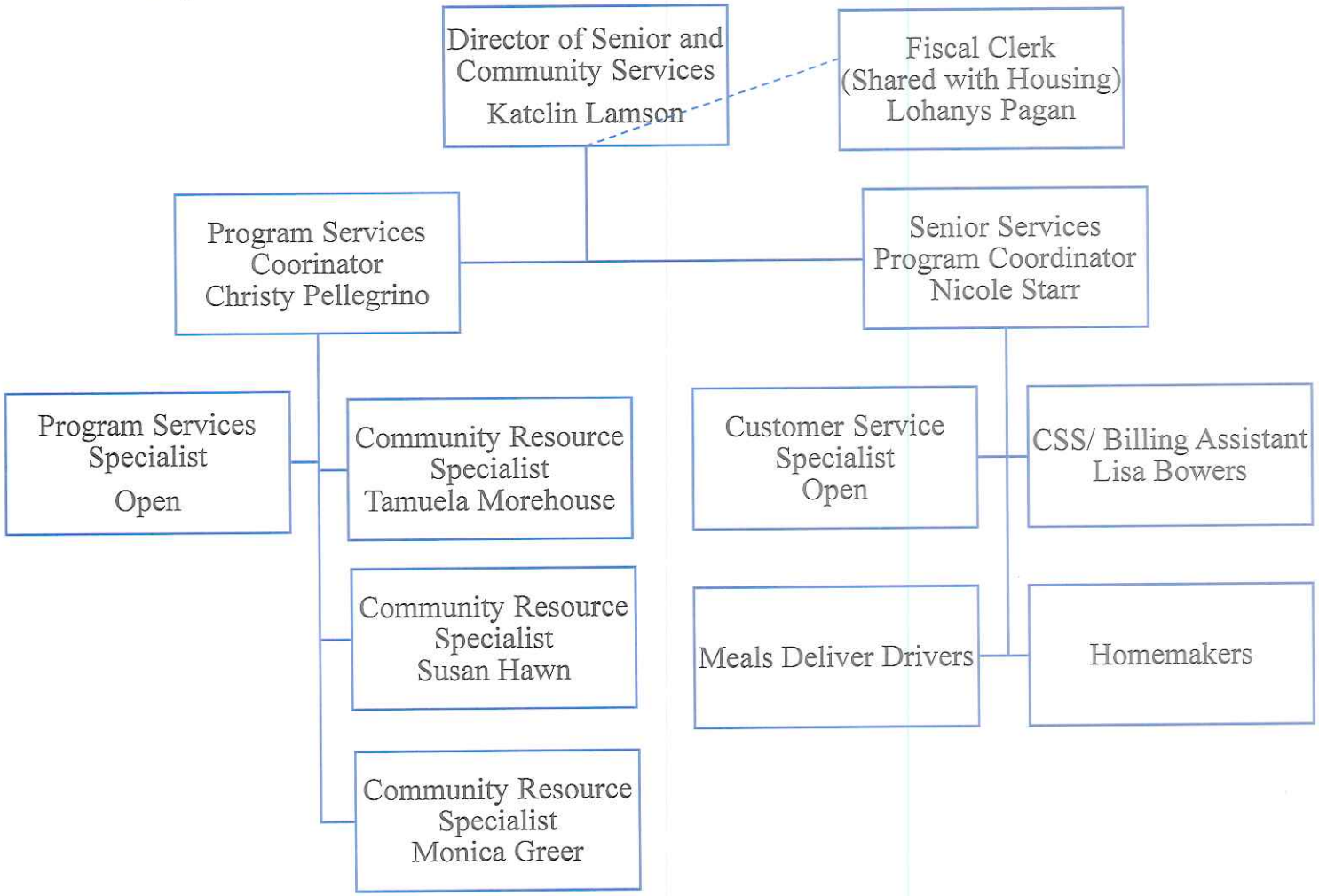
The Customer Service Specialist/Billing Clerk is responsible for all billing, including TXX, and various program reports. The Customer Service Specialist is responsible for the processing of program referrals and conducting home visits to determine eligibility for services. The Customer Service Specialist also substitutes for delivery drivers.

Personnel in the Home Delivered Meals Program are involved in delivery of the meals to consumers either on a daily basis or as substitutes when drivers call off and no other subs are available. There are currently nine routes, each staffed by a Meal Delivery Driver. All HDM staff members are trained and certified in ServSafe to ensure compliance with food safety procedures for the delivery and temperature checking of meals.

Other staff with responsibilities in this program include: the agency's Executive Director, the Administrative and Fiscal Directors, and fiscal staff.

Job descriptions for all personnel directly involved with the Home Delivered Meals Program are included with this proposal as attachments.

2026 Senior and Community Services Chart



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Administrative Services

Alissa Holdson
Executive Director

Ronald C. Loos
Board Chairperson

2026 BOARD OF TRUSTEES

Ms. Sonia Newman	Growth Partnership for Ashtabula County Private Sector
Ms. Lori Lee, Treasurer	Kent State University – Ashtabula Private Sector
Ms. Valerie Bollengier	Ashtabula Regional Medical Center Private Sector
Ms. Jill Valentic	Ashtabula County Community Housing Private Sector
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Ms. Ella Stanton	City Manager, Geneva Public Sector
Ms. Renee S. Howell, Secretary	County Commissioner Kathryn Whittington Public Sector
Ms. Annette Griffin	County Commissioner JP Ducro Public Sector
Ms. Sarah Bogardus	County Commissioner Casey Kozlowski Public Sector

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610
P:(440) 997-5957 www.accaa.org F:(440) 992-3319

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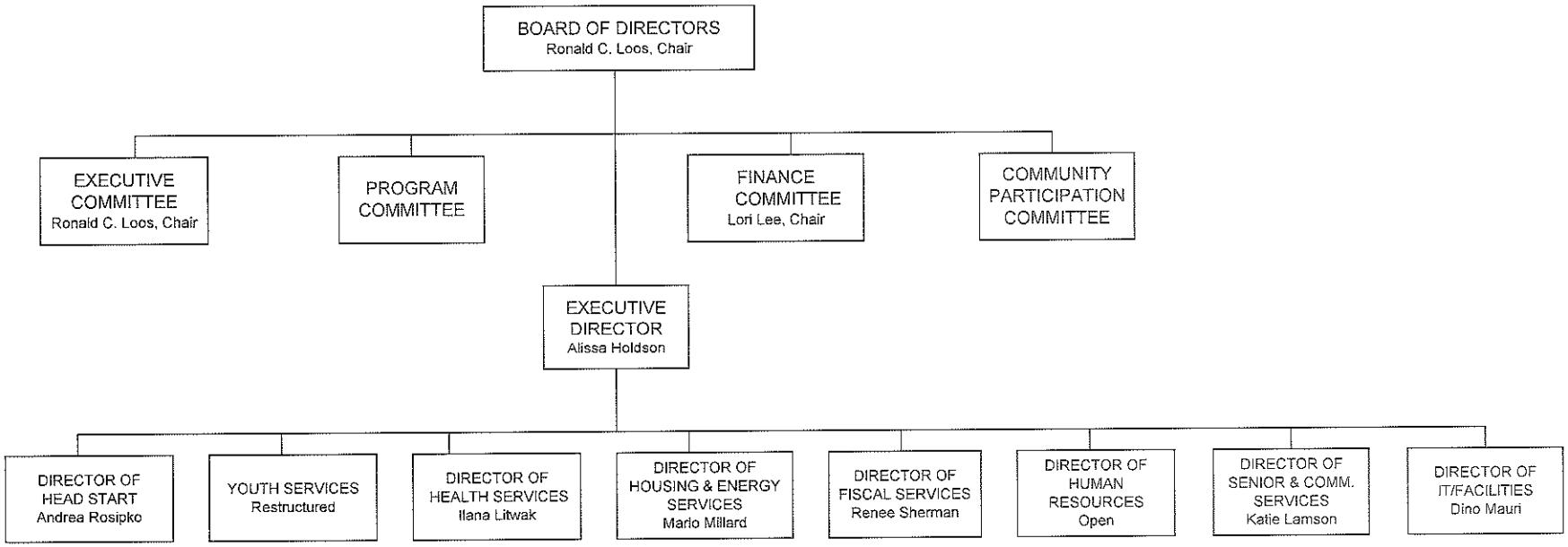
ASHTABULA COUNTY COMMUNITY ACTION AGENCY
2026 BOARD OF TRUSTEES

Mr. Ron Loos, Chairperson	Seniors of Ashtabula County Low Income Sector
Ms. Michele Kaydo	United Way of Ashtabula County Low Income Sector
Ms. Jennifer Kiser	Head Start Policy Council Low Income Sector
Ms. Janis Dorsten	Ashtabula County Board of Realtors Low Income Sector
Ms. Tania Burnett	Children's Services Low Income Sector

ASHTABULA COUNTY COMMUNITY ACTION AGENCY

July 2026



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Administrative Services

Alissa Holdson
Executive Director

Ronald C Loos
Board Chairperson

POSITION: **Director of Senior and Community Services**

EMPLOYMENT STATUS: Full Time/Exempt

PRIMARY WORK SITE: 4200 State Road

GENERAL RESPONSIBILITIES:

Ensure the development, oversight and application in the Senior and Community Programs, follow the Agency mission, policies, goals and objectives and advises Executive Director of such. Responsible for completion of program(s) budget(s). Ability to assess local anti-poverty and Senior needs, plan programs to meet needs, locate funding source(s) and write grants. Plans, directs and coordinates activities of designated project(s) and/or program(s) and assures they are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through appropriate supervisors.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Writes project/program proposals or plans; including time frame, funding limitations, new funding needed, procedures for accomplishing project/program, staffing requirements, and allotment of available resources to various phases of project/program.

Reviews projects/programs for Senior Services, (ie., Home Delivered Meals, Congregate Meals, Homemaker and other programs opportunities) ensuring that timeframes are proceeding as required by funder guidelines.

Reviews projects/programs for Community Services (ie., 2-1-1, Rental assistance, Outreach, and other program opportunities) ensuring that timeframes are proceeding as required by funder guidelines.

Establishes work plan and staffing for each phase of project/program and arranges for recruitment or assignment of project personnel.

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Ensures staff has required knowledge and equipment necessary to perform assigned duties. Schedules trainings as required for each staff position.

Directs and coordinates activities of project/program personnel to ensure it progresses on schedule and within prescribed budget.

Coordinates project/program activities with activities of funding sources such as reports and monitoring visits.

Assists in establishing Agency current and long-range objectives, plans, and policies, subject to approval by the Board of Trustees.

Prepares budgets to control costs and to allocate funds in accordance with funders' provisions and Agency policy. Revises and submits budgets as needed when necessary.

Oversees, checks and signs purchase orders. Reviews purchase order claims and contracts for conformance to Agency and program(s) funders policies.

Develops and maintains good working relationship with funders and program monitors. Asks questions when communication or directives are unclear.

Develops and maintains relationships with community partners always willing to combine resources if appropriate to provide greater assistance to mutual customers.

Look for opportunities to expand the current Senior Services or Community Development where funding is available.

Develops and maintains an inventory control method.

Portrays a neat, professional appearance.

Performs other related duties as assigned.

QUALIFICATIONS:
Any combination of training and work experience which indicates possession of the knowledge, skills and abilities to ensure and sustain the success of the assigned project/programs, listed as follows: Completion of a college education with a bachelor's degree and 5 years of experience in Social Services, Business Administration, or a related discipline in a community services organization or an equivalent combination of training and/or experience.

KNOWLEDGE/ABILITIES:
Incumbent must have diverse competencies as well as knowledge and abilities of the following: Supervision, management principles and practice, staff development, grant writing, data collection, business skills, contracts and experience working with diverse populations, excellent communication skills, (oral and written), community social service network, analytical skills, data collection and ability to draft meaningful and appropriate reports and documentat

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Administrative Services

Alissa Holdson
Executive Director

Ronald C Loos
Board Chairperson

Must maintain "Client Confidentiality" at all times both personally and program-wide. Will sometimes be required to work evenings, weekends and holidays. Valid driver's license and automobile insurance required. Driving record must meet Agency standards. Must be able to pass drug test and maintain drug-free status. Must pass the background check.

I have read and understand my job description. I agree to perform this job to the best of my abilities.

Signed:_____ Date:_____

Rev. 9/2025

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610
P:(440) 997-5957 www.accaa.org F:(440) 992-3319

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Senior and Community Services

Alissa Holdson
Executive Director

Ronald C. Loos
Board Chairperson

Katie Lamson
Director of Community & Senior Services

Job Description

Position: Senior Services Program Coordinator
Responsible to: Senior and Community Services Director
Employment Status: Regular, Full Time
Position Supervises: Site Supervisors, Meal Delivery Drivers, Billing Clerk, Assessor, Homemakers

General Responsibilities:
Works with the director to implement and monitor senior services in accordance with the Agency mission. Assures compliance with Agency, Senior Nutrition Program (SNP), and Homemaker Services policies and procedures. Coordinates and supervises the daily operations of the senior programs. Monitors customer caseload and billing compliance.

Duties and Responsibilities:

1. Effectively supervises staff working in the Senior Nutrition and Homemaker Services programs. This includes managing daily operations, providing support/motivation and monitoring staff performance.
2. Participates in the hiring process.
3. Develops, maintains, schedules, and presents trainings for SNP and Homemaker staff as required.
4. Prepares and submits accurate and timely program reports and communications as required be Agency and funding sources.
5. Serves as contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery
6. Participates in preparation of grant applications or budget revisions as necessary.
7. Assures compliance with all applicable internal and external guidelines, requirements, and regulations.
8. Represents the agency at special events, health fairs, meetings, and workshops to promote the Senior Nutrition Program, Homemaker Service, and Agency.
9. Ensures quality service to customers and resolves customer issues and/or concerns.
10. Recruits, supports, and trains program volunteers.
11. Substitutes for staff members as needed.
12. Ensures program and staff compliance with all food and physical safety issues related to the SNP and Homemaker Program. Reports all safety incidents/concerns as required.
13. Attends staff meeting and trainings as required.
14. Maintains customer confidentiality as required by agency and funding sources.
15. Performs other duties as assigned.

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Skills and Qualifications:
Ideal candidate will possess 2 to 3 years of experience or an Associate's degree in the field of food service management, social services, or business management. Candidates with degrees in other fields may be considered. Must possess supervisory/management experience or demonstration of comparable skills. Must possess excellent computer skills. Must have knowledge of or ability to effectively learn all necessary computer software and database programs.

Candidate must demonstrate ability to work with seniors, low-income individuals and groups. Strong communication and interpersonal skills are required. Must work harmoniously with other staff. Must have dependable transportation, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 40 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PLSS-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____
Signature Date

Revised 3/2025

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Community & Senior Services

Alissa Holdson
Executive Director

Ronald C. Loos
Board Chairperson

Katie Lamson
Director of Community & Senior Services

JOB DESCRIPTION

POSITION: Customer Service Specialist/Billing Specialist

RESPONSIBLE TO: Senior Services Program Coordinator

EMPLOYMENT STATUS: Part Time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:
Works with Agency staff to ensure SNP and Homemaker services are delivered in accordance with the Agency mission.

DUTIES AND RESPONSIBILITIES:

1. Prepare and submits bills to Senior Nutrition and Homemaker Services Program funding sources for reimbursement.
2. Prepares customer donation statements. Posts customer donations and reconciles bank statements.
3. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
4. Monitors receipt of payments from funding sources and customers.
5. Resolves customer issues related to donations and private pay accounts.
6. Answers and routes in-coming phone calls.
7. Enters data in software programs as required.
8. Works with program staff to ensure quality service to customers and helps to resolve customer issues and/or concerns.
9. Assists with SNP and Homemaker staff, OWF, RSVP, and volunteer trainings as required.
10. Serves as a contact person and liaison with outside host organizations and fundings representatives to ensure optimal customer service delivery.

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11. Performs all aspects of the job in compliance with applicable internal and external guidelines, requirements and regulations.
12. Represents the Agency at special events, health fairs, meetings and workshops to promote the Senior Nutrition Program, Homemaker Services, and ACCAA.
13. Substitutes for other staff members as needed, including drivers, to ensure routes are covered regularly.
14. Observes and follows all safety policies and procedures related to the Senior Nutrition and Homemaker Services Programs. Reports unsafe conditions, accidents, injuries and near injuries to the SNP Coordinator.
15. Attends staff meetings and trainings as required.
16. Maintains customer confidentiality and abides by code of ethics as required by ACCAA and funding sources.
17. Performs client assessments via telephone or home visits as required.
18. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and possess at least an Associate's degree in the field of social, human services or business management or possess 2-3 years of equivalent work experience in the fields of social, human services or a related field. Must be proficient in general computer use. Must have ability to master utilization of all necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation that can be used for meal delivery and home visits, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 40 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____

Signature Date

Revised 7-2026

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Community & Senior Services

Alissa Holdson
Executive Director

Ronald C. Loos
Board Chairperson

Katie Lamson
Director of Community & Senior Services

JOB DESCRIPTION

POSITION: Customer Service Specialist

RESPONSIBLE TO: Senior Services Program Coordinator

EMPLOYMENT STATUS: Regular, Full-time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:
Works with Agency staff to ensure SNP and Homemaker services are delivered in accordance with the Agency mission.

DUTIES AND RESPONSIBILITIES:

1. Enrolls customers in the appropriate SNP program. Conducts home visits as part of the enrollment process. Maintains appropriate client files and documentation.
2. Answers and routes in-coming phone calls when in office.
3. Enters data in ServTracker and other software programs as required.
4. Substitutes for HDM Drivers and Site Managers. The Customer Service Specialist is the first substitute scheduled.
5. Documents and maintains customer waiting lists.
6. Works with program staff to ensure quality service to customers and helps to resolve customer issues and/or concerns.
7. Assists with SNP staff, Homemaker Service staff, OWF, RSVP and volunteer trainings as required.
8. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
9. Serves as a contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery.
10. Performs all aspects of the job in compliance with applicable internal and external

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guidelines, requirements and regulations.

11. Represents the Agency at special events, health fairs, meetings and workshops to promote the Senior Nutrition Program, Homemaker Service, and ACCAA.
12. Substitutes for other staff members as needed.
13. Observes and follows all safety policies and procedures related to the Senior Nutrition and Homemaker Service programs. Reports any unsafe conditions, accidents, injuries and near injuries to the SS Coordinator.
14. Attends staff meetings and trainings as required.
15. Maintains customer confidentiality and abides by code of ethics as required by ACCAA and funding sources.
16. Cross trains with other SNP positions as required.
17. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and have work experience or education in the areas of social, human services, or a related field. Must be proficient in general computer use. Must have knowledge of or ability to master utilization of all necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation that can be used for meal delivery and home visits, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 40 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____

Signature Date

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Exhibit II

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Applicant Budget Summary

Applicant: Ashtabula County Community Action Agency - Home Delivered Meal

Date From: 10-1-2026 To: 9-30-2027

	Program
I. Staff	
A. Salaries	$ 6,550.17
B. Payroll-Related Expenses	$ 793.27
Total Staff Costs	$ 7,343.44
II. Operations	
A. Travel and Short-Term Training	$ 880.00
B. Consumable Supplies	$ 296.00
C. Occupancy Costs	$ 304.00
D. Contract and Professional Services	$ 17,388.55
E. Other - Miscellaneous	$ 638.00
Total Operational Costs	$ 19,506.55
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 26,849.99
IV. Minus Other Program Resources	
Total Program Costs	$ 26,850.00

Budget Computation

Total Operating Expenses	$	26,850.00
Divided by Total Operating Units		3,000.00
= Unit Rate		8.95

Unit Rate	$	8.95
X number of units purchased		3,000.00
= Total Contract Amount	$	26,850.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 91,800.04	Annual	0.30%	$ 239.01
Director of IT	$ 77,860.87	Annual	0.20%	$ 160.73
Director of HR	$ 66,950.00	Annual	0.20%	$ 164.55
Executive Assistant	$ 37,440.00	Annual	0.20%	$ 159.80
Director, Fiscal Services	$ 77,860.87	Annual	0.20%	$ 154.02
Fiscal Clerk	$ 46,800.00	Annual	0.30%	$ 121.99
Director,Senior and Community	$ 65,000.00	Annual	0.20%	$ 139.98
Senior Services Coordinator	$ 37,440.00	Annual	2.10%	$ 820.77
Customer Service Specialist	$ 31,200.00	Annual	2.30%	$ 718.95
CSS/Billing Assistant	$ 25,303.20	Annual	2.10%	$ 530.71
Food Deliverers (15)	$ 117,484.00	Annual	2.80%	$ 3,339.66
Total Salaries				$ 6,550.17

I. **B. Payroll-Related Expenses**

	Entire Program
PERS or Social Security	$ 443.44
Worker's Compensation	$ 108.46
Unemployment Insurance	$ 123.26
Retirement Expenses	$ 69.58
Hospitalization	$ 44.61
Other (*identify*)	$ 2.57
Other (*identify*)	$ 1.36
Other (*identify*)	
Total Payroll-Related Expenses	$ 793.28

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II. A. Travel and Short-Term Training

	Entire Program
Mileage Reimbursement rate per mile: $0.65	$ 880.00
Short-Term, Training	
Total Travel and Short-Term Training	$ 880.00

II. B. Consumable Supplies

Type	Program Consumable Supplies
Office Supplies	$ 20.00
Cleaning Supplies	$ 56.00
Meal Delivery Supplies	$ 70.00
Gasoline for Delivery Vans	$ 150.00
Total Consumable Supplies	$ 296.00

II. C. Occupancy Costs

	Entire Program
Rent	$ 201.00
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	$ 15.00
Electric	$ 25.00
Water	$ 8.00
Telephone	$ 30.00
Sewer	$ 7.00
Other *(identify)*	$ 10.00
Other *(identify)*	$ 8.00
Total Occupancy Costs	$ 304.00

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II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	**Entire Program Cost**
Meals	$ 17,218.55
Worker's Compensation Consultant	$ 5.00
Audit	$ 40.00
Employee Assistance Program	$ 5.00
Background Checks/Drug Testing	$ 45.00
Insurances (Liability, D&O, Vehicle)	$ 75.00
Total Contract & Services Costs	$ 17,388.55

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	**Entire Program Cost**
Postage	$ 20.00
Memberships	$ 20.00
Copying/Printing	$ 50.00
Software Fees	$ 108.00
Staff Recruitment/Advertising	$ 40.00
Non Personnel Admin/Fiscal Costs	$ 400.00
Total Miscellaneous Costs	$ 638.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount Entire Program
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount Entire Program
TIII-C2 Funding	
NISP (USDA)	
State Block Grant Funding	
Senior Services Levy	
Passport	
Total Other Resources	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Community Action Agency**
Date: **8/13/2026 8:38:48 AM**

This search produced the following list of **8** 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
Washington, Katrina	12967 Nelson Parkman Rd

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: **2006.030.100-601 Contract Services**; not to exceed **$6,712.50**, and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

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Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency** for a **Title XX Sub-Grant Agreement for FY 2027.**

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

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Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 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 Community Action Agency,** located at: **4200 State Road, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 44005)** and whose phone number is: **440-997-5936** , (hereinafter referred to as the "Subgrantee") to provide **Information & Referral Services** for individuals determined eligible for **Title XX Services**.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA#93.667, Federal Social Services Title XX Base Funds.

As used in this document, the words and phrases set forth below shall have the following meanings:

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **Ashtabula County Community Action Agency.**

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

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ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Sub-Grant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

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G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026,** through **September 30, 2027,** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This Sub-Grant Agreement is in the total amount of: **$ 10,000.00.**

The unit rate is: **$ 3.77 per call** per service code **701-XX.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Title XX Social Services Block Grant

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.667

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board

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of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300. 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its

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subgrantee(s) with Subgrant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.

B. Subgrantee will take prompt action to correct problems identified in an audit.

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ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH, AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

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3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 State Road, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 44005).**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. Any sub-grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by

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law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

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H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

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Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

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9/15/2026
Date

Signed by:

Ashtabula County Community Action Agency

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9/16/2026
Date

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Signed by:

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9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners

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Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Exhibit I

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Request for Proposals

For

Title XX Social Services

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP # 3-26

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

TABLE OF CONTENTS

1.0 GENERAL OVERVIEW 3
- 1.1 Introduction & Purpose of the Request for Proposal 3
- 1.2 Project Timeline 3
- 1.3 Contact Person/Proposal Delivery 3
- 1.4 Availability of Funds 4

2.0 SUBMISSION OF PROPOSAL 4
- 2.1 Preparation of Proposal 4
- 2.2 Proposal Communication 4
- 2.3 Proposal Information 4
- 2.4 Proposal Cost 4
- 2.5 Provider Representative's Signature 4
- 2.6 Delivery of Proposals 4
- 2.7 Acceptance and Rejection of Proposals 5
- 2.8 Evaluation and Award of Agreement 5
  - A. Stage 1 Review 5
  - B. Stage 2 Review 5
- 2.9 Proposal Selection 6
- 2.10 Post Selection Meeting 6

3.0 TERMS AND CONDITIONS 6
- 3.1 Agreement Period, Funding & Invoicing 6
- 3.2 Patent or Copyright Liabilities 7
- 3.3 Confidentiality and Security 7

4.0 REQUIREMENTS & SPECIFICATIONS 7
- 4.1 Description of Services 7
- 4.2 Applicant Project Requirements 7
  - A. Conditions of Participation (COP) 7
  - B. Service Specifications 9
  - C. Applicable Laws and Rules 9
  - D. Performance Goals and Outcome Measures 9
- 4.3 Required Documents 9
- 4.4 Program Planning and Development 10

5.0 PROPOSAL FORMAT 10

ATTACHMENT A ~ Applicant Information 12

ATTACHMENT B ~ Program Planning and Development 14

ATTACHMENT C ~ Provider Budget 16

ATTACHMENT D ~ Proposal Check List 22

APPENDIX A ~ Sample Agreement 24

APPENDIX B ~ Title XX Priority Policy 35

APPENDIX C ~ Title XX Rules & Regulations, Cover Pages for Required Documents (Section 4.3), Delinquent Personal Tax Affidavit, Non-Collusion Affidavit, Non-Discrimination Agreement, Representations, Assurances & Certifications Document, Lobbying Certification, and OMB Circular 2 CFR 200 Audit Certification 36

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-26 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 12, 2026:** RFP Release & Question Period Begins
- **June 24, 2026:** Pre-Proposal Conference and RFP Question Deadline
- **July 10, 2026, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2026:** Project Start-Up (tentative):

* **NOTE:** A Pre-Proposal conference will be held on **June 24, 2026, at 9:30 am** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov

Delivery: **Providers must mail or deliver by 2:15 pm on July 10, 2026:** one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope in the required format to:

The Ashtabula County Board of Commissioners
Attention: Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-26

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1.4 Availability of Funds:

ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:

Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, single sided, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

2.3 Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement(s).

2.4 Proposal Cost:

The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:

The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:

Applicants should mail or deliver one (1) master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 10, 2026, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

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2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not modify the RFP documents or excuse the applicant from full compliance with its specifications if the applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP by **July 10, 2026, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 2 copies (3 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

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information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

2.10 Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an applicant wishes to discuss the selection process, a request for an informal meeting and an explanation for it must be submitted in writing within five business days of receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. The agreement shall incorporate the terms, conditions and requirements of the RFP, the applicant's proposal, and all other agreements that may be reached.

ACJFS will design, develop, and implement the structure of the agreement. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of **October 1, 2026**. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. Actual expenses will be reported monthly. Agreements written with a unit-rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

3.3 Confidentiality and Security:

Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined to be eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-26-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.
   - Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

- non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
- non-discrimination laws in the provision of services; and,
- knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.

- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
   - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
   - Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
   - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
   - Maintain a file for each participant. Each file shall include this identifying data:
     - Application signed and completed
     - Income verification (if applicable)
     - Residency verification
     - Household composition verification
     - Signed Rights and Responsibilities including the Right to State Hearing
     - Approval or Denial Letters
     - Social Service Plan
   - Maintain documentation of each participant contact and each service delivered.
   - Obtain written approval from the participant to release participant information.
   - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
   - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
   - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
   - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
   - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
     - Employee position description and expectations,
     - Personnel policies,
     - Reporting procedures and policies,
     - Table of organization and lines of communication,
     - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specification practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:
   - Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
   - Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record, and other documents related to the provision of services.
7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. Applicable Laws and Rules:

Applicants shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Clean Air Act, as amended, 42 USC '' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act
16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:

Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 Program Planning and Development:

Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and to assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals shall contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

- Cover Page - The cover page must include the applicant's name, the RFP title (identifying the proposed service such as "Residential Treatment", "Personal Care") and the RFP number (ACJFS RFP #3-26.) The Cover Page must clearly identify the proposal as a "master" or "copy".
- Section 1 - Applicant Information. Master Copy must have original signature (Attachment A)
- Section 2 - Required documents in order listed in Section 4.3 (with appropriate cover pages)
- Section 3 - Program Planning and Development documents from Section 4.4 (Attachment B)
- Section 4 - Provider Budget (Attachment C)
- Section 5 - Proposal RFP Check List (Attachment D)

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

ATTACHMENT A
Title XX Social Services
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Ashtabula County Community Action Agency

ADDRESS: P.O. Box 2610, Ashtabula, OH 44005-2610

PHONE: 440-997-5957 FAX: 440-992-3319

SERVICE SITE (if different than above): 2-1-1 Ashtabula County - State Road Site

ADDRESS: 4200 State Road, Ashtabula, OH 44004

PHONE: 440-997-6005 or just dial 2-1-1 FAX: 440-997-6162

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Alissa Holdson

PROGRAM COORDINATOR: Katelin Lamson EMAIL: klamson@accaa.org

FISCAL CONTACT: Renee Sherman EMAIL: rsherman@accaa.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Alissa Holdson SIGNATURE: Alissa Holdson

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/1/2026

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

2-1-1 Ashtabula County
Information & Referral

Ashtabula County Community Action Agency

RFP #3-26

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Ashtabula County Community Action Agency
Title XX Social Services
FY 26 2-1-1 Ashtabula County / Information and Referral
4.4 Program Planning and Development

1. Program Description and Proposed Service

2-1-1 Ashtabula County is the indispensable lifeline connecting county residents to vital services, ensuring no one in our community faces a crisis alone. The 2-1-1 Ashtabula County Information and Referral service provides people with one place to contact to find all of the services or programs available to help meet their specific need. Access to information is vital to the empowerment of individuals and families working to achieve and/or maintain self-sufficiency. Now, more than ever, connection to resources is critical. When an individual encounters a problem, they need to know what services are available, whether or not they may be eligible, and how to apply or access the specific assistance to alleviate their needs. Determining this information on their own can be complicated; agency names do not indicate all the services an agency provides, or the terms for qualifying and using those services. Calling agencies without knowing their services can be frustrating, and often those most in need give up and never receive the assistance they require. 2-1-1 Ashtabula County, the Information and Referral (I&R) Service operated by Ashtabula County Community Action Agency (ACCAA), collects, maintains, and provides this necessary information to any inquirer to assist in locating available and appropriate services. 2-1-1 Ashtabula County can match the services to the needs, so the individual can get started taking the necessary steps to solve the problem more quickly and alleviate further crisis.

The majority of our service is still delivered via telephone. ACCAA has operated the information and referral service in the county for over two decades. During that time, we have not only provided the service successfully, but we have worked diligently to improve the quality of our service and create greater access to citizens of our County. For the past twenty years, we have served as the officially designated 2-1-1 call center for Ashtabula County (we were designated on July 21, 2003). This easy-to-remember, three-digit number has improved the access to the 2-1-1 Ashtabula County I&R service, and ease of use continues to be of great importance. In addition to the actual inquiry, there are many behind the scene activities and requirements involved with maintaining our status as the designated comprehensive 2-1-1 provider and ensuring quality information and referral. We will discuss these in the following paragraphs.

For callers that don't speak English, we have contracted with Language Line Solutions. Language Line offers translation services for 27 different languages. This allows us to help all residents of Ashtabula County find resources, regardless of what language they speak.

The 2-1-1 Ashtabula County staff are knowledgeable of all community resources, have experience with the utilization and maintenance of computer databases, and have been specifically trained in the area of customer assessment. The level of service provided depends on the individual inquirer's needs. In some cases, the caller is requesting a specific agency's phone number or address. However, the majority of callers to the service need additional assistance. These inquirers are not aware of the various resources that may be available. They often require

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

assessment by the staff person to determine the appropriate referrals. And, as we frequently find, there is seldom just one need.

Having an accurate, well functioning database is critical to the viability of the service. We utilize the iCarol Information and Referral Software. The software is industry approved and resources are catalogued using nationally accepted taxonomy specific to the information and referral field. It is designed to retrieve the information using that taxonomy to ensure that all programs and services available to meet the specific need are displayed to the 2-1-1 Community Resource Specialist (CRS). It is particularly important that the taxonomy search method be used in case new services become available or existing services have changes to availability. The database must be continuously updated; a function performed on an ongoing basis by 2-1-1 Ashtabula County staff. We request formal updates annually to ensure our data is accurate and up-to-date. In conjunction with the formal updates, the staff read the newspapers, listen to the radio, attend meetings, informational forums and health fairs, follow and verify social media, and stay in contact with frequently referred to resources in order to ensure the most accurate information to provide referrals. Our goal is to have the most comprehensive up-to-date collection of service data in the County.

Outreach is another component of 2-1-1 Information and Referral Program. If people do not know that the 2-1-1 Information & Referral Program is here to serve them they will struggle unnecessarily in finding resources and assistance. Due to the size of our county geographically and the transportation issues present in the rural areas, we know it is sometimes hard for people to travel to various places to learn about 2-1-1 and the many services available. We also conduct outreach to bring the information out to them. These on-site events throughout our more rural areas offer a chance for individuals and families to learn about valuable services that may be available to them, their family, or friends. During normal operations the staff are out in the community offering these outreach events, attending local health fairs and community events, as well as making presentations to area groups and organizations. Coupled with our goal to have the most comprehensive up-to-date collection of service data in the County, we also wish to make that data available to assist community leaders in addressing the needs of their constituents or clients. As such, 2-1-1 Ashtabula County provides real-time data to other social and health and human service providers and funding sources highlighting the needs and concerns. The "2-1-1 Annual Summary" (included in Section 2. 4.3 (E)- Monitoring) has become a regular tool distributed to community leaders.

As mentioned earlier, 2-1-1 Ashtabula County was officially designated as the 2-1-1 Call Center for Ashtabula County. This has required us to become accredited through Inform, USA (formerly AIRS), a process similar to the ISO 9000 process in industry. Inform, USA is the national organization of information and referral providers. Inform, USA Accreditation is the only credential specifically geared for programs engaged in the specialized field of I&R. It measures a program's organizational compliance with expected practices within the field as defined by the Inform, USA Standards and Quality Indicators for Professional Information and Referral. All organizations that are seeking accreditation or re-accreditation need to complete the following core elements: a consultative review, a community survey, a resource database review, a call review, and an onsite review. Whether an I&R program is national or local in scope, comprehensive or specialized in nature, or offered in non-profit, for-profit or government

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settings, Inform, USA Accreditation is the best way to demonstrate the overall quality and effectiveness of an I&R service. We successfully achieved our third Re-Accreditation in June 2022, it is effective for five (5) years.

The quality of our information and referral service is totally dependent on our knowledgeable, experienced staff. They are the core of our service. The 2-1-1 Ashtabula County operators receive continual training to enhance their assessment, communication and technical skills. All direct 2-1-1 staff are Certified Community Resource Specialists (CRS. Certificates provided in Section 2- 4.3 (D)). This requires taking a national standard test administered by Inform, USA which must be renewed every two years and requires continuing education classes. Because of the new staff within this department and Community Services as a whole, we are working on getting new staff trained and certified.

Our local staff answers the 2-1-1 Ashtabula County lines Monday through Friday during our business hours (8:00 am- 4:30 pm). Presently, we are able to meet the requirements to be 24 hours/7-day live answer operation through a partnership with Help Network of Northeast Ohio (formerly Help Hotline Crisis Center) in Youngstown who answers our calls after hours. They are the designated 2-1-1 call center for Mahoning, Trumbull and Columbiana Counties and adhere to the same national standards. We do not have the resources to operate around the clock services at this time. We continue to explore opportunities to bring more hours of operation in-house, so that citizens receive answers from someone local after hours as well, but as yet this has not been feasible.

The demand for 2-1-1 Ashtabula County's services has seen a significant increase since 2020, with an increase in calls every year. Last grant, we were allotted 2,387 units (with one unit equating to one inquiry for information, either a call, email, or text conversation) for the entire grant cycle. We exceeded this allocation by December, just three months into the grant, ultimately handling 13,195 inquiries. In 2023 we handled 12,449 inquiries. In 2022 we handled 10,828 inquiries. This surge in demand highlights the critical need for our services and the growing reliance of Ashtabula County residents on 2-1-1 for essential information and referrals. To continue meeting this need and ensure no one in our community is left without access to vital resources, we are requesting an additional $1,000 in this grant. This increased funding would increase our unit count to 2,652.52 units, allowing us to serve more individuals and families efficiently and effectively throughout the year.

A diagram illustrating the Key Components of the 2-1-1 Ashtabula County Information & Referral Service discussed here is included in this section.

2. Summary of Service

For the purpose of the Title XX program, assistance provided will be billed by the number of inquiries answered on a monthly basis. As in the past, inquiries for information and referrals will be provided at no cost to the customer without regard to income. As mentioned above, the 2-1-1 Ashtabula County operators have answered 13,195 inquiries from January 1, 2024- December 31, 2024 and provided 13,090 referrals for the same period. We saw an increase in inquiries from 2024 to 2025, proving the continued need of our 2-1-1 service and our growth thanks to

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additional inquiry methods such as texting, online, and email. During 2025, our website and online resource portal also received 14,167 unique visitors.

One of the principles of I&R is that a caller may remain anonymous and still receive the information they need. With our software, we are able to record calls and referrals based on zip code and age. This has affected the data that we can offer as statistics in the demographic arena. We can state that the majority of our callers are between the ages of 25 and 65, with over a third of total callers 60 years and older. These stats continue to reflect the need for new communication channels to reach younger populations, such as texting, email, and website. These channels have been increased significantly over the last few years at 2-1-1 Ashtabula County. 59% of the callers reported as calling from Ashtabula, 10% from Conneaut, 9% from Geneva, 5% from Jefferson, and the remaining callers were scattered over the remaining townships and villages. While we have less data that can be specifically attributed to an individual caller, the tracking of only basic demographics has made our service more user friendly to the customer. We feel this makes our service more effective in handling the various levels of complexity presented in the calls.

One of the Standards of Information and Referral dictates that follow-up must be done. It is performed when it appears to the operator that the caller may not have the ability to follow-through with the referrals provided. The 2-1-1 Community Resource Specialists performance is evaluated and monitored on a regular basis. Quality of service follow-up is also done on a random basis to ascertain service satisfaction and helpfulness. Sample survey and monitoring tools used for the follow-up are included in Section 2.4.3(E).

We have an enhanced component of information and assistance for senior citizens through the Ashtabula County Senior Services levy. Due to the structure of that grant, the Senior I&R units are described differently. Therefore, that budget and those units are no longer included in the Title XX application. Though it complements the basic Information & Referral service, it is considered to be an entirely separate program.

Community Action has a strong commitment to the 2-1-1 Information & Referral program, as it views the benefit to Ashtabula County residents as invaluable. Even with all of our publicity and outreach we know there are people who are not familiar with our service and we still continue to hear "I wish there was one place to call where you could find out all the assistance available." As noted earlier, we spread the word whenever possible, in as many ways as possible, to create greater awareness. The ability for individuals to have access to accurate, quality information to assist with the need they present at the time of the call cannot be overstated. The state association, Inform Ohio, formerly the Ohio Alliance of Information and Referral Services is in the process of identifying areas that do not have an information and referral service; or have a service that is not able to meet the 2-1-1 call center specifications. They are assigning larger city or organization 2-1-1 services to provide the coverage for those areas. We believe that no out-of-county organization will be able to provide the same level of service that we, as a community based, local agency can. It is our goal to continue to provide this service for our area. However, the funding for the information and referral service is very limited and the Title XX monies are essential to our continued operation.

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3. Geographic Service Areas

2-1-1 Ashtabula County is the designated 2-1-1 call center for Ashtabula County. As such, the Public Utilities Commission of Ohio mandates that the local telephone companies implement switching so that when someone within Ashtabula County dials the three digits "2-1-1", the call will be directed to Community Action's 2-1-1 Ashtabula County service. Individuals from out-of-county, or even out-of-state, may also receive information and referral services from 2-1-1 Ashtabula County through our toll-free (800) 874-8545 number. We are diligent about performing outreach throughout the county to ensure that as many people as possible are aware of the availability of the 2-1-1 Ashtabula County service.

4. Gaps in Service Areas

The 2-1-1 switching is mandated for land-line telephone service only. There are no gaps in this coverage throughout the county. While access via mobile phone is not mandated, it is widely available through the mobile phone providers. Inform Ohio has worked as a network to streamline the routing of cellphone calls which is tower based so that the calls made from a cell phone in Ashtabula County will be routed to our 2-1-1 Call Center (likewise the calls placed in surrounding counties will be routed to the corresponding 2-1-1 for their area). Also, all of the 2-1-1 Call Centers in northeast Ohio reciprocally transfer callers to the appropriate 2-1-1 center if they happen to get routed in error. The recent popularity and convenience of texting prompted 2-1-1 Ashtabula County to implement a basic text option to access information. People can now text their zip code to "TXT211" (898211) during normal business hours (M-F, 8:00 am- 4:00 pm) and our 2-1-1 staff will retrieve the text and respond. Additionally, the 2-1-1 Ashtabula County website www.211ashtabula.org has been updated with a more user-friendly database search for those who wish to find their information online. These updates reflect the need to reach residents in new ways and showcase the flexibility of our 2-1-1 service, as indicated by statistics earlier in this section.

5. Limitations in Meeting Conditions of the Contract

We see no limitations to meeting the conditions of the contract through the coming year. Community Action meets all requirements specified in the Conditions of Participation, Service Specifications, and Applicable Laws and Rules. Additionally, a means to measure program performance is included as Section 2.4.3(E).

6. Organizational Structure

Community Action has multiple service areas: Head Start, Health and Nutrition Services, Housing and Energy, Administrative, Fiscal Services, and Planning, and the area which operates the 2-1-1 Ashtabula County service, Community Development Services. The Community Development Services is administered by the Director of Senior and Community Services who reports directly to the Agency Executive Director. Reporting to the Director of Senior and Community Services is the Program Services Coordinator who is responsible for the day-to-day operation of the 2-1-1 Information and Referral service, and the 2-1-1 Community Resource Specialists. A Program Services Specialist provides back-up, when needed, for the 2-1-1

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Information and Referral Program and they report to the Program Services Coordinator who also assists with the information and referral services. Organizational charts are included in this section.

7. Board of Trustees/Advisory Council

Community Action has a Board of Directors that is composed of 15 members. The composition of the board is dictated by the Community Service Block Grant Act. The composition is as follows: one third- government or elected public officials or their representatives, not less than one third- democratically selected low-income individuals or their representatives, and the remainder are officials or members of business industry, religious, law enforcement, education, or other major community groups. The Board reviews all programs, accepts budgets and applications, and hires the Executive Director of the Agency. A list of current Board members is included in this section.

8. Job Duties of Project Director

The Project Director is the Director of Senior and Community Services. Responsibilities of the Director are to ensure the overall program direction, service philosophy, policies and procedures, compliance with guidelines, reporting, grant and funding preparation and monitoring, direct supervision of the Program Services Coordinator and overall oversight of staff involved in the program.

9. Job Description of Project Personnel

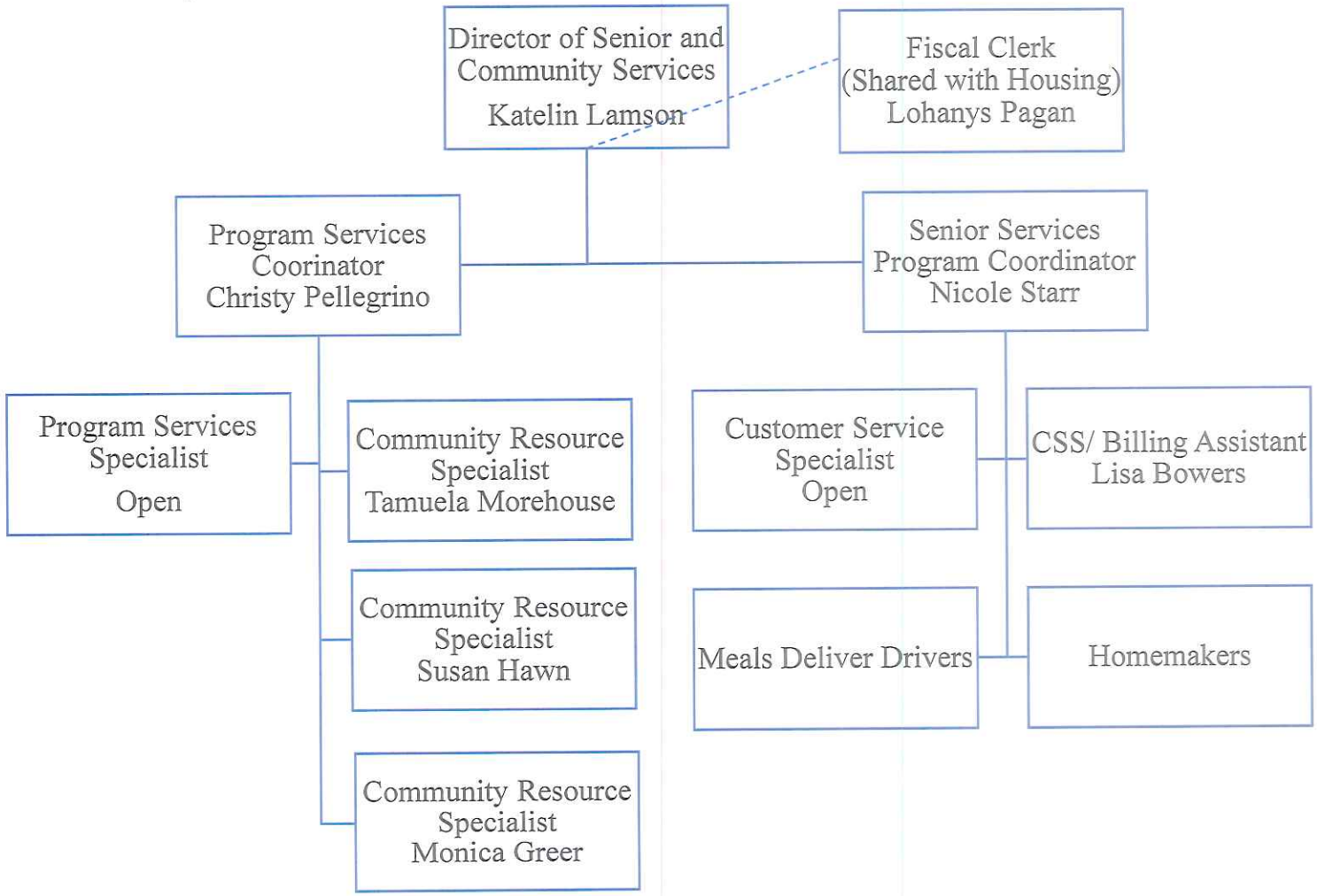
In addition to the Project Director, the personnel identified below are instrumental to the 2-1-1 Ashtabula County Information & Referral program. The 2-1-1 Community Resource Specialists staff the information and referral phone line- they speak with the callers and assess their needs and provide the referrals. They are "essential workers" who have been manning the phone lines and helping callers address their basic needs and critical situations brought about by the Coronavirus pandemic, as well as the ongoing needs of people who are struggling. They also note any gaps or trends for unmet needs; and share provider or service data changes with the Director as it becomes available. The Director currently maintains and performs formal updates of the referral database, researches services and taxonomy codes, and oversees the 2-1-1 Ashtabula County service. They ensure compliance with all policies and procedures, assist with operational decisions and goals, help to monitor the data and operator quality, and guide the day-to-day operations. The Project Director and Program Services Coordinator make presentations to outside entities and perform other outreach to create awareness of the 2-1-1 Ashtabula County service. Job descriptions for the project personnel are included with this section.

All staff of ACCAA must pass a criminal background check, comply with drug free workplace policies including new hire and periodic drug testing, and maintain an acceptable driving record.

2-1-1 Ashtabula County Personnel

Director of Senior & Community Services	2-1-1 Community Resource Specialist(s)
Program Services Coordinator	Program Services Specialist

2026 Senior and Community Services Chart



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Administrative Services

Alissa Holdson
Executive Director

Ronald C. Loos
Board Chairperson

2026 BOARD OF TRUSTEES

Ms. Sonia Newman	Growth Partnership for Ashtabula County Private Sector
Ms. Lori Lee, Treasurer	Kent State University – Ashtabula Private Sector
Ms. Valerie Bollengier	Ashtabula Regional Medical Center Private Sector
Ms. Jill Valentic	Ashtabula County Community Housing Private Sector
Rev. Joe Woods	Ashtabula Area Ministerial Association Private Sector
Dr. Debra Barrickman, Vice Chairperson	Ashtabula City Schools Public Sector
Ms. Ella Stanton	City Manager, Geneva Public Sector
Ms. Renee S. Howell, Secretary	County Commissioner Kathryn Whittington Public Sector
Ms. Annette Griffin	County Commissioner JP Ducro Public Sector
Ms. Sarah Bogardus	County Commissioner Casey Kozlowski Public Sector

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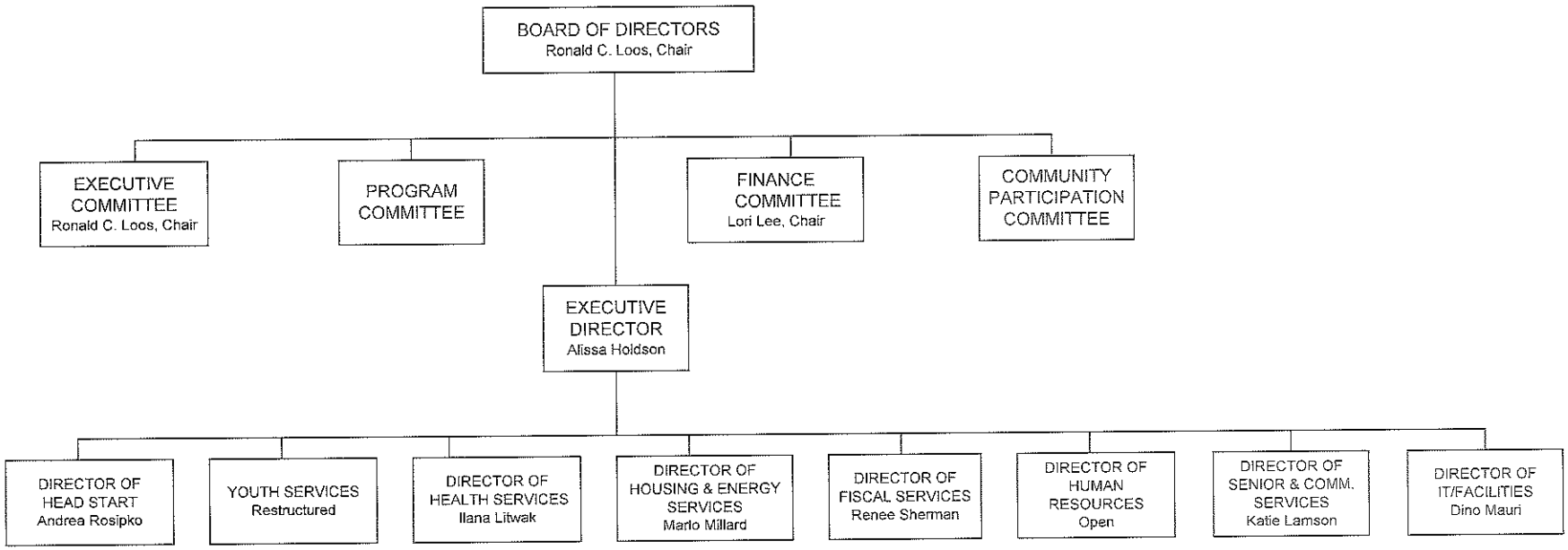
Mr. Ron Loos, Chairperson	Seniors of Ashtabula County Low Income Sector
Ms. Michele Kaydo	United Way of Ashtabula County Low Income Sector
Ms. Jennifer Kiser	Head Start Policy Council Low Income Sector
Ms. Janis Dorsten	Ashtabula County Board of Realtors Low Income Sector
Ms. Tania Burnett	Children's Services Low Income Sector

ASHTABULA COUNTY COMMUNITY ACTION AGENCY

July 2026



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Administrative Services

Alissa Holdson
Executive Director

Ronald C Loos
Board Chairperson

POSITION: **Director of Senior and Community Services**

EMPLOYMENT STATUS: Full Time/Exempt

PRIMARY WORK SITE: 4200 State Road

GENERAL RESPONSIBILITIES:

Ensure the development, oversight and application in the Senior and Community Programs, follow the Agency mission, policies, goals and objectives and advises Executive Director of such. Responsible for completion of program(s) budget(s). Ability to assess local anti-poverty and Senior needs, plan programs to meet needs, locate funding source(s) and write grants. Plans, directs and coordinates activities of designated project(s) and/or program(s) and assures they are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through appropriate supervisors.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Writes project/program proposals or plans; including time frame, funding limitations, new funding needed, procedures for accomplishing project/program, staffing requirements, and allotment of available resources to various phases of project/program.

Reviews projects/programs for Senior Services, (ie., Home Delivered Meals, Congregate Meals, Homemaker and other programs opportunities) ensuring that timeframes are proceeding as required by funder guidelines.

Reviews projects/programs for Community Services (ie., 2-1-1, Rental assistance, Outreach, and other program opportunities) ensuring that timeframes are proceeding as required by funder guidelines.

Establishes work plan and staffing for each phase of project/program and arranges for recruitment or assignment of project personnel.

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Ensures staff has required knowledge and equipment necessary to perform assigned duties. Schedules trainings as required for each staff position.

Directs and coordinates activities of project/program personnel to ensure it progresses on schedule and within prescribed budget.

Coordinates project/program activities with activities of funding sources such as reports and monitoring visits.

Assists in establishing Agency current and long-range objectives, plans, and policies, subject to approval by the Board of Trustees.

Prepares budgets to control costs and to allocate funds in accordance with funders' provisions and Agency policy. Revises and submits budgets as needed when necessary.

Oversees, checks and signs purchase orders. Reviews purchase order claims and contracts for conformance to Agency and program(s) funders policies.

Develops and maintains good working relationship with funders and program monitors. Asks questions when communication or directives are unclear.

Develops and maintains relationships with community partners always willing to combine resources if appropriate to provide greater assistance to mutual customers.

Look for opportunities to expand the current Senior Services or Community Development where funding is available.

Develops and maintains an inventory control method.

Portrays a neat, professional appearance.

Performs other related duties as assigned.

QUALIFICATIONS:
Any combination of training and work experience which indicates possession of the knowledge, skills and abilities to ensure and sustain the success of the assigned project/programs, listed as follows: Completion of a college education with a bachelor's degree and 5 years of experience in Social Services, Business Administration, or a related discipline in a community services organization or an equivalent combination of training and/or experience.

KNOWLEDGE/ABILITIES:
Incumbent must have diverse competencies as well as knowledge and abilities of the following: Supervision, management principles and practice, staff development, grant writing, data collection, business skills, contracts and experience working with diverse populations, excellent communication skills, (oral and written), community social service network, analytical skills, data collection and ability to draft meaningful and appropriate reports and documentat

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Executive Director

Ronald C Loos
Board Chairperson

Must maintain "Client Confidentiality" at all times both personally and program-wide. Will sometimes be required to work evenings, weekends and holidays. Valid driver's license and automobile insurance required. Driving record must meet Agency standards. Must be able to pass drug test and maintain drug-free status. Must pass the background check.

I have read and understand my job description. I agree to perform this job to the best of my abilities.

Signed:_____ Date:_____

Rev. 9/2025

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Senior & Community Services

Alissa Holdson
Executive Director

Ronald C. Loos
Board Chairperson

Katie Lamson
Director of Senior and Community Services

POSITION: Program Services Coordinator

RESPONSIBLE TO: Director of Senior and Community Services

EMPLOYMENT STATUS: Regular, Full Time

PRIMARY WORK SITE: Community Services Office

GENERAL RESPONSIBILITES:

Provides day-to-day management and coordination of all Community Services (CS) programs including supervision of assigned staff, reporting functions, program compliance, internal and external communications, as well as managing and conducting customer assessments, customer eligibility screening, and customer outreach as necessary.

SPECIFIC DUTIES AND RESPONSIBILITES:

Advise and assist the Director with all matters affecting the administration/operations of the CS service area, providing information or materials and performing other such duties as required.

Under the direction of the Director, researches and creates programs to increase visibility and reach of self-sufficiency programs.

Overall day-to-day coordination and supervision of all assigned CS staff and program functions, including maintenance of calendar/schedules for all CS staff and programs.

Ensures business continuity for CS program area, including completion of staff duties and projects, when necessary.

Work with other management staff to ensure planning and implementation of CS programming.

Ensure quality of service to customers and program partners; Provide support to staff to resolve customer issues/concerns including case management, customer referrals; builds and maintains positive relations with program partners, on-going communication with customers and program partners, and daily/frequent interactions to promote goals of the customers and programs.

Responsible for timely completion, accuracy, and maintenance of all necessary paperwork, documentation, and program reports for all assigned CS programs.

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Maintains compliance with all applicable internal and external guidelines, requirements, and regulations.

Ensure in-services and other training events intended to provide growth, development, and mandatory training are provided as related to CS staff.

Responsible to help fulfill the marketing of the CS service area and CSBG programs; coordination of, or conducts, special events, meetings, workshops to represent the Agency and CS programs.

Develop or create spreadsheets, reports, and other data tracking tools to enhance efficiency of the department. Provide clerical and administrative assistance for the CS programs as needed.

Communicates with other agencies regarding available resources, requirements for service, eligibility and other vital information to ensure participant is presented with all options.

Assist with preparation of grant applications or budget revisions, as needed.

Assist with planning and implementation of CS programs and supportive activities at various locations.

Participate regularly in in-service and other training events intended to provide growth, development, and mandatory training evidence as related to this position.

When necessary, conduct customer intake establishing a customer record, completing applications, and/or enrolling customers in services as appropriate, and making referrals to other community resources.

Perform other duties as specifically related to the mission of the CS department and ACCAA, as assigned by the Director.

SKILLS AND QUALIFICATONS:

Ideal candidate will have a Bachelor's degree in social or human services, education, or a related field; posses 3-5 years of experience in the fields of social or human services, or a related field. Direct experience assisting individuals and families of low- and moderate-income households, and working with programs designed to end or alleviate poverty, enhance the community, and improve quality of life.

Demonstrated supervisory experience and leadership.

Capable of coordination, planning, and organizing work; prioritizing tasks as necessary and managing multiple functions.

Requires a courteous, patient individuals with the ability to work calmly under stress, understanding the environment of change, deadlines and interruptions.

Displays original thinking and creatively and meets challenges with resourcefulness.

Proficiently skilled in general computer use. Knowledge of, or ability to master, all necessary computer software and database programs.

Ability to assess customer needs and identify appropriate resources, referrals and options, provide support to empower the customer to attain self-sufficiency goals.

Must be able to follow both verbal and written directions and have the ability to work as a team member with direct services and support personnel and demonstrate a professional attitude.

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Community Development Services

Will sometimes be required to work evenings, weekends, and holidays and respond to crises. Overnight travel may be required.

Must have available and reliable transportation. Must be able to travel to locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may results in termination of employment.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor(s).

Must comply with ACCAA Drug Free Workplace policy.

_____ _____

Signature Date

Revised 9/2025

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Alissa Holdson
Executive Director

Ronald C. Loos
Board Chairperson

Katie Lamson
Director of Senior and Community Services

POSITION: Community Resource Specialist

RESPONSIBLE TO: Program Services Coordinator; Community Resources Manager

EMPLOYMENT STATUS: Regular, Full-Time

PRIMARY WORK SITE: State Road Building

GENERAL RESPONSIBILITIES:

Assist with all Senior and Community Services programs, focusing on 2-1-1 Ashtabula County and other self-sufficiency activities.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Conducts the activities of the 2-1-1 Ashtabula program (Information and Referral) including use of appropriate database(s). Handles all 2-1-1 inquiries including calls, texts, emails, outreach, follow-ups, etc.

Conducts customer intake to create a customer plan of action: welcoming, performing preliminary assessment, establishing a customer record (electronic and paper), completing applications and/or enrolling customers in services as appropriate, and making referrals to other community resources.

Communicates with other agencies regarding available resources, requirements for service, eligibility, and other vital information.

Supports customers by assessing their needs and helping them develop goals that move them towards self-sufficiency; monitors progress of customer's goals and makes adjustments as needed.

Conducts programming and activity planning to increase awareness of Community Action and department programs.

Attends public awareness events and outreach as necessary to provide information to the community and customers.

Ensures quality of service to customers and program partners, builds and maintains positive relations with program partners, ongoing communication with customers and program partners, and frequent interactions to promote goals of the customers and programs.

Assists with database updates and maintenance of records.

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Performs timely completion, accuracy, and maintenance of all necessary paperwork, documentation, program reports, and compliance with all applicable internal and external guidelines, requirements, and regulations.

Assists department in creation of new and/or expanded self-sufficiency services/programs.

Performs other duties as assigned as they specifically relate to the mission of the Community Development Services and the Ashtabula County Community Action Agency.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and possess 1 to 2 years of experience in the social services, human services field, or related field.

Possess a Certification for Community Resource Specialist (CRS) or be willing to obtain one.

Proficiently skilled in general computer use. Knowledge of, or ability to master utilization of, all necessary computer software and database programs.

Ability to assess customer needs and identify appropriate resources, referrals and options.

Displays original thinking and creativity and meets challenges with resourcefulness.

Confidentiality in all aspects of program operation must be maintained.

Requires a courteous, patient individual with the ability to work calmly under stress, understanding the environment of change, deadlines and interruptions.

Must be able to follow both verbal and written directions and have the ability to work as a team member with direct services and support personnel and demonstrate a professional attitude.

If required to drive on Agency business must have a valid driver's license and automobile insurance.

Driving record must meet Agency standards.

At times, evening and weekend hours may be required.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

Position requires ability to bend, climb stairs and lift up to 50 lbs.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

Must comply with ACCAA Drug Free Workplace policy.

_____ _____

Signature Date

Revised 10/2023

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Exhibit II

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Applicant Budget Summary

Applicant: Ashtabula County Community Action Agency 2-1-1 I&R	
Date From: 10-1-2026	To: 9-30-2027

	Program	Title XX
I. Staff		
A. Salaries	$ 24,250.00	$ 6,830.00
B. Payroll-Related Expenses	$ 5,555.00	$ 2,420.00
Total Staff Costs	$ 29,805.00	$ 9,250.00
II. Operations		
A. Travel and Short-Term Training	$ -	$ -
B. Consumable Supplies	$ 35.00	$ -
C. Occupancy Costs	$ 50.00	$ -
D. Contract and Professional Services	$ 1,167.00	$ 500.00
E. Other - Miscellaneous	$ 500.00	$ 250.00
Total Operational Costs	$ 1,752.00	$ 750.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 31,557.00	$ 10,000.00
IV. Minus Other Program Resources	$ 21,557.00	$ -
Total Program Costs	$ 10,000.00	$ 10,000.00

Budget Computation

Total Operating Expenses	$ 10,000.00	$ 10,000.00
Divided by Total Operating Units	2,652.52	2,652.52
= Unit Rate	3.769999849	3.769999849

Unit Rate	$ 3.77	$ 3.77
X number of units purchased	2,652.52	2,652.52
= Total Contract Amount	$ 10,000.00	$ 10,000.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Community Resource Specialist	$ 31,720.00	40	34.81%	$ 10,500.00	$ 2,580.00
Community Resource Specialist	$ 13,104.00	16	21.73%	$ 2,625.00	$ 850.00
Community Resource Specialist	$ 18,720.00	24	24.04%	$ 3,625.00	$ 1,200.00
Program Services Coordinator	$ 43,680.00	40	16.89%	$ 6,500.00	$ 1,700.00
Dir. Of Sr. & Community Services	$ 65,000.00	40	1.53%	$ 1,000.00	$ 500.00
Total Salaries				$ 24,250.00	$ 6,830.00

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security	$ 1,600.00	$ 850.00
Worker's Compensation	$ 150.00	$ 50.00
Unemployment Insurance	$ 225.00	$ 75.00
Retirement Expenses	$ 1,350.00	$ 525.00
Hospitalization	$ 2,155.00	$ 885.00
Other (*identify*)	$ 75.00	$ 35.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 5,555.00	$ 2,420.00

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II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile:		
Short-Term, Training		
Total Travel and Short-Term Training	$ -	$ -

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies	$ 35.00	
Cleaning Supplies		
Other *(identify)*		
Other *(identify)*		
Total Consumable Supplies	$ 35.00	$ -

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent		
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*	$ 50.00	
Total Occupancy Costs	$ 50.00	$ -

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II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
iCarol Database Software		
Help Network of Northeast Ohio (After Hours)		
Educational Messaging Services	$ 1,167.00	$ 500.00
Total Contract & Services Costs	$ 1,167.00	$ 500.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Membership - Inform Ohio (Ohio 2-1-1)	$ 500.00	$ 250.00
Printing/Copying		
Total Miscellaneous Costs	$ 500.00	$ 250.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for Title XX
United Way of Ashtabula County	$ 14,500.00	
Help Network of Northeast Ohio	$ 1,557.00	
Ohio 211 DCY Partnership	$ 3,003.00	
Total Other Resources	$ 19,060.00	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Community Action Agency**
Date: **8/13/2026 8:38:48 AM**

This search produced the following list of **8** 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
Washington, Katrina	12967 Nelson Parkman Rd

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

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: **2006.030.100-601 Contract Services**; not to exceed **$2,500.00**; and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency** for a **Title XX Sub-Grant Agreement for FY 2027**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

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TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2026** between **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the "Grantor") and **Ashtabula County Community Action Agency** , located at: **4200 State Road, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 44005)** and whose phone number is: **440-997-5957** (hereinafter referred to as the "Subgrantee") to provide **New Hope Homeless Assistance** for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **Ashtabula County Community Action Agency**.

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026** through **September 30, 2027** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This subgrant agreement is in the total amount of: **$ 62,000.00.**

The unit rate is: **$1,079.00 per month per family/household not to exceed $4,316.00 in a four (4) month period.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.

B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 State Road, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, OH 44005).**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

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3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the

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Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

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Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

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9/15/2026
Date

Signed by:

Ashtabula County Community Action Agency

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9/16/2026
Date

DocuSigned by:

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Signed by:

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9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

1. To provide assistance to needy families so that children may be cared for in their own homes, or in the homes of relatives.
2. End the dependence of needs parents on government benefits by promoting job preparation, work and marriage.
3. Prevent and reduce the incident of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incident of these pregnancies.
4. To encourage the formation and maintenance of two-parent families.

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

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Exhibit II

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Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #2-26

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

TABLE OF CONTENTS

RFP Section:		
I.	INTRODUCTION	3
	Terms	3
	Program and Funding Details	3
	Participant Eligibility and Referrals	3
II.	RFP SCHEDULE AND SUBMISSION INFORMATION	4
	Important Dates	4
	Pre-Proposal Conference	4
	Contact Person	4
	Proposal Delivery	4
III.	PROVIDER REQUIREMENTS	5
IV.	PROPOSAL SPECIFICATIONS AND FORMAT	5
	Proposal Information	5
	Proposal Cost	6
	Proposal Communication	6
	Proposal Format	6
	Cover Page	6
	Proposal Checklist	6
	Section 1 ~ Applicant Information	6
	Section 2 ~ Required Documents	6
	Section 3 ~ Program Planning and Development	7
	Section 4 ~ Program Budget	7
V.	EVALUATION AND SELECTION PROCESS	8
	Proposal Evaluation	8
	Stage 1 Review	8
	Stage 2 Review	8
	Acceptance and Rejection of Proposals	9
	Post Selection Meeting	9
	Caveat	9
IV.	AWARD OF CONTRACT/SUBGRANT AGREEMENT	9
	Overview	9
	Availability of Funds	9
	Term	9
	Invoicing	10
	Performance and Monitoring	10
	Confidentiality and Security	10
	Publicity	10
	Applicable Laws and Rules	10
	Patent or Copyright Liabilities	10
	ATTACHMENT A ~ Applicant Information	11
	ATTACHMENT B ~ Provider Budget	13
	ATTACHMENT C ~ Cover Pages	19
	Forms	37
	Affidavit of Delinquent Personal Property Tax	37
	Affidavit of Non-Collusion	38
	Non-Discrimination Agreement	39
	Representations, Assurances and Certifications	40
	Certification Regarding Lobbying	41
	OMB Circular 2 CFR 200 Audit Certification Form	42
	ATTACHMENT D ~ Sample Agreement	45
	ATTACHMENT E ~ Checklist	56

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.
Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *
Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-12-26
RFP Question Period Begins	Date: 6-12-26
Pre-Proposal Conference	Date: 6-24-26 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-24-26 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-10-26 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-26

Pre-Proposal Conference:
A Pre-Proposal Conference will be held on **June 24, 2026, at 9:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:
Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-10-26 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-26

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws and comply with:
   a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. Non-discrimination laws in the provision of services.
   c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. All federal, state of Ohio, and local laws, rules, executive orders, and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
   a. Reporting and documenting consumer incidents.
   b. Obtaining written permission from consumers to share information and/or release information to anyone.
   c. The content of consumer records, as well as the handling, storage and retention of records.
   d. Personnel matters, including:
      - Job descriptions for each position
      - The documentation of each employee's qualifications for the service(s) to be provided
      - Performance appraisals for all workers
      - Documentation of compliance with required staff orientation training
      - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
   a. Participant's name, address and phone number;
   b. Dates of Service;
   c. Number of units of service received;
   d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Proposal Cost:
The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and two (2) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):
Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:
Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity – Affirmative Action Plan
E. Professional or Operating licenses
F. Documents Used for Monitoring Goals and Outcomes
G. Employee Training Program description
H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
I. Affidavit of Non-Collusion
J. Non-Discrimination Agreement ORC 153.59
K. Representations, Assurances and Certifications document
L. Certification Regarding Lobbying
M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:
The Program Planning and Development section must include:

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes.
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

service should be included in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. Completeness of Submission – proposal submission must include:
   a. Required number of copies: Three (3); 1 master and 2 copies
   b. RFP Cover Page
   c. RFP Checklist (Attachment E)
   d. Section 1: Applicant Information Page (Attachment A)
   e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
   f. Section 3: Program Planning & Development
   g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
   A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
   B. Proposal thoroughly identified the service area and its needs.
   C. Applicants demonstrate experience with this service or similar service. If experience is not available, applicants show they qualify to provide the services without prior experience.
   D. Statistics provided support the need for the proposed service.
   E. Days and hours services are available.
   F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Acceptance and Rejection of Proposals:
ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:
ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop, and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term: The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2026.

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Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.
See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:
The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:
Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

Patent or Copyright Liabilities:
The Applicant will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

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ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Ashtabula County Community Action Agency

ADDRESS: P.O. Box 2610, Ashtabula, OH 44005-2610

PHONE: 440-997-5957 FAX: 440-992-3319

SERVICE SITE (if different than above): State Road Site

ADDRESS: 4200 State Road, Ashtabula, OH 44004

PHONE: 440-997-6005 or just dial 2-1-1 FAX: 440-997-6162

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Alissa Holdson

PROGRAM COORDINATOR: Katelin Lamson EMAIL: klamson@accaa.org

FISCAL CONTACT: Renee Sherman EMAIL: rsherman@accaa.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Alissa Holdson SIGNATURE: Alissa Holdson
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/1/2026

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Ashtabula County Community Action Agency
New Hope Homeless Assistance
Section 3- Program Planning and Development

3.A. Program Description

The New Hope Homeless Assistance program is designed to help families get back on their feet and stabilize their housing situation by either preventing homelessness, or after they have become homeless, helping them become stabilized in a new home. For this specific TANF grant, we are significantly expanding the programs prevention efforts to include families who owe back rent, allowing them to remain in their homes and avoid the trauma of homelessness.

The program provides rental assistance and supportive services to homeless individuals and families living on the streets or places not meant for human habitation; emergency shelters; or transitional housing programs, or those who are imminently homeless (i.e. they have an eviction notice) or have no stable nighttime residence, to help them re-establish their housing. In 2025 we worked with our HCRP funder to also assist those who are at risk of becoming homeless due to unpaid rent with Homeless Prevention assistance through the New Hope program. We did not receive additional funding, but instead agreed to use a percentage of our current HCRP funding for this purpose instead of Rapid Rehousing. For all aspects of our program, New Hope staff and participants will set goals, identify barriers to success, and determine the resources available to help move forward and become self-sufficient. Focus will be on a plan for maintaining housing when the rental assistance period is over, and we will prioritize those who are literally homeless. (See Definition of Homelessness included later in this section.)

For clients that don't speak English, we have contracted with Language Line Solutions. Language Line offers translation services for 27 different languages. This allows us to help all residents of Ashtabula County, regardless of what language they speak.

Currently, the Ashtabula County Community Housing Development Organization, Inc. (ACCHDO), a subsidiary of Ashtabula County Community Action Agency (ACCAA) receives funding through the Region 5 Continuum of Care, Ohio Development Services Agency, Homeless Crisis Response Program (HCRP). Due to the Coronavirus Pandemic we also received some additional HCRP dollars in 2021 and 2022. These additional funds expired in September 2022, however, meaning we have seen an increased need for housing and rent assistance as a result.

Despite our HCRP funds, there are several criteria that prompt the need for local ACJFS TANF funds. First and foremost, our other funds utilize the more restrictive HUD homelessness definition that requires the household or individual to be "literally homeless" (see Definition of Homelessness included later in this section). With local ACJFS approval, we are able to use the slightly broader definition of homelessness used by other sectors that better addresses the reality of households that are trying to remain housed in stressful conditions. As stated in the Temporary Assistance for Needy Families Information Memorandum-No. TANF-ACF-IM-2013-01, Date: February 20, 2013, *"Federal departments define homelessness differently; however, there is no federal definition of homelessness for the purposes of TANF. Each state has*

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

discretion over which families it considers homeless, and most definitions capture families who are eligible for TANF." This memo notes… *"Given the importance of a stable housing platform for the well-being of children as well as for providing a foundation to improve the employment outcomes and economic self-sufficiency of families, TANF agencies may consider providing resources to help eligible families avoid or exit homelessness."* Many of the inquiries we get through the Coordinated Entry System (the over-arching homeless diversion and referral system required in each County by the Region's Balance of State Continuum of Care) are from those expressing that they are "homeless", reveal the household is not "literally homeless" and we therefore cannot assist them.

Last program year, there were 260 total referrals (outreach, 2-1-1, other agency, walk-ins & calls) seeking housing through the New Hope program. The funding does not meet the demand for housing for homeless individuals and families in Ashtabula County. The gap between the number of applicants that meet the eligibility and are tasked with housing (i.e. they have basically been approved pending them finding suitable housing), and those who successfully secure that housing is a significant issue. This critical gap is why the program's expansion into homelessness prevention, specifically for those at risk of losing their housing due to back rent, is vital, allowing families to maintain safe and stable shelter. Ashtabula County lacks safe, affordable housing for families to move into, however if they are not required to be "on the street" or "in emergency shelter," they may have to take "whatever they can find" just so they can have stable shelter. In an article from *The Gazette* newspaper on May 17, 2023, it was reported that there was a total of 343 students listed as experiencing homeless in the seven districts in the county. These TANF funds would be paramount to our ability at ACCAA to serve these students and their families.

The New Hope Homeless Assistance Program began as a new program in PY 2016 based on Temporary Assistance for Needy Families Information Memorandum, No. TANF-ACF-IM-2013-01, which cited the "importance of addressing family homelessness with allowable uses of Temporary Assistance for Needy Families (TANF) funds for families experiencing homelessness." Further, the Administration for Children and Families (ACF) … "encourages TANF jurisdictions to consider implementation of interventions that connect families to permanent housing coordinated with supportive services to help families improve their lives and avoid future homelessness."

The National Alliance to End Homelessness noted in their paper *Making Effective Use of Temporary Assistance for Needy Families (TANF) to End Family Homelessness* that minimizing the amount of time families are homeless "reduces the children's exposure to the damaging effects of homelessness and returns the family to greater stability and normalcy in homes of their own. Once in stable housing, parents have the necessary platform to achieve stable employment and greater economic self-sufficiency."

Providing housing assistance for the needy homeless populations and expanded eligibility to help families stay in their homes by paying back rent will help to meet TANF Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives, and Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

The New Hope Homeless Assistance program is patterned after the services offered through ACCHDO- HCRP funding in that it provides rental subsidy and case management services to homeless individuals and households in Ashtabula County. Starting with the 2025 TANF grant we also allow eligibility to prevent homelessness. If eligible clients have a past due rent notice, and meet all other qualifications, we will provide them with up to 4 months of back rent to help them catch up. This would be patterned on the existing Homelessness Prevention program provided through HCRP. The goal is to prevent homelessness before it happens, allowing families to remain in their current homes and maintain stability, which is crucial for the well-being of children and the overall self-sufficiency of the family unit.

One difference between this program and HCRP is that this program would only serve adults with dependent children who have income at or below the TANF eligibility with these services as a **non-recurrent, short-term benefit**. Another major difference would be that the rental subsidy will be provided for a period of 3-4 months per the regulations (as compared to the 6-12-month average under ACCHDO-HCRP) for either past due rent, or rent and security deposits for a new place depending on need. Applicants must agree to the Conditions of Participation including regular meetings with the Program Services Specialist(s) and progress updates, follow-up activities, and will be notified that compliance is required for continued assistance through the program. All individuals in the New Hope program are assisted with workshops to explore and advance basic life skills, job readiness, self-esteem, budgeting, time and stress management, parenting skills, and more. They are also referred to any other programs within our agency. Program Services Specialist(s) will work with the participants for up to 6 months after their subsidy period ends to help them continue on their path to self-sufficiency and stability.

Case support services are designed to assist the participants to move into scattered site housing (the participant is the tenant of record and enters into a lease with the landlord) within the community, assess their life situation, identify needs and provide resources and referrals, assist with development of their goals for improvement, and work to overcome barriers to success. The New Hope Program will work to rapidly re-house families. The New Hope Homeless Assistance staff will provide monthly progress reports for those recipients that are receiving services via TANF funds.

For the upcoming grant period, we estimate that 16 households, 36 persons will be served with TANF funding. The households will include adults and their dependent children, or adult parents seeking re-unification with their child/children and require housing to accomplish this. Additionally, based on the Ashtabula County Prevention, Retention & Contingency (PRC) Plan, an eligible family assistance group includes those "parents that are applying for New Hope… and are residents of Ashtabula County."

The program generally operates Monday- Friday from 8:00 am- 4:30 pm. However, in an effort to make access easier and follow the Coordinated Entry system (as noted earlier), the Program Service Specialists (Case Managers) communicate with the homeless shelter regularly to connect with individuals/ families, inform them of the program, and help to begin the referral/paperwork process. They also attend the Second Chance Citizen Circle meetings held monthly to assist individuals reentering the community who are homeless, and the regular Housing Prioritization

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

meetings to ensure those most vulnerable get housing assistance first (both currently held via telephone or internet).

Measuring the effectiveness of the program can be difficult. We can help to stabilize their housing, but often after their initial subsidy period is over they no longer communicate with us. And while they may achieve a tenuous level of stability during the four (4) months of subsidy any unforeseen crisis can impact their ability to continue their forward progress. We have increased our follow-up to each month for the first three months post-subsidy to try to keep them engaged. We also follow-up at 6 months post-subsidy to see if they are still in stable housing and to address any needs or goals they have at the time. To try to increase our ability to reach these participants, we have obtained a cellphone for use by the staff so they can text the individuals. We have implemented an Interview & Exit Profile to gather feedback on ways to make the program more relevant moving forward. Copies are included in Section 2. F. "Documents Used for Monitoring Goals and Outcomes."

Due to the great need for housing/homelessness assistance we explore and take advantage of every opportunity to bring more dollars into the agency's New Hope program to address the need. Many times, these are grants to serve specific populations which allows us to extend our funds and serve more households. The source and amounts of any Federal, State or local funding received for the past 5 years (2020-current) are as follows:

HCRP-Rapid Rehousing- January 1, 2019- December 31, 2020 (2-year grant period) $70,786; 20 households served. Additional Allocation- $38,635 brings total for this grant to $109,421
HCRP-Rapid Rehousing Competitive (Single Adults- this was a new, temporary grant opportunity)- January 1, 2019- December 31, 2020 (2-year grant period) $34,000; 10 households served. Additional Allocation- $17,702 brings total for this grant to $51,702.
TANF-HCRP (ODJFS through COHHIO Region 5)- July 1, 2020-June 30, 2021, $27,321; 9 households served.
TANF-HCRP-Housing Now for Homeless Families (ODJFS through COHHIO Region 5)- July 1, 2020- June 30, 2021, $7386; 3 households served.
HCRP-Rapid Rehousing ODSA CARES – September 1, 2020 – September 30, 2022, $49,063; 14 households served.
HCRP-Rapid Rehousing – January 1, 2021 – December 31, 2022, $101,483, 30 households served.
HCRP-Rapid Rehousing – January 1, 2023 – December 31, 2024, $110,632.49, 26 households served.
HCRP-Rapid Rehousing and Homeless Prevention – January 1,2025 – December 31,2026, $97,893.53, 15 households served.
**NOTE- Households served may not match households completing the program since they may continue into the next program year.*

ACCAA's Community Services Block Grant (CSBG) subsidizes the New Hope program and provides for space and other administrative support costs. There is not a unit rate cost for the services under these funds, we are reimbursed for actual expenses based on the budget.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

3.B. Organizational Structure

Ashtabula County Community Action Agency (ACCAA) was founded in 1965 as part of President Johnson's War on Poverty. Our mission is to "help people achieve self-sufficiency and rise above issues of poverty." Over the years we have offered programs and services to meet the needs of the community and of area households struggling to improve their quality of life and achieve economic independence. Major funding sources include Federal, State and Local grants, as well as donations, private funding and contract services. The agency has multiple service areas: Head Start, Health and Nutrition Services, Administrative and Fiscal Services, Housing and Energy Services, and Senior and Community Services (the area which operates the New Hope Homeless Assistance Program). The Senior and Community Services is administered by the Director of Senior and Community Services who reports directly to the Agency Executive Director and is responsible for the administrative aspects of the New Hope Homeless Assistance program. Reporting to the Director of Senior and Community Services is the Program Services Coordinator who has day-to-day supervision of the Community Services programs including the New Hope Homeless Assistance program. Reporting to the Program Services Coordinator is the New Hope Program Services Specialist who works with the participant households. Also, within the Senior and Community Services department reporting to the Program Services Coordinator are the 2-1-1 Community Resource Specialist(s). A Fiscal Clerk is also a shared position at Community Action and helps with the purchase orders and fiscal needs of the Senior and Community Services department and the New Hope program. Organizational charts are included in this section.

ACCAA has a Board of Directors that is composed of 15 members. The composition of the board is dictated by the Community Service Block Grant Act. The composition is as follows: one third- government or elected public officials or their representatives, not less than one third- democratically selected low income individuals or their representatives, and the remainder are officials or members of business industry, religious, law enforcement, education, or other major community groups. The Board reviews all programs, accepts budgets and applications, and hires the Executive Director of the Agency. A list of current Board members is included in this section.

3.C. Provider/Staff Qualifications

Provider Qualifications

Ashtabula County Community Action Agency (ACCAA) has been successfully assisting individuals in the community to become more self-sufficient, improve their quality of life, and rise above issues of poverty. ACCAA and Ashtabula County Community Housing Development Organization, Inc. (ACCHDO) has operated some form of homeless assistance for over 15 years. The New Hope program started as a Transitional Housing program that offered up to 24 months of residential housing in agency owned units. The program then moved to providing rental assistance in landlord owned scattered-site housing. The program requirements and regulations changed several times over the years moving through Supportive Housing to the Rapid Rehousing model. Until the end of 2013, ACCHDO applied for and received funding directly from the Ohio Department of Development. In 2014, the State changed to a regional approach and ACCHDO was required to apply as part of the Region 5 Continuum of Care through

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Coleman Professional Services (Administrative Agency) to the Coalition on Homelessness and Housing in Ohio (COHHIO). From the beginning we have participated in the Ashtabula Housing Council. In this group, the New Hope Program staff network and coordinate with various service providers of all disciplines, but particularly those involved in housing programs, homeless prevention and assistance, or support services. Starting in 2018, each Region was required to implement a Coordinated Entry System for identifying and tracking homeless individuals within the homeless system. The New Hope Program staff has always worked closely with and maintained frequent and open communication with the area emergency shelters (Samaritan House and Homesafe) and is one of the Access Points for the Coordinated Entry System. The staff also work directly with agencies that provide emergency assistance (Salvation Army, St. Vincent de Paul, Catholic Charities, etc.), mental health and substance abuse providers (Community Counseling Center, Signature Health, Ashtabula County Mental Health & Recovery Services, Lake Area Recovery Center, etc.), family development (Family and Children First Council, Children's Services, etc.), financial literacy, and education and employment organizations (Aspire, A-Tech, Kent State, OhioMeansJobs, local schools, etc.). The needs of the New Hope participant and the goals they develop, will identify the appropriate referrals the New Hope staff will make to providers or resources to obtain guidance and assistance.

In addition, ACCAA operates a Community Services Block Grant (CSBG) program with the goal of helping individuals to become self-sufficient through identifying barriers and setting goals to remove those barriers. This, along with other programs ACCAA operates, such as 2-1-1 Information and Referral, Emergency HEAP, WIC, Help Me Grow and Maternal, Infant and Early Childhood Home Visiting Programs, Head Start, and Home Weatherization Assistance will work in conjunction with the New Hope participants as needed.

Staff Qualifications

The Director of Senior and Community Services has been part of the ACCAA team since October 2025, but has significant experience in the public sector/county government and a local school district. She holds her Master's in Business Administration. The Program Services Coordinator is a new hire with multiple years of experience in governmental programming. Our Program Services Specialist position is currently open, but both the Director of Senior and Community Services and the Program Coordinator have completed training in order to adhere to program requirements until the position is filled. Both are dedicated to serving individuals and families experiencing homelessness, and passionate about meeting people "where they are" and moving them out of poverty and empowering them to reach their goals.

All staff of ACCAA must pass a criminal background check, comply with drug free workplace policies including new hire and periodic drug testing, and maintain an acceptable driving record. Staff are encouraged to attend trainings that provide information regarding programs and services that are available to assist individuals and families in need. Such trainings include Child Abuse & Prevention Training, Self-Sufficiency Skills, Communication Skills, Database training, Region 5 trainings, and so forth. Job descriptions for the project personnel are included with this section.

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

TANF – New Hope Homeless Assistance Program

Homeless Definition

As defined within the HEART Act (Section 103 of The McKinney-Vento Homeless Assistance Act):

(1) an individual or family who lacks a fixed, regular, and adequate nighttime residence;

(2) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(3) an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);

(4) an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;

(5) an individual or family who—

(A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by—

(i) a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
(ii) the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
(iii) credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;

(B) has no subsequent residence identified; and

(C) lacks the resources or support networks needed to obtain other permanent housing; and

(6) unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who--

(A) have experienced a long term period without living independently in permanent housing,
(B) have experienced persistent instability as measured by frequent moves over such period, and (C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions,

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

Source: https://www.hud.gov/sites/documents/HAAA_HEARTH.PDF

As defined per the Housing and Urban Development (HUD) categories:

(1) Has a primary nighttime residence that is a public or private place not meant for human habitation; **or**

(2) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); **or**

(3) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

(4) Any individual or family who: is fleeing, or is attempting to flee, domestic violence; has no other residence; and lacks the resources or support networks to obtain other permanent housing

Source: *https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/coc-and-esg-homeless-eligibility-overview/*

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Definitions of Homelessness for Federal Program Serving Children, Youth, and Families

The two major definitions of homelessness in use by federal agencies are the education definition in Subtitle VII-B of the McKinney-Vento Act, and the Housing and Urban Development (HUD) definition in Section 103 of Subtitle I of the McKinney-Vento Act. The following chart illustrates the similarities and differences between federal agencies' definitions of homeless. In December 2011, HUD issued complex regulations on the HEARTH definition of homelessness.

	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
Statutory Reference:	Section 725 of Subtitle VII-B of the McKinney-Vento Act	Section 103 of Subtitle I of the McKinney-Vento Act	Section 103 of Subtitle I of the McKinney-Vento Act	Section 387 of the Runaway and Homeless Youth Act
Federal Programs and Agencies Using This Definition:	- Elementary and Secondary Education (ED) - Individuals with Disabilities Education Act (ED) - Higher Education Act (ED) - Head Start Act (HHS) - Child Nutrition Act (USDA) - Violence Against Women Act (DOJ)	- Homeless Assistance Programs (HUD) - Emergency Food and Shelter (Homeland Security) - Department of Veterans Affairs (all programs) - Department of Labor (all programs)	- Homeless Assistance Programs (HUD)	Runaway and Homeless Youth Act Programs (HHS)
	LIVING SITUATIONS COVERED BY THESE DEFINITIONS			
Unsheltered Locations	Yes: "(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings"	Yes: "an individual who has a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings."	Yes: "an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;"	Yes, if the youth cannot live with relatives and has no other safe place to go: "a youth… for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."

	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
Emergency Shelters and Transitional Housing	Yes: "children and youth who are living in emergency or transitional shelters"	Yes: "a supervised publicly or privately operated shelter designed to provide temporary living accommodations"	Yes: "an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements"	**Yes, if the youth cannot live with relatives and has no other safe place to go:** "a youth… for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."

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	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
Motels and Hotels	Yes, if there are no appropriate alternatives: "children and youth who are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations" (emphasis added)	No, except for "welfare hotels": "an individual who has a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);"	Generally, no, except for the following situations: - "hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations" - "an individual or family who has a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days, who has no subsequent residence identified; and lacks the resources or support networks needed to obtain other permanent housing;" - "any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing" - "unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who have experienced a long term period without living independently in permanent housing; and have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.	Yes, if the youth cannot live with relatives and has no other safe place to go: "a youth… for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
Staying with Others ("Doubled-Up")	**Yes, if it is due to loss of housing, economic hardship, or a similar situation (within the definition of lacking fixed, regular, and adequate situations):** "...individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and (B) includes — (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;"	**No**	**Generally, no, except the following situations:** "an individual or family who will imminently lose their housing, including housing they are sharing with others, as evidenced by credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and who has no subsequent residence identified; and who lacks the resources or support networks needed to obtain other permanent housing: - "any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing" - "unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who have experienced a long term period without living independently in permanent housing; and have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment."	**Yes, if the youth cannot live with relatives and has no other safe place to go:** "a youth... for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
"At Risk of Homelessness"	No such definition.	No such definition.	**Defines "at risk of homelessness" to include <u>all</u> families with children and youth defined as homeless under other Federal statutes.** (1) AT RISK OF HOMELESSNESS.- The term `at risk of homelessness' means, with respect to an individual or family, that the individual or family- (A) has income below 30 percent of median income for the geographic area; (B) has insufficient resources immediately available to attain housing stability; and (C)(i) has moved frequently because of economic reasons; (ii) is living in the home of another because of economic hardship; (iii) has been notified that their right to occupy their current housing or living situation will be terminated; (iv) lives in a hotel or motel; (v) lives in severely overcrowded housing; (vi) is exiting an institution; or (vii) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness. Such term includes all families with children and youth defined as homeless under other Federal statutes.	**No such definition. However, RHYA does define "youth at risk of separation from family:"** YOUTH AT RISK OF SEPARATION FROM THE FAMILY.—The term 'youth at risk of separation from the family' means an individual— (A) who is less than 18 years of age; and (B) (i) who has a history of running away from the family of such individual; (ii) whose parent, guardian, or custodian is not willing to provide for the basic needs of such individual; or (iii) who is at risk of entering the child welfare system or juvenile justice system as a result of the lack of services available to the family to meet such needs.

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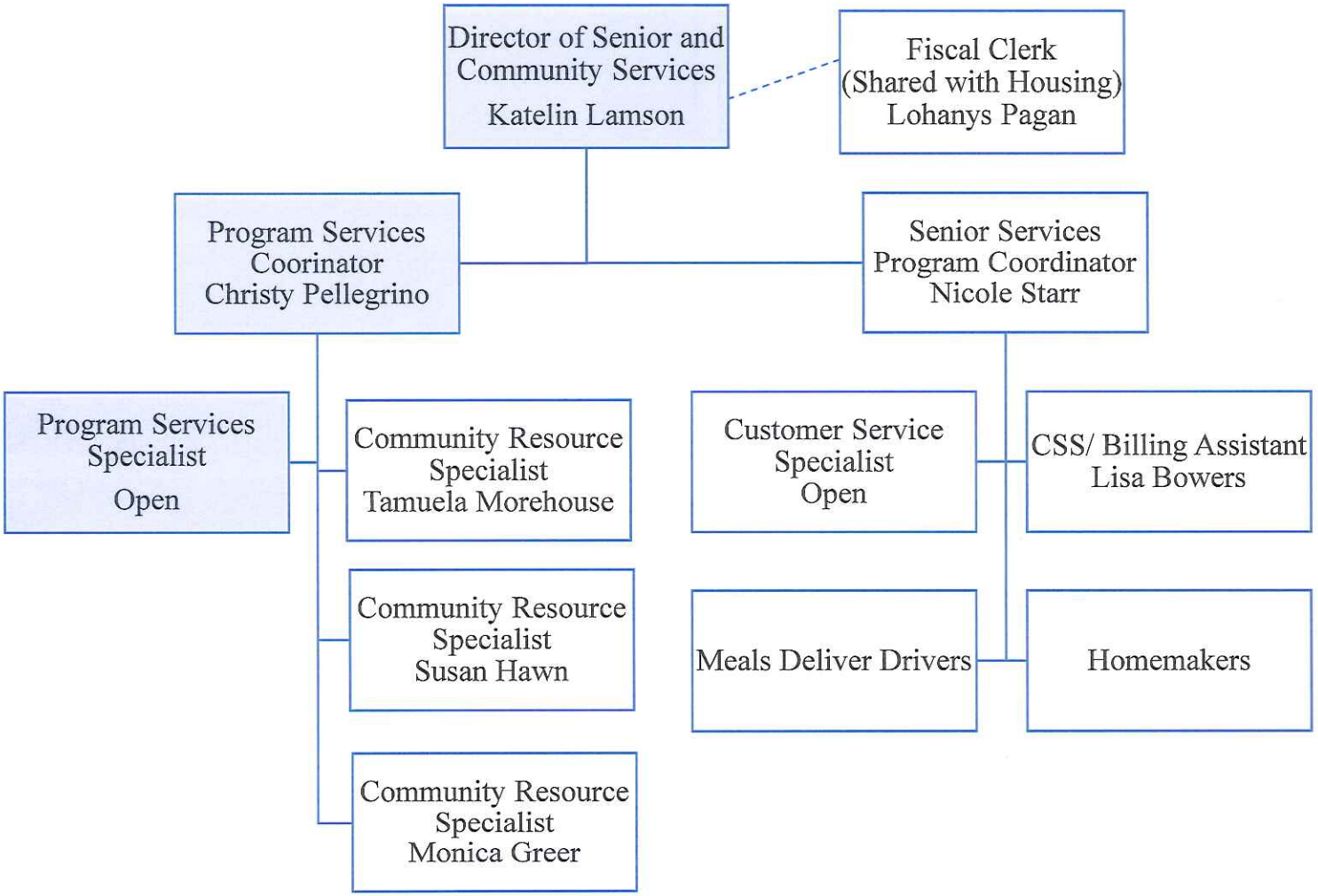
2026 Senior and Community Services Chart



**Blue box indicates staff member works regularly in the New Hope Program and is funded in part by TANF.*

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Exhibit III

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Applicant Budget
Summary

v
Date From:

	Program	TANF
I. Staff		
A. Salaries	$ 47,285.00	$ 8,725.00
B. Payroll-Related Expenses	$ 5,400.00	$ 1,920.00
Total Staff Costs	$ 52,685.00	$ 10,645.00
II. Operations		
A. Travel and Short-Term Training	$ 670.00	$ 145.00
B. Consumable Supplies	$ 522.00	$ 235.00
C. Occupancy Costs	$ -	$ -
D. Contract and Professional Services	$ 725.00	$ 50.00
E. Other - Miscellaneous	$ 107,398.00	$ 50,925.00
Total Operational Costs	$ 109,315.00	$ 51,355.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 162,000.00	$ 62,000.00
IV. Minus Other Program Resources	$ 100,000.00	$ -
Total Program Costs	$ 62,000.00	$ 62,000.00

Budget Computation

Total Operating Expenses	$ 62,000.00	$ 62,000.00
Divided by Total Operating Units		
= Unit Rate	1079	1,079.00

Unit Rate	1,079.00	1,079.00
X number of units purchased		57.46
= Total Contract Amount	$ 61,999.34	$ 61,999.34

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	TANF Project Salary
Program Services Specialist	$ 31,200.00	40	70.00%	$ 21,840.00	$ 6,000.00
Program Services Coordinator	$ 43,680.00	40	26.00%	$ 11,380.00	$ 1,125.00
Fiscal Clerk	$ 46,800.00	40	4.20%	$ 1,975.00	$ 950.00
Director of Senior & Community Services	$ 65,000.00	40	18.60%	$ 12,090.00	$ 650.00
Total Salaries				$ 47,285.00	$ 8,725.00

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security	$ 3,000.00	$ 700.00
Worker's Compensation	$ 150.00	$ 65.00
Unemployment Insurance	$ 750.00	$ 200.00
Retirement Expenses	$ 400.00	$ 100.00
Hospitalization	$ 1,000.00	$ 800.00
Other (*identify*)	$ 100.00	$ 55.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 5,400.00	$ 1,920.00

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II. A. Travel and Short-Term Training

			Entire Program	TANF Project
Mileage Reimbursement rate per mile:	$	0.65	$ 395.00	$ 45.00
Short-Term, Training	$	-	$ 275.00	$ 100.00
Total Travel and Short-Term Training			$ 670.00	$ 145.00

II. B. Consumable Supplies

Type		Program Consumable Supplies	TANF Consumable Supplies
Office Supplies		$ 122.00	$ 35.00
Cleaning Supplies		$ -	$ -
Other *(identify)*	Program Supplies	$ 400.00	$ 200.00
Other *(identify)*		$ -	$ -
Total Consumable Supplies		$ 522.00	$ 235.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		
Usage allowance/depreciation @ rate of original acquisit cost of Program Square Footage divided by Provider Square Footage	N/A	
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*		
Total Occupancy Costs	$ -	$ -

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II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Personnel Consultants (EAP, WC, etc.)	$ 45.00	$ 20.00
Agency Insurance	$ 80.00	$ 30.00
HMIS Software Fee	$ 600.00	$ -
Total Contract & Services Costs	$ 725.00	$ 50.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Printing/copying	$ 100.00	
Administration	$ 5,095.00	$ 3,175.00
Postage	$ 130.00	$ 30.00
Participant Rental Assistance	$ 102,073.00	$ 47,720.00
Total Miscellaneous Costs	$ 107,398.00	$ 50,925.00

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III. Equipment
A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Depreciated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation TANF Project (10)
N/A									
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Homeless Crisis Response Program - Partner	$ 100,000.00	$ -
Total Other Resources	$ 100,000.00	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Community Action Agency**
Date: **8/13/2026 8:38:48 AM**

This search produced the following list of **8** 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
Washington, Katrina	12967 Nelson Parkman Rd

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: **2006.030.100-601 Contract Services**; not to exceed **$15,500.00** and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: D65276B5-DA8D-8686-82EC-FE6C7A2CE684

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 27-3009-ERT

This contract made and entered into on the 1st day of **October 2026** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Sunset Transportation & Rentals, LLC** located at: **4690 Lake Road East, Geneva, Ohio 44041 (business mailing address: 4519 East Maple Road, Geneva, Ohio 44041)**, and whose phone number is: **440-361-4013 or 440-855-5314**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2026,** through **September 30, 2027** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
$ 20,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **OWF, SNAP ET/ABAWD, SNAP ET, LEAP, PRC**. Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use

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transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

spreadsheet and the following information for each trip:
- ACJFS program to be charged
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available,

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide background checks of all employees that provide direct services to transportation participants and provide copies of the background checks to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire background checks.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting

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documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub, or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of

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the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with

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Disabilities Act of 1990.

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services
FB74060D0EAC4B8...

9/15/2026
Date

DocuSigned by:

Sunset Transportation & Rentals, LLC
2C8F8A8517744C4...

9/15/2026
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners
8CC3D2025A6D44F...

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Exhibit I

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Request for Proposals

For

Transportation Services

Health Related Transportation

Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #4-26

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 27
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-24 to 9-30-25, 40,793 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-12-26
Question Period Begins	Date: 6-12-26
Pre-Proposal Conference	Date: 6-24-26 @ 10:00 a.m.
Question Period Ends	Date: 6-24-26 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-10-26 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-26

Pre-Proposal Conference:

A Pre-Proposal Conference will be held on June **24, 2026,** at **10:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-10-26, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-26

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and has at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

3. All vehicles shall:
    a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
    b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
    c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
    a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
    b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, single sided, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

Proposal Checklist - (Attachment E) must be submitted with "Master" copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

   2. If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

(b). Define a round-trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

When completing sections 2 and 3, if an applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:

1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
    a. Required number of copies: 1 master and 2 copies (3 total)
    b. Section 1 Applicant Information Page (Attachment A)
    c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
    - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
    - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
    - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
    - The budget effectively defines the unit rate.
    - The budget is inclusive of only necessary costs associated with the program.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Acceptance and Rejection of Proposals:
The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded the agreement.

Per O.R.C. 307.862 section B.10:
(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.
(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.
(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant Agreement:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Agreement Period:
The agreement has a tentative effective date of **10-1-26 through 9-30-27**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

Confidentiality and Security:
The Provider agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

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Appendix I

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Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

5. **Mirrors:**
   a. Must have a least one rear view interior mirror that is properly secured and in proper placement.
   b. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
   c. Prismatic lens must be properly installed.
   d. All mirrors must enable operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20 b., c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

8. **Emergency Brakes:**
    a. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

9. **Steering Gear:**
    a. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
    b. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
    c. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
    d. Tie rod ends must function properly.
    e. Tires must not rub any chassis or body component in any position.

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System:**
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

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16. **Lights:**
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. **The Vehicle Body:**
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. **Gas Tank:**
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. **Seating Area & Aisle:** Must be free of debris.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

ATTACHMENT A
TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Sunset Transportation Partners Inc.

ADDRESS: 1627 West 9th St., Ashtabula, OH 44004

PHONE: (440)-855-5314 FAX: N/A

SERVICE SITE (if different than above): Sunset Transportation

ADDRESS: 4690 Lake Rd. E, Geneva, OH 44041

PHONE: (440)-361-4013 FAX: N/A

FEDERAL TAX I.D. NUMBER: 84-2898424

EXECUTIVE DIRECTOR/DIRECTOR: David McGrath

PROGRAM COORDINATOR: Joseph Kaydo EMAIL: Joe@sunsettaxis.com

FISCAL CONTACT: Joseph Kaydo EMAIL: Joe@sunsettaxis.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 & 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 whether to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: David McGrath SIGNATURE: X David McGrath
(Note: original signature must be in blue ink)

TITLE: President DATE: 7/8/2026

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Sunset Transportation
Employment Related & Health Related Transportation
RFP #4-26

Section 3
Program Planning and Development

A. Program Description

a. Sunset Transportation has 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 health and employment related transportation services. 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.

b. 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.

c. 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

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

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 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, on a daily basis. All drivers wear a name badge with photo ID for security. Other applicable trainings are provided to employees as necessary.

d. Sunset Transportation is proposing to provide 410,000 miles of transportation service, at a rate of $3.67 per mile, to eligible participants through ACJFS health and employment related transportation programs. If more miles are available Sunset would like the opportunity to be awarded as many as possible. Upon award, Sunset Transportation will continue to employ a NEMT Project Director to help support the program. The Project Director will continue to organize, monitor, report, and carry out the transportation program designed especially for participants of ACJFS eligible programs. We will also continue to employ a Operations Manager to train and oversee all hired drivers, to handle the dispatch of calls and to directly assist the Project Director. We will continue to hire and employ responsible and dedicated drivers. Most of our drivers have been with us since we initially started working with ACJFS. With this amount of dedication to the proposed program, Sunset Transportation can be fully committed to providing the best service to all ACJFS participants.

B. Summary of Service

a. **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 for reservations and schedule drivers at appropriate times.

b. **Provider Experience:** Sunset Transportation has been providing a variety of transportation services for 14+ years. We are family owned and operated and have thousands of 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. Sunset Transportation is also finishing up a seventh year of providing NEMT services to ACJFS eligible participants, as well at our second year operating the ACTS project. Based on ACJFS employee

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

feedback, as well as participant feedback, we have provided safe and excellent services through our contract with ACJFS. ACJFS participants have provided very positive feedback to our Project Director and Driver Manager in regards to the service we provided them.

c. Specifications:

i. A single trip charge will be calculated based on at a flat rate per mile of $3.67. Trips will be calculated from base, to client location, to the destination drop off location, and then back to base.

ii. Round trip charges will be calculated based on at a flat rate per mile of $3.67 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 wait time of $.45 a minute will be charged (first 5 minutes are free to allow the passenger time to exit the vehicle/enter their destination, and the wait time will not exceed 480 minutes). 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.

iii. 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 amount of miles for each passenger, at the agreed upon rate.b. Round trip charges will be calculated based on at a flat rate per mile of $3.67 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 wait time of $.45 a minute will be charged (first 5 minutes are free to allow the passenger time to exit the vehicle/enter their destination, and the wait time will not exceed 480 minutes). 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.

iv. 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 amount of miles for each passenger, at the agreed upon rate.

v. Sunset operates a diverse fleet of:

(13) - 14-passenger vans
(3) - 12-passenger vans
(2) - 10-passenger vans
(15) - 6-passenger vans
(3) - 3-passenger vehicles
(12) - wheelchair-accessible vehicles (including low-profile minivans, transit vans, and a larger bus)

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

vi. We will plan our 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 vehicle capacity, destination, and appointment times. Sunset considers after appointment wait time within 30 minutes to be reasonable, but past 60 minutes to be unreasonable. Prolonged wait time affects our customer service if passengers are unhappy--due to being left to wait at their destination for a significant time past the completion of their appointment because of a ride share situation. 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. We have plenty of vehicles and drivers needed to get each customer to their appointment, and back home, within a reasonable time.

vii. 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. If trips are a part of a ride share, they may be required to wait more than 15 minutes from their stated appointment return time ACJFS ride share policy.

viii. 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 up time is reported to Sunset Transportation, all attempts will be made to notify the passenger. Routine Reservations require a 2-business day notice, but last minute requests will be honored if the schedule allows it. 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.

ix. 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 60 minutes more than the time required to accomplish the same trip, at the same time of day, under the same traffic and weather conditions, 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.

C. Geographic Service Area

a. Sunset Transportation will provide transportation both within and outside of Ashtabula County. When taking reservations for trips outside of the county, our

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

transportation team will assure that the schedule allows for the trip time, as well as any wait time that is necessary.

D. Organizational Structure:

a. Sunset Transportation & Rentals LLC was originally started in 2012 as Sunset Taxi LLC. The LLC was changed in 2018 as the company began partnering with several community vendors and events to provide public shuttle transportation services. As the company continued to grow, a separate business entity was formed as Sunset Transportation Partners Inc., which now operates our large transportation programs and partnerships. The main sources of financial support it through these community contracts. ***Organizational chart attached.**

E. Applicant/Staff Qualifications:

a. 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.

b. 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 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.

c. NEMT Operations Manager: Sunset Transportation employs a full time Transportation Operations Manager. Our Transportation Operations Manger has 10+ years of experience working for Sunset Transportation and is responsible for the daily oversight of 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.

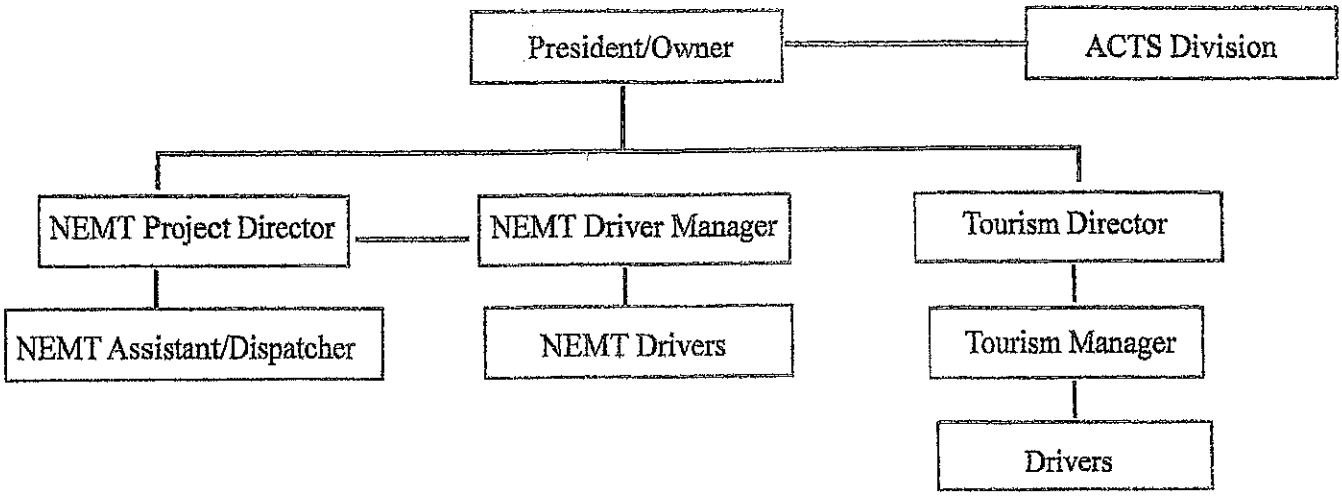
Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

d. **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.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

D. Organizational Structure



Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Sunset Transportation Position Descriptions:

Attached are the following position descriptions:
-President/Owner
-Project Director
-Driver Manager
-Driver
-Program Assistant

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

SUNSET TRANSPORTATION AND RENTALS LLC
JOB DESCRIPTION

POSITION TITLE: President

GENERAL STATEMENT OF DUTIES: Oversees daily operations for Sunset Transportation and Rentals LLC.

ESSENTIAL RESPONSIBILITIES:

1. Monitors all transportation operations
2. Interviews and hires new employees
3. Supervise and Evaluate employees
4. Maintain fiscal responsibilities
5. Establish and maintains relationships with contracted partners
6. Identifies issues and coordinates service for transportation program
7. Performs requirements for licensures and inspections
8. Maintains and monitors company budget
9. Promotes the company's mission and needs and recognizes member contributions to both internal and external audiences
10. Participates in local training opportunities
11. Assist with maintaining a safe work environment
12. Intermittent travel throughout local county and state as needed
13. Daily coordination with Program Manager & Driver Manger to ensure company effectiveness and program accuracy; helps to identify and address any company needs

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

SUNSET TRANSPORTATION AND RENTALS LLC
JOB DESCRIPTION

POSITION TITLE: Driver Manager

REPORTS TO: President

GENERAL STATEMENT OF DUTIES: Works closely with President and Program Manager to ensure safety and the highest quality of transportation services.

ESSENTIAL RESPONSIBILITIES:

1. Trains and oversees drivers
2. Coordinates with Program Manager & President to assure accurate scheduling
3. Addresses any concerns with vehicles immediately
4. Reports incidents to Program Manager immediately
5. Keeps daily transportation log and reviews/submits to Program Manager daily
6. Reviews all vehicle inspection logs
7. Organizes & monitors vehicle maintenance program
8. Safely transports passengers in a timely manner
9. Conducts daily vehicle inspections
10. Promotes the company's mission and needs and recognizes member contributions to both internal and external audiences.
11. Participates in local training opportunities.
12. Assist with maintaining a safe work environment.
13. Intermittent travel throughout local county and state as needed
14. Other duties as assigned.

QUALIFICATIONS:

1. Ability to interact with others
2. Ability to manage employees
3. Ability to follow instructions and work independently.
4. Ability to read and understand procedures, manuals, correspondence and general text.
5. Ability to maintain discretion with confidential data.
6. Valid Ohio Driver's License and less than 5 points on driving record.
7. Must be able to meet requirements for criminal back ground check (Ohio Bureau of Criminal Identification & Investigation and FBI).
8. Must be able to pass random drug screenings.
9. Must be able to obtain CPR & First Aid Certificate upon hire
10. Must be able to pass the Passenger Assistance Course upon hire

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS: Management experience preferred. Must have at least two years of experience in transportation services.

MINIMUM EXPERIENCE REQUIREMENTS: Customer service experience. Must be knowledgeable with general geography of Ashtabula County.

PHYSICAL REQUIREMENTS: Ability to operate a vehicle within and outside of assigned county.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

SUNSET TRANSPORTATION AND RENTALS LLC
JOB DESCRIPTION

POSITION TITLE: Driver

REPORTS TO: Driver Manager

GENERAL STATEMENT OF DUTIES: Works closely with Driver Manager to provide vehicle safety and reliable transportation.

ESSENTIAL RESPONSIBILITIES:

1. Conducts daily vehicle inspections
2. Addresses any concerns with vehicles immediately
3. Reports incidents to Driver Manager immediately
4. Keeps daily transportation logs and reviews/submits to Program Manager daily
5. Provides transportation for passengers and assist them as needed
6. Maintain vehicle and shop cleanliness
7. Participates in local training opportunities.
8. Intermittent travel throughout local county and state as needed
9. Other duties as assigned.

QUALIFICATIONS:

1. Ability to interact with others
2. Ability to manage employees
3. Ability to follow instructions and work independently.
4. Ability to read and understand procedures, manuals, correspondence and general text.
5. Ability to maintain discretion with confidential data.
6. Valid Ohio Driver's License and less than 5 points on driving record.
7. Must be able to meet requirements for criminal back ground check (Ohio Bureau of Criminal Identification & Investigation and FBI).
8. Must be able to pass random drug screenings.
9. Must be able to obtain CPR & First Aid Certificate upon hire
10. Must be able to pass the Passenger Assistance Course upon hire

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS: Must have at least two years of experience in transportation services.

MINIMUM EXPERIENCE REQUIREMENTS: Customer service experience. Must be knowledgeable with general geography of Ashtabula County.

PHYSICAL REQUIREMENTS: Ability to operate a vehicle within and outside of assigned county.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

SUNSET TRANSPORTATION AND RENTALS LLC
JOB DESCRIPTION

POSITION TITLE: NET Project Director Manager

GENERAL STATEMENT OF DUTIES:

Works closely with President to oversee program operation, budget and data tracking associated directly with ACDJFS funded transportation programs and other contracts. Works closely with Driver Manager to monitor daily dispatch and drivers.

ESSENTIAL RESPONSIBILITIES:

1. Oversees admin portion of NET transportation programs
2. Reviews & monitors transportation schedule and communicates with Driver Manager as needed.
3. Communicates with passengers when necessary in regards to trip information or to address any issues/complaints
4. Coordinate with other local transportation providers to ensure shared geography
5. Daily communication with local social service providers for transportation referrals and other necessary program communications.
6. Records and monitors transportation data daily
7. Coordinates with contracted partners to assure effectiveness of program
8. Maintains local program slips and provides documentation to funding providers monthly
9. Works with President to monitor budget/ funds for program transportation implementation;
10. Maintains paperwork for funding sources as needed; Enters data and extracts reports for local grant reports
11. Promotes the company's mission and needs and recognizes member contributions to both internal and external audiences.
12. Organizes pre-employment screening for new hires and other HR related tasks
13. Prepares documentation and reports for licensures and audits as needed

QUALIFICATIONS:

1. Ability to interact with others
2. Ability to perform basic arithmetic, including percentages and averages with a calculator
3. Ability to follow instructions and work independently
4. Ability to read and understand procedures, manuals, correspondence and general text
5. Ability to maintain discretion with confidential data
6. Valid Ohio Driver's License, reliable transportation
7. Must be able to meet requirements for criminal background check (Ohio Bureau of Criminal Identification & Investigation and FBI)
8. Ability to learn scheduling software program

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS: Bachelor's degree preferred. Five years' experience in office and/program management.

MINIMUM EXPERIENCE REQUIREMENTS: Customer service experience. Proficient with Microsoft Office programs, especially Word and Excel. Must be knowledgeable with local social services agencies in Ashtabula County.

PHYSICAL REQUIREMENTS: Ability to travel within and outside of assigned county.

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SUNSET TRANSPORTATION AND RENTALS LLC
JOB DESCRIPTION

POSITION TITLE: NET Program Assistant
(vacant—position currently being split between Driver Manager & Program Manager)

GENERAL STATEMENT OF DUTIES: Works closely with Program Manager, Drivers, Driver Manager, and President to assure program efficiency.

ESSENTIAL RESPONSIBILITIES:
1. Takes incoming calls for transportation dispatching and forwards calls to Driver Manager or Program Manager when applicable
2. Monitors daily dispatching via our scheduling software and makes changes when needed within a timely manner
3. Assists Driver Manager with daily schedules
4. Communicates with drivers as needed
5. Communicates with passengers when necessary in regards to trip information or to address any issues/complaints
6. Assist Program Manager and President as needed
7. Organizes paperwork including but not limited to: receipts, driver files, transportation logs, daily inspection forms, and other documentation as needed (this can be on a weekly basis)
8. Participates in local training opportunities
9. Intermittent travel throughout local county as needed
10. Other duties as assigned

QUALIFICATIONS:
1. Ability to interact with others
2. Ability to navigate email
3. Ability to learn scheduling software program
4. Ability to perform basic arithmetic, including percentages and averages with a calculator
5. Ability to follow instructions and work independently
6. Ability to read and understand procedures, manuals, correspondence and general text
7. Ability to maintain discretion with confidential data
8. Valid Ohio Driver's License, reliable transportation
9. Must be able to meet requirements for criminal back ground check (Ohio Bureau of Criminal Identification & Investigation and FBI)

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS: Two years' experience in office/admin setting.

MINIMUM EXPERIENCE REQUIREMENTS: Customer service experience. Proficient with Microsoft Office programs.

PHYSICAL REQUIREMENTS: Ability to work from home and travel within and outside of assigned county.

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Exhibit II

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Sunset Transportation
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile	$ 3.80	Unit Rate of $3.80 per mile for each trip with mileage beginning at the Base Lot at: 4690 Lake Rd E, Geneva, Ohio; and, with mileage ending when the vehicle returns to the Base Lot.
Round Trip	$ 3.80	A round trip begins at Base Lot, picks up passenger, takes the passenger to their destination, returns the passenger to their home, and returns to the Base Lot.
Wait Time	$ 0.50	Wait time will be calculated as follows: The first 5 minutes are free, and each minute thereafter will be $0.50 a minute, not to exceed 480 minutes (8 hours) per trip. 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.
Shared Rides	NA	A Shared Ride will be divided equally among the passengers. Total Mileage ÷ Number of Passengers = Cost per Passenger per Trip.

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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 Inc**
Date: **8/20/2026 2:36:28 PM**

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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Contract No.: 27-3009-ERT

FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 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: **2006.030.100-601 Contract Services**; not to exceed **$5,000.00**, and free from any previous encumbrances.

Agreement Title: An **Employment Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Sunset Transportation & Rentals, LLC**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/15/2026

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Contract No.: 27-3009-ERT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Sunset Transportation & Rentals, LLC.** for an **Employment Related Transportation Contract for FY 2027**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 5/26/26

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 27-3010-HRT

This contract made and entered into on the 1st day of **October 2026** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Sunset Transportation & Rentals, LLC.** located at: **4690 Lake Road East, Geneva, Ohio 44041 (business mailing address: 4519 East Maple Road, Geneva, Ohio 44041)**, and whose phone number is: **440-361-4013 or 440-855-5314**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2026,** through **September 30, 2027** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state, and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 850,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
- ACJFS program to be charged

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- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

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16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e. two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for

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audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS

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reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

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42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

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9/15/2026
Date

DocuSigned by:

Sunset Transportation

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9/15/2026
Date

DocuSigned by:

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Signed by:

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9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners

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Exhibit I

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Request for Proposals

For

Transportation Services

Health Related Transportation

Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #4-26

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 27
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-24 to 9-30-25, 40,793 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	**Date: 6-12-26**
Question Period Begins	**Date: 6-12-26**
Pre-Proposal Conference	**Date: 6-24-26 @ 10:00 a.m.**
Question Period Ends	**Date: 6-24-26 @ 4:00 p.m.**
Proposals Due to Ashtabula County Board of Commissioners	**Date: 7-10-26 @ 2:30 p.m.**
Agreement Effective Date	**Date: 10-1-26**

Pre-Proposal Conference:

A Pre-Proposal Conference will be held on June **24, 2026,** at **10:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-10-26, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-26

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and has at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

3. All vehicles shall:
    a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
    b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
    c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
    a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
    b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, single sided, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

Proposal Checklist - (Attachment E) must be submitted with "Master" copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

   -or-

   2. If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

(b). Define a round-trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

When completing sections 2 and 3, if an applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:

1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
    a. Required number of copies: 1 master and 2 copies (3 total)
    b. Section 1 Applicant Information Page (Attachment A)
    c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
    - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
    - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
    - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
    - The budget effectively defines the unit rate.
    - The budget is inclusive of only necessary costs associated with the program.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Acceptance and Rejection of Proposals:
The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded the agreement.

Per O.R.C. 307.862 section B.10:
(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.
(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.
(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant Agreement:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Agreement Period:
The agreement has a tentative effective date of 10-1-26 through 9-30-27.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

Confidentiality and Security:
The Provider agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Appendix I

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

5. **Mirrors:**
   a. Must have a least one rear view interior mirror that is properly secured and in proper placement.
   b. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
   c. Prismatic lens must be properly installed.
   d. All mirrors must enable operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20 b., c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

8. **Emergency Brakes:**
    a. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

9. **Steering Gear:**
    a. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
    b. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
    c. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
    d. Tie rod ends must function properly.
    e. Tires must not rub any chassis or body component in any position.

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System:**
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

16. **Lights:**
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. **The Vehicle Body:**
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. **Gas Tank:**
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. **Seating Area & Aisle:** Must be free of debris.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

ATTACHMENT A
TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Sunset Transportation Partners Inc.

ADDRESS: 1627 West 9th St., Ashtabula, OH 44004

PHONE: (440)-855-5314 FAX: N/A

SERVICE SITE (if different than above): Sunset Transportation

ADDRESS: 4690 Lake Rd. E, Geneva, OH 44041

PHONE: (440)-361-4013 FAX: N/A

FEDERAL TAX I.D. NUMBER: 84-2898424

EXECUTIVE DIRECTOR/DIRECTOR: David McGrath

PROGRAM COORDINATOR: Joseph Kaydo EMAIL: Joe@sunsettaxis.com

FISCAL CONTACT: Joseph Kaydo EMAIL: Joe@sunsettaxis.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 & 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 whether to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: David McGrath SIGNATURE: X David McGrath
(Note: original signature must be in blue ink)

TITLE: President DATE: 7/8/2026

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Sunset Transportation
Employment Related & Health Related Transportation
RFP #4-26

Section 3
Program Planning and Development

A. Program Description

a. Sunset Transportation has 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 health and employment related transportation services. 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.

b. 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.

c. 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

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

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 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, on a daily basis. All drivers wear a name badge with photo ID for security. Other applicable trainings are provided to employees as necessary.

d. Sunset Transportation is proposing to provide 410,000 miles of transportation service, at a rate of $3.67 per mile, to eligible participants through ACJFS health and employment related transportation programs. If more miles are available Sunset would like the opportunity to be awarded as many as possible. Upon award, Sunset Transportation will continue to employ a NEMT Project Director to help support the program. The Project Director will continue to organize, monitor, report, and carry out the transportation program designed especially for participants of ACJFS eligible programs. We will also continue to employ a Operations Manager to train and oversee all hired drivers, to handle the dispatch of calls and to directly assist the Project Director. We will continue to hire and employ responsible and dedicated drivers. Most of our drivers have been with us since we initially started working with ACJFS. With this amount of dedication to the proposed program, Sunset Transportation can be fully committed to providing the best service to all ACJFS participants.

B. Summary of Service

a. 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 for reservations and schedule drivers at appropriate times.

b. Provider Experience: Sunset Transportation has been providing a variety of transportation services for 14+ years. We are family owned and operated and have thousands of 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. Sunset Transportation is also finishing up a seventh year of providing NEMT services to ACJFS eligible participants, as well at our second year operating the ACTS project. Based on ACJFS employee

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

feedback, as well as participant feedback, we have provided safe and excellent services through our contract with ACJFS. ACJFS participants have provided very positive feedback to our Project Director and Driver Manager in regards to the service we provided them.

c. Specifications:

i. A single trip charge will be calculated based on at a flat rate per mile of $3.67. Trips will be calculated from base, to client location, to the destination drop off location, and then back to base.

ii. Round trip charges will be calculated based on at a flat rate per mile of $3.67 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 wait time of $.45 a minute will be charged (first 5 minutes are free to allow the passenger time to exit the vehicle/enter their destination, and the wait time will not exceed 480 minutes). 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.

iii. 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 amount of miles for each passenger, at the agreed upon rate.b. Round trip charges will be calculated based on at a flat rate per mile of $3.67 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 wait time of $.45 a minute will be charged (first 5 minutes are free to allow the passenger time to exit the vehicle/enter their destination, and the wait time will not exceed 480 minutes). 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.

iv. 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 amount of miles for each passenger, at the agreed upon rate.

v. Sunset operates a diverse fleet of:

(13) - 14-passenger vans
(3) - 12-passenger vans
(2) - 10-passenger vans
(15) - 6-passenger vans
(3) - 3-passenger vehicles
(12) - wheelchair-accessible vehicles (including low-profile minivans, transit vans, and a larger bus)

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

vi. We will plan our 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 vehicle capacity, destination, and appointment times. Sunset considers after appointment wait time within 30 minutes to be reasonable, but past 60 minutes to be unreasonable. Prolonged wait time affects our customer service if passengers are unhappy--due to being left to wait at their destination for a significant time past the completion of their appointment because of a ride share situation. 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. We have plenty of vehicles and drivers needed to get each customer to their appointment, and back home, within a reasonable time.

vii. 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. If trips are a part of a ride share, they may be required to wait more than 15 minutes from their stated appointment return time ACJFS ride share policy.

viii. 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 up time is reported to Sunset Transportation, all attempts will be made to notify the passenger. Routine Reservations require a 2-business day notice, but last minute requests will be honored if the schedule allows it. 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.

ix. 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 60 minutes more than the time required to accomplish the same trip, at the same time of day, under the same traffic and weather conditions, 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.

C. Geographic Service Area

a. Sunset Transportation will provide transportation both within and outside of Ashtabula County. When taking reservations for trips outside of the county, our

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

transportation team will assure that the schedule allows for the trip time, as well as any wait time that is necessary.

D. Organizational Structure:

a. Sunset Transportation & Rentals LLC was originally started in 2012 as Sunset Taxi LLC. The LLC was changed in 2018 as the company began partnering with several community vendors and events to provide public shuttle transportation services. As the company continued to grow, a separate business entity was formed as Sunset Transportation Partners Inc., which now operates our large transportation programs and partnerships. The main sources of financial support it through these community contracts. ***Organizational chart attached.**

E. Applicant/Staff Qualifications:

a. **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.

b. **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 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.

c. **NEMT Operations Manager:** Sunset Transportation employs a full time Transportation Operations Manager. Our Transportation Operations Manger has 10+ years of experience working for Sunset Transportation and is responsible for the daily oversight of 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.

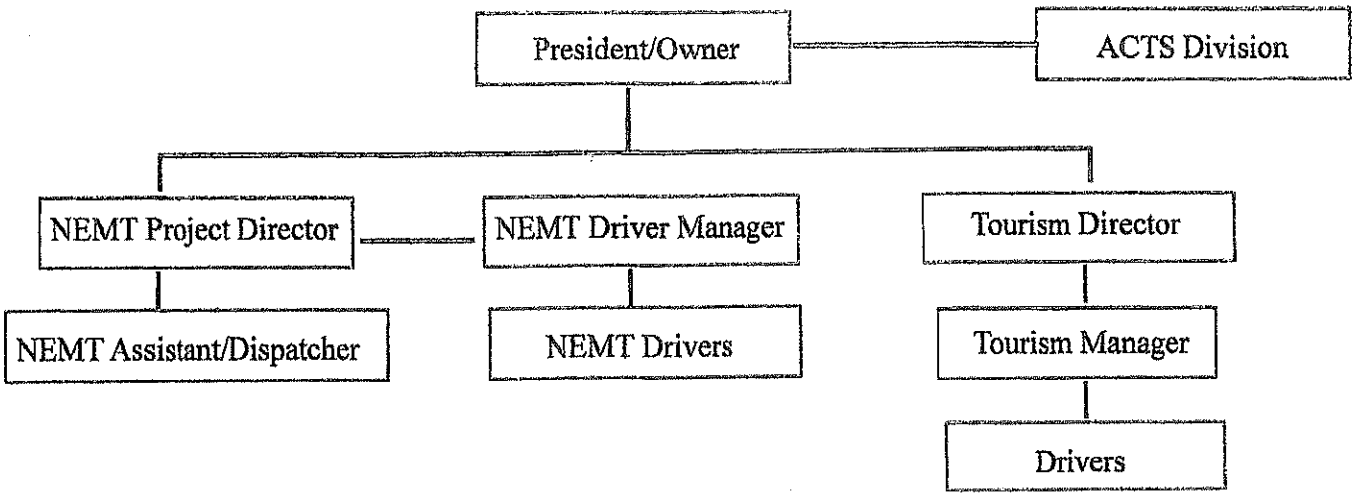
Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

d. **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.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

D. Organizational Structure



Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Sunset Transportation Position Descriptions:

Attached are the following position descriptions:
-President/Owner
-Project Director
-Driver Manager
-Driver
-Program Assistant

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

SUNSET TRANSPORTATION AND RENTALS LLC
JOB DESCRIPTION

POSITION TITLE: President

GENERAL STATEMENT OF DUTIES: Oversees daily operations for Sunset Transportation and Rentals LLC.

ESSENTIAL RESPONSIBILITIES:

1. Monitors all transportation operations
2. Interviews and hires new employees
3. Supervise and Evaluate employees
4. Maintain fiscal responsibilities
5. Establish and maintains relationships with contracted partners
6. Identifies issues and coordinates service for transportation program
7. Performs requirements for licensures and inspections
8. Maintains and monitors company budget
9. Promotes the company's mission and needs and recognizes member contributions to both internal and external audiences
10. Participates in local training opportunities
11. Assist with maintaining a safe work environment
12. Intermittent travel throughout local county and state as needed
13. Daily coordination with Program Manager & Driver Manger to ensure company effectiveness and program accuracy; helps to identify and address any company needs

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

SUNSET TRANSPORTATION AND RENTALS LLC
JOB DESCRIPTION

POSITION TITLE: Driver Manager

REPORTS TO: President

GENERAL STATEMENT OF DUTIES: Works closely with President and Program Manager to ensure safety and the highest quality of transportation services.

ESSENTIAL RESPONSIBILITIES:

1. Trains and oversees drivers
2. Coordinates with Program Manager & President to assure accurate scheduling
3. Addresses any concerns with vehicles immediately
4. Reports incidents to Program Manager immediately
5. Keeps daily transportation log and reviews/submits to Program Manager daily
6. Reviews all vehicle inspection logs
7. Organizes & monitors vehicle maintenance program
8. Safely transports passengers in a timely manner
9. Conducts daily vehicle inspections
10. Promotes the company's mission and needs and recognizes member contributions to both internal and external audiences.
11. Participates in local training opportunities.
12. Assist with maintaining a safe work environment.
13. Intermittent travel throughout local county and state as needed
14. Other duties as assigned.

QUALIFICATIONS:

1. Ability to interact with others
2. Ability to manage employees
3. Ability to follow instructions and work independently.
4. Ability to read and understand procedures, manuals, correspondence and general text.
5. Ability to maintain discretion with confidential data.
6. Valid Ohio Driver's License and less than 5 points on driving record.
7. Must be able to meet requirements for criminal back ground check (Ohio Bureau of Criminal Identification & Investigation and FBI).
8. Must be able to pass random drug screenings.
9. Must be able to obtain CPR & First Aid Certificate upon hire
10. Must be able to pass the Passenger Assistance Course upon hire

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS: Management experience preferred. Must have at least two years of experience in transportation services.

MINIMUM EXPERIENCE REQUIREMENTS: Customer service experience. Must be knowledgeable with general geography of Ashtabula County.

PHYSICAL REQUIREMENTS: Ability to operate a vehicle within and outside of assigned county.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

SUNSET TRANSPORTATION AND RENTALS LLC
JOB DESCRIPTION

POSITION TITLE: Driver

REPORTS TO: Driver Manager

GENERAL STATEMENT OF DUTIES: Works closely with Driver Manager to provide vehicle safety and reliable transportation.

ESSENTIAL RESPONSIBILITIES:
1. Conducts daily vehicle inspections
2. Addresses any concerns with vehicles immediately
3. Reports incidents to Driver Manager immediately
4. Keeps daily transportation logs and reviews/submits to Program Manager daily
5. Provides transportation for passengers and assist them as needed
6. Maintain vehicle and shop cleanliness
7. Participates in local training opportunities.
8. Intermittent travel throughout local county and state as needed
9. Other duties as assigned.

QUALIFICATIONS:
1. Ability to interact with others
2. Ability to manage employees
3. Ability to follow instructions and work independently.
4. Ability to read and understand procedures, manuals, correspondence and general text.
5. Ability to maintain discretion with confidential data.
6. Valid Ohio Driver's License and less than 5 points on driving record.
7. Must be able to meet requirements for criminal back ground check (Ohio Bureau of Criminal Identification & Investigation and FBI).
8. Must be able to pass random drug screenings.
9. Must be able to obtain CPR & First Aid Certificate upon hire
10. Must be able to pass the Passenger Assistance Course upon hire

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS: Must have at least two years of experience in transportation services.

MINIMUM EXPERIENCE REQUIREMENTS: Customer service experience. Must be knowledgeable with general geography of Ashtabula County.

PHYSICAL REQUIREMENTS: Ability to operate a vehicle within and outside of assigned county.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

SUNSET TRANSPORTATION AND RENTALS LLC
JOB DESCRIPTION

POSITION TITLE: NET Project Director Manager

GENERAL STATEMENT OF DUTIES:

Works closely with President to oversee program operation, budget and data tracking associated directly with ACDJFS funded transportation programs and other contracts. Works closely with Driver Manager to monitor daily dispatch and drivers.

ESSENTIAL RESPONSIBILITIES:

1. Oversees admin portion of NET transportation programs
2. Reviews & monitors transportation schedule and communicates with Driver Manager as needed.
3. Communicates with passengers when necessary in regards to trip information or to address any issues/complaints
4. Coordinate with other local transportation providers to ensure shared geography
5. Daily communication with local social service providers for transportation referrals and other necessary program communications.
6. Records and monitors transportation data daily
7. Coordinates with contracted partners to assure effectiveness of program
8. Maintains local program slips and provides documentation to funding providers monthly
9. Works with President to monitor budget/ funds for program transportation implementation;
10. Maintains paperwork for funding sources as needed; Enters data and extracts reports for local grant reports
11. Promotes the company's mission and needs and recognizes member contributions to both internal and external audiences.
12. Organizes pre-employment screening for new hires and other HR related tasks
13. Prepares documentation and reports for licensures and audits as needed

QUALIFICATIONS:

1. Ability to interact with others
2. Ability to perform basic arithmetic, including percentages and averages with a calculator
3. Ability to follow instructions and work independently
4. Ability to read and understand procedures, manuals, correspondence and general text
5. Ability to maintain discretion with confidential data
6. Valid Ohio Driver's License, reliable transportation
7. Must be able to meet requirements for criminal background check (Ohio Bureau of Criminal Identification & Investigation and FBI)
8. Ability to learn scheduling software program

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS: Bachelor's degree preferred. Five years' experience in office and/program management.

MINIMUM EXPERIENCE REQUIREMENTS: Customer service experience. Proficient with Microsoft Office programs, especially Word and Excel. Must be knowledgeable with local social services agencies in Ashtabula County.

PHYSICAL REQUIREMENTS: Ability to travel within and outside of assigned county.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

SUNSET TRANSPORTATION AND RENTALS LLC
JOB DESCRIPTION

POSITION TITLE: NET Program Assistant
(vacant—position currently being split between Driver Manager & Program Manager)

GENERAL STATEMENT OF DUTIES: Works closely with Program Manager, Drivers, Driver Manager, and President to assure program efficiency.

ESSENTIAL RESPONSIBILITIES:

1. Takes incoming calls for transportation dispatching and forwards calls to Driver Manager or Program Manager when applicable
2. Monitors daily dispatching via our scheduling software and makes changes when needed within a timely manner
3. Assists Driver Manager with daily schedules
4. Communicates with drivers as needed
5. Communicates with passengers when necessary in regards to trip information or to address any issues/complaints
6. Assist Program Manager and President as needed
7. Organizes paperwork including but not limited to: receipts, driver files, transportation logs, daily inspection forms, and other documentation as needed (this can be on a weekly basis)
8. Participates in local training opportunities
9. Intermittent travel throughout local county as needed
10. Other duties as assigned

QUALIFICATIONS:

1. Ability to interact with others
2. Ability to navigate email
3. Ability to learn scheduling software program
4. Ability to perform basic arithmetic, including percentages and averages with a calculator
5. Ability to follow instructions and work independently
6. Ability to read and understand procedures, manuals, correspondence and general text
7. Ability to maintain discretion with confidential data
8. Valid Ohio Driver's License, reliable transportation
9. Must be able to meet requirements for criminal back ground check (Ohio Bureau of Criminal Identification & Investigation and FBI)

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS: Two years' experience in office/admin setting.

MINIMUM EXPERIENCE REQUIREMENTS: Customer service experience. Proficient with Microsoft Office programs.

PHYSICAL REQUIREMENTS: Ability to work from home and travel within and outside of assigned county.

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Exhibit II

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Sunset Transportation
Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile	$ 3.80	Unit Rate of $3.80 per mile for each trip with mileage beginning at the Base Lot at: 4690 Lake Rd E, Geneva, Ohio; and, with mileage ending when the vehicle returns to the Base Lot.
Round Trip	$ 3.80	A round trip begins at Base Lot, picks up passenger, takes the passenger to their destination, returns the passenger to their home, and returns to the Base Lot.
Wait Time	$ 0.50	Wait time will be calculated as follows: The first 5 minutes are free, and each minute thereafter will be $0.50 a minute, not to exceed 480 minutes (8 hours) per trip. 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.
Shared Rides	NA	A Shared Ride will be divided equally among the passengers. Total Mileage ÷ Number of Passengers = Cost per Passenger per Trip.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

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 Inc**
Date: **8/20/2026 2:36:28 PM**

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.

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

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: **2006.030.100-601 Contract Services**; not to exceed **$212,500.00**, and free from any previous encumbrances.

Agreement Title: A **Health Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Sunset Transportation & Rentals, LLC**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/15/2026

Docusign Envelope ID: D83A8E00-87E9-81E2-8238-96EE62B07853

Contract No.: 27-3010-HRT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Sunset Transportation & Rentals, LLC.** for a **Health Related Transportation Contract for FY 2027**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/26/26

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 27-3005-ERT

This contract made and entered into on the **1st** day of **October 2026** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Country Neighbor Program, Inc.** located at: **P.O. Box 212, 39 South Maple Street, Orwell, Ohio 44076**, and whose phone number is: **440-437-6311**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2026,** through **September 30, 2027,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 5,460.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **OWF, SNAP ET/ABAWD, SNAP ET, LEAP, PRC**. Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate

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agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect, or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

- ACJFS program to be charged
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

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16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide background checks of all employees that provide direct services to transportation participants and provide copies of the background checks to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire background checks.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries

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submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular

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intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

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42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

FB74060D0EAC4B8...

9/15/2026
Date

Signed by:

Barbara Klingensmith

Country Neighbor Program, Inc.

9AC9C4BA074947A...

9/16/2026
Date

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

Signed by:

Kathryn Whittington

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

J. P. Ducro IV

Ashtabula County Board of Commissioners

8CC3D2025A6D44F...

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Exhibit I

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Request for Proposals

For

Transportation Services

Health Related Transportation

Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #4-26

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

TABLE OF CONTENTS

RFP Section:		
I.	INTRODUCTION	3
	Ride Data	3
II.	RFP SCHEDULE AND SUBMISSION INFORMATION	4
	RFP Schedule of Important Dates	4
	Pre-Proposal Conference	4
	Contact Person	4
	Proposal Delivery	4
III.	APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES	5
IV.	PROPOSAL SPECIFICATIONS AND FORMAT	6
	Proposal Information	6
	Proposal Cost	6
	Proposal Communication	6
	Proposal Format	6
	Cover Page	6
	Proposal Checklist	6
	Section 1 ~ Applicant Information	7
	Section 2 ~ Required Documents	7
	Section 3 ~ Program Planning and Development	7
	Section 4 ~ Applicant Budget	8
V.	EVALUATION AND SELECTION PROCESS	8
	Proposal Evaluation	8
	Stage 1 Review	9
	Stage 2 Review	9
	Proposal Selection	9
	Acceptance and Rejection of Proposals	10
	Post Selection Meeting	10
IV.	AWARD OF CONTRACT/SUBGRANT AGREEMENT	10
	Overview	10
	Availability of Funds	10
	Agreement Period	10
	Invoicing	10
	Performance and Monitoring	10
	Confidentiality and Security	11
	Publicity	11
	Applicable Laws and Rules	11
	Patent or Copyright Liabilities	11
	Software and Ownership Rights	11
	APPENDIX I-A ~ Transportation Requirements	13
	APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements	16
	ATTACHMENT A ~ Applicant Information	17
	ATTACHMENT B ~ Applicant Budget	19
	ATTACHMENT C ~ Cover Pages	27
	Forms	47
	○ Delinquent Personal Property Tax Affidavit	47
	○ Non-Collusion Affidavit	48
	○ Non-Discrimination Agreement	49
	○ Representations, Assurances and Certifications	50
	○ Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit	51
	ATTACHMENT D ~ Sample Agreement	56
	ATTACHMENT E ~ Checklist	64

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-24 to 9-30-25, 40,793 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.
2. Reject any or all proposals, or any part thereof without cause.
3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.
4. Not select any applicant should ACJFS decide not to proceed.
5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	**Date: 6-12-26**
Question Period Begins	**Date: 6-12-26**
Pre-Proposal Conference	**Date: 6-24-26 @ 10:00 a.m.**
Question Period Ends	**Date: 6-24-26 @ 4:00 p.m.**
Proposals Due to Ashtabula County Board of Commissioners	**Date: 7-10-26 @ 2:30 p.m.**
Agreement Effective Date	**Date: 10-1-26**

Pre-Proposal Conference:

A Pre-Proposal Conference will be held on June **24, 2026,** at **10:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-10-26, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-26

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and has at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

3. All vehicles shall:
   a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
   b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
   c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
   a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
   b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, single sided, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

Proposal Checklist - (Attachment E) must be submitted with "Master" copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

   -or-

   2. If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

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(b). Define a round-trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

When completing sections 2 and 3, if an applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:

1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non -Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
   a. Required number of copies: 1 master and 2 copies (3 total)
   b. Section 1 Applicant Information Page (Attachment A)
   c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
   d. Section 3 Program Planning & Development
   e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
  - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
  - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
  - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
  - Applicant has thoroughly defined the method of charging for trips.
  - The Applicant has sufficient vehicle capacity to meet the needs of the program.
  - Applicant demonstrates the ability and experience for scheduling trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
  - *C.* Applicant is able to meet the geographical needs of the service area.
  - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
  - The budget effectively defines the unit rate.
  - The budget is inclusive of only necessary costs associated with the program.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Acceptance and Rejection of Proposals:
The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded the agreement.

Per O.R.C. 307.862 section B.10:
(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.
(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.
(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant Agreement:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Agreement Period:
The agreement has a tentative effective date of **10-1-26 through 9-30-27**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

Confidentiality and Security:
The Provider agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Appendix I

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

5. **Mirrors:**
   a. Must have a least one rear view interior mirror that is properly secured and in proper placement.
   b. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
   c. Prismatic lens must be properly installed.
   d. All mirrors must enable operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20 b., c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

8. **Emergency Brakes:**
    a. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

9. **Steering Gear:**
    a. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
    b. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
    c. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
    d. Tie rod ends must function properly.
    e. Tires must not rub any chassis or body component in any position.

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System:**
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

16. Lights:

a. Must operate as designed.
b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:

a. Condition must be intact.
b. Must be free of broken parts that can cause injury.

18. Gas Tank:

a. Must be free of rust, damage, or leaks.
b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

ATTACHMENT A
~~TRANSPORTATION PROGRAMS~~
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc

ADDRESS: 39 South Maple Street, PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Brittany Shriver EMAIL: brittany.shriver@countryneighbor.org

FISCAL CONTACT: Cyndee Fedak EMAIL: cyndee.fedak@countryenighbor.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 whether to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 6, 2026

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Country Neighbor Program, Inc.
Employment Related and
Health Related Transportation
Section 3
Program Planning and Development

A. Program Description

Country Neighbor is proposing to provide a total of 181,800 miles of Health-Related Transportation and 2,500 miles of Employment-Related Transportation for the contract period of October 1, 2026, through September 30, 2027. Both services will be offered at a unit rate of $2.28 per mile.

We are requesting a 4.6% unit rate increase for the upcoming contract year, from $2.18 to $2.28 per unit. Our transportation rate has remained unchanged since October 2023 despite significant increases in operating expenses.

We have experienced substantial increases in fuel costs, a more than 25% increase in insurance premiums, and rising personnel expenses as we work to offer competitive wages that attract and retain qualified staff. These cost increases have placed considerable pressure on our transportation program while maintaining the high level of service our clients depend on.

This modest rate adjustment will help offset these increased operating costs and ensure the continued delivery of cost-effective, safe, and reliable transportation services to the communities we serve. We remain committed to maximizing available resources while providing dependable transportation that enables older adults and individuals with disabilities to maintain their independence and access essential medical appointments and other critical community resources.

Country Neighbor complies fully with all applicable regulations set forth by the Ohio Department of Transportation (ODOT), Ohio Division of Emergency Medical Services (EMS), and the Ohio Department of Aging (ODA). This includes adherence to all training, safety, and monitoring requirements. Our program is subject to annual monitoring by each overseeing agency to ensure full compliance with state standards.

We place strong emphasis on trip coordination and cost-efficiency by sharing transportation services across funding sources whenever possible. This approach reduces overall costs and maximizes the number of trips that can be provided with available resources. From October 2025 through June 2026, 3,436 of the 4,643 trips (74%) of the Health-Related Transportation (HRT) trips provided by Country Neighbor were shared rides. This strategy resulted in savings of $248,707.83 in HRT funding during this time period.

Currently, transportation requests are submitted to our Transportation Unit via email by the Ashtabula County Job and Family Services (ACJFS) Transit Unit. Upon receiving the

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

requests, our Transportation Supervisor and team coordinate scheduling of both trips and drivers. Clients are contacted the day prior to their scheduled trip to confirm trip details and provide their estimated pickup time. If a shared trip is scheduled, clients are also informed of other riders who may be accompanying them.

B. Summary of Service

1. Days and Hours of Service

Country Neighbor operates Monday through Saturday from 3:30 a.m. to approximately 7:00 p.m., depending upon the trips scheduled. These times and days are flexible and vary with individual need. We do provide dialysis transportation on Sundays and holidays, when necessary.

2. Provider Experience

Country Neighbor has been providing transportation services in accordance with the service specifications for more than 44 years. Throughout that time, we have built a strong reputation for delivering safe, reliable, and accessible transportation to the communities we serve. For many years, we have also served as a contract provider for the countywide Ashtabula County Senior Services Levy transportation program.

In addition, Country Neighbor has been designated by the Ashtabula County Board of Commissioners as the Lead Agency responsible for transportation coordination planning and implementation of the Ashtabula County Coordinated Public Transit–Human Services Transportation Plan. This designation reflects our longstanding leadership, expertise, and commitment to coordinating transportation resources that improve access to essential services for older adults, individuals with disabilities, and other transportation-disadvantaged residents throughout Ashtabula County.

3. Specifications

a. Trip Charge Calculation

Country Neighbor utilizes a straightforward, flat per-mile rate structure for transportation services. We do not assess additional charges for wait time, minimum trip fees, or lift-assist services, allowing for transparent and predictable billing.

Mileage is calculated from our vehicle lot to the passenger's pickup location and destination and back to the vehicle lot, unless the vehicle is already in service. When a vehicle is actively transporting clients, mileage is calculated from the previous passenger's drop-off location to the next passenger's pickup address, then to the passenger's destination, and finally either to the next scheduled trip or back to the vehicle lot if no additional trips are scheduled for that driver.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

This approach ensures an equitable and cost-effective method of calculating transportation costs while maximizing vehicle utilization and operational efficiency.

b. Round Trip Definition

A round trip is defined as transportation in which a driver departs from a designated location, picks up the passengers, transports them to their scheduled destination, and returns them to their residence.

If the driver has no additional trips scheduled, the trip concludes upon the vehicle's return to the Country Neighbor vehicle lot. If additional trips are scheduled, the round trip concludes when the passenger is safely returned to their residence, allowing the driver to proceed directly to the next scheduled pickup. This scheduling practice maximizes operational efficiency while minimizing unnecessary travel and fuel costs.

c. Charging a Shared Trip

When multiple passengers share a trip, transportation costs are allocated equitably among all riders. If all passengers are funded through the same funding source, the total trip mileage is divided by the number of individuals sharing the trip, and each passenger's funding source is billed for an equal share of the mileage.

When passengers are traveling to the same destination area but are funded by different funding sources, the total trip mileage is similarly divided equally among all passengers, with each funding source billed only for its proportional share. This cost-sharing approach maximizes vehicle utilization, reduces transportation costs for all funding partners and ensures responsible stewardship of public funding.

d. Number of Vehicles, Passenger Capacity and Wheelchair Lifts

Country Neighbor currently operates a fleet consisting of one (1) seven-passenger minivans, three (3) modified minivans with one wheelchair position each, and seven (7) lift-equipped vehicles with two wheelchair positions each. This diverse fleet allows us to meet a wide range of transportation needs, including ambulatory and wheelchair-accessible service, while maintaining efficiency and reliability.

We have also been awarded an additional vehicle through the most recent Ohio Department of Transportation (ODOT) funding round, which we anticipate receiving in early 2027. This additional asset will further enhance our capacity to serve individuals with mobility challenges and help reduce wait times and service gaps across our transportation program.

e. Procedures for Multiple Passengers

Our transportation unit actively collaborates with individual passengers and medical facilities to identify common destination areas and appointment times. This

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

coordination allows us to group trips efficiently, develop reasonable schedules, and minimize unnecessary waiting periods whenever possible.

Defining "excessive" wait time is inherently difficult, as each trip scenario is unique. For example, transporting multiple passengers to Cleveland for appointments scheduled within a two-hour window may result in longer cumulative wait times due to distance and scheduling constraints. In contrast, trips within Ashtabula County may allow for significantly shorter wait times because of reduced travel distance and quicker turnaround. As a result, a wait time that may be reasonable in one context could be considered excessive in another.

To ensure transparency and maintain passenger satisfaction, our transportation staff communicates anticipated wait times in advance whenever scheduling conditions indicate that extended waiting periods may occur.

f. Ensure 15 Minute Windows for Stated Pickup and Deliveries

All transportation requests are entered into the Ecolane scheduling and dispatching software system. Once trips are batched by day and assigned to specific vehicles, the software generates optimized pickup and delivery times for each passenger. This schedule is then communicated to passengers during confirmation calls conducted the day prior to service.

Throughout the day, the dispatcher continuously monitors all scheduled trips in real time. The system provides alerts when vehicles fall behind schedule or when adjustments are needed. In these instances, the dispatcher takes immediate action by communicating with drivers and passengers to make appropriate schedule modifications, ensuring efficient operations and minimizing service disruptions.

g. Accommodating Last Minute Requests, Changes, Late Running Vehicles, and "No Shows"

When last-minute transportation requests are received, the dispatcher reviews the day's existing schedule to determine whether the request can be accommodated. If the requested time is not feasible, staff work collaboratively with the passenger and the Ashtabula County Job and Family Services (ACJFS) transit unit to identify alternative pick-up times within the current schedule, when possible. If same-day accommodation is not possible, staff will explore rescheduling options. If no viable alternative can be identified, the trip request is returned to ACJFS. In most cases, however, efforts are successful in coordinating adjustments that meet the needs of both the passenger and the overall schedule.

"No-show" situations are addressed on a case-by-case basis. For clients with repeated occurrences, Country Neighbor's transit unit communicates directly with ACJFS to review patterns and implement appropriate corrective or supportive measures to reduce future service disruptions.

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h. Assurance Regarding 90% of Shared-Ride Trips

Our scheduling software allows for continuous monitoring of all vehicles in service, enabling real-time adjustments as needed. This system supports efficient dispatching and helps ensure that schedules remain responsive to changing conditions throughout the day.

In addition, ongoing communication between dispatch staff, drivers, and passengers ensures that reasonable accommodation is maintained for all trips. This coordinated approach helps us deliver reliable, accessible transportation services to and from all destinations while maintaining operational efficiency.

i. Reporting of Incidents and Accidents

Country Neighbor will report all incidents, accidents, and complaints, per the bid specification to ACJFS.

C. Geographical Service Area

Country Neighbor is available to provide transportation countywide. We will travel to destinations within the county, out of the county and into Pennsylvania, when necessary. Most of our medical transportation is to Geauga, Ashtabula, Cuyahoga and Trumbull Counties.

ERT is generally within the county, but we have the capacity to go out of the county, if necessary.

D. Organizational Structure

Country Neighbor was established in 1977 and incorporated in March 1981. The organization's mission is to help individuals remain independent by providing supportive services that enhance their quality of life.

Country Neighbor offers a wide range of services, including homemaker, chore, transportation, home-delivered meals, congregate meals, personal care, prescription assistance, emergency food assistance, rental and utility assistance, socialization programs, senior companionship, summer meals for children, and recreational, educational, and wellness activities.

Our service area is defined by the funding sources that support our various programs, allowing us to meet the specific needs of the communities we serve across Ashtabula and Trumbull Counties.

As the designated Ashtabula County Food Bank, Country Neighbor serves a network of 26 partner food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters

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located throughout Ashtabula County. In 2025, we distributed more than 1.2 million pounds of food to our contracted partner agencies.

Our primary funding sources include the Ashtabula County Senior Services Levy, the Trumbull County Senior Services Levy, the Ashtabula County Department of Job and Family Services, Direction Home of Eastern Ohio, the Ohio Department of Job and Family Services, and the United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors, which meets monthly, typically on the last Monday of each month.

A current board listing is attached.

An Organizational Chart is attached.

E. Provider/Staff Qualifications

Executive Director: The Executive Director is responsible for the overall implementation of agency programs, grant writing, fiscal accountability, and administrative oversight. The Executive Director also plays an active role in the development, update, and implementation of the County's Coordinated Transportation Plan.

Assistant Director: Assists the Executive Director with the day-to-day administrative oversight of program operations, ensuring effective implementation of services and continuity of daily agency functions.

Administrative Assistant/Bookkeeper: Assist with human resources, fiscal responsibilities, payroll and financial reporting.

Data Support/Clerical Support: Data Support and Clerical Staff assist with day-to-day administrative tasks such as answering phones, coordinating communications between staff and clients, preparing documentation, and supporting billing and reporting functions. Together, data and clerical support functions help ensure accuracy, accountability, and continuity of services while enabling program staff to focus on direct service delivery

Transportation Supervisor: Reports to the Executive Director. This position is responsible for client intake and assessment, scheduling all transportation trips, and coordinating the assignment of drivers and vehicles. The role ensures the accuracy, completeness, and timely submission of all required documentation and recordkeeping.

Additional responsibilities include overseeing maintenance program implementation, ensuring adherence to established policies and procedures, and

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supporting overall quality assurance for program operations. This position plays a key role in maintaining efficient service delivery and program compliance.

Transportation Assistant: The Transportation Assistant plays a critical role in the efficient operation of the program by ensuring accurate data entry, maintenance of client records, and timely processing of service documentation. This position is responsible for managing scheduling records, maintaining trip and service logs, and supporting reporting requirements for funding and compliance purposes.

Drivers: Responsible for the direct provision of transportation services, including transporting clients to scheduled appointments, providing appropriate assistance as needed, and ensuring safe return to their homes. Additional duties include maintaining cleanliness and readiness of assigned vehicles, accurately completing all required documentation, and participating in mandated training to ensure compliance with program standards and service requirements.

Facility Maintenance: Responsibilities include facility cleaning and assistance with vehicle cleaning, as necessary.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation

Section 3
Program Planning and Development
2026 Board Roster

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COUNTRY NEIGHBOR PROGRAM, INC.
2026 BOARD OF DIRECTORS
ROSTER

Casey O'Brien, President
Village Station
401 South Street
Chardon, OH 44024
Attorney At Law
Office: 440-437-5295
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: January 30, 2006
Email: Casey@peteribold.com

Randy Gentry, Vice-President
PO Box 1382
Andover, OH 44003
Law Enforcement
Work:
Mobile: 440-645-3543
Term Begins: February, 2026
Term Ends: January, 2029
Date Elected: September 28, 2015
Email: rlgentry97@gmail.com

Rick Huffman, Secretary/Treasurer
5901 Route 6
Hartsgrove Twp, OH 44085
Contractor/Business Owner
Home: 440-474-9042 c: 440-990-9532
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: November 7, 2016
Email: rickhuffman@gmail.com

Jodie Hitchcock
6485 Footville Richmond Road
Andover, OH 44003
Accountant
Cell: 440-813-6627
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: jhitchcock@eliteaccountingoh.com

Bonnie Brockway
2233 Brown Road
Jefferson, OH 44047
Retired: School Treasurer
Home: 440-576-8126
Alternate: 440-813-4958
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: bbrockway64@gmail.com

Angela Thomas
8695 Troutman Road
Orwell, OH 44076
Ashtabula County Developmental Disabilities
Cell: 440-474-3600
Term Begins: February, 2026
Term Ends: January, 2029
Date Elected: February 10, 2020
Email: thomasaa91@gmail.com

Sheri Nellis
6589 State Route 45
Bristolville, OH 44402
Office Administrator

John Pizon
383 East Jefferson Street
Jefferson, OH 44047-1105
Retired: First Energy (Electrical Engineer)
Home: 440-576-2447

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Cell::330-442-5578
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: NYEve1961@aol.com

Alternate: 440-437-6368
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: August 23, 2010
Email: john.pizon@gmail.com

Kathleen Wolf
5129 Lenox New Lyme Road
Jefferson, OH 44047
Retired: Long Term Care
Home: 440-294-2368
Alternate
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 28, 2002
Email: KathleenWolf@yahoo.com

Sally Kennedy
1000 Middle Road
Conneaut, OH 44030
Retired: Health Commissioner
Home: 440-593-3087
Alternate: 440-789-9441
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: kennedysally08@gmail.com

Ghassan Saikaly
4409 East Union Road
Dorset, OH 44032
Retired: Geauga Cty Water & Sewer Dept
Home: 440-293-6648
Cell: 440-536-2064
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2010
Email: gsaikaly@embarqmailcom

Carole Stormer- Vaux
3282 Callender Road
Rock Creek, OH 44084
Realtor
Cell: 440-813-2788
Term Begins: February, 2026
Term Ends: January, 2029
Date Elected: September 29, 2025
Email: cstormervaux@gwcmail.net

Daniel Claypool
5239 Lake W Road, Unit 306
Ashtabula, OH 44004
Retired: Law Enforcement
Mobile: 440-969-4913
Term Begins: February, 2026
Term Ends: January, 2029
Date Elected: June 5, 2023
Email: dclaypool@roadrunner.com

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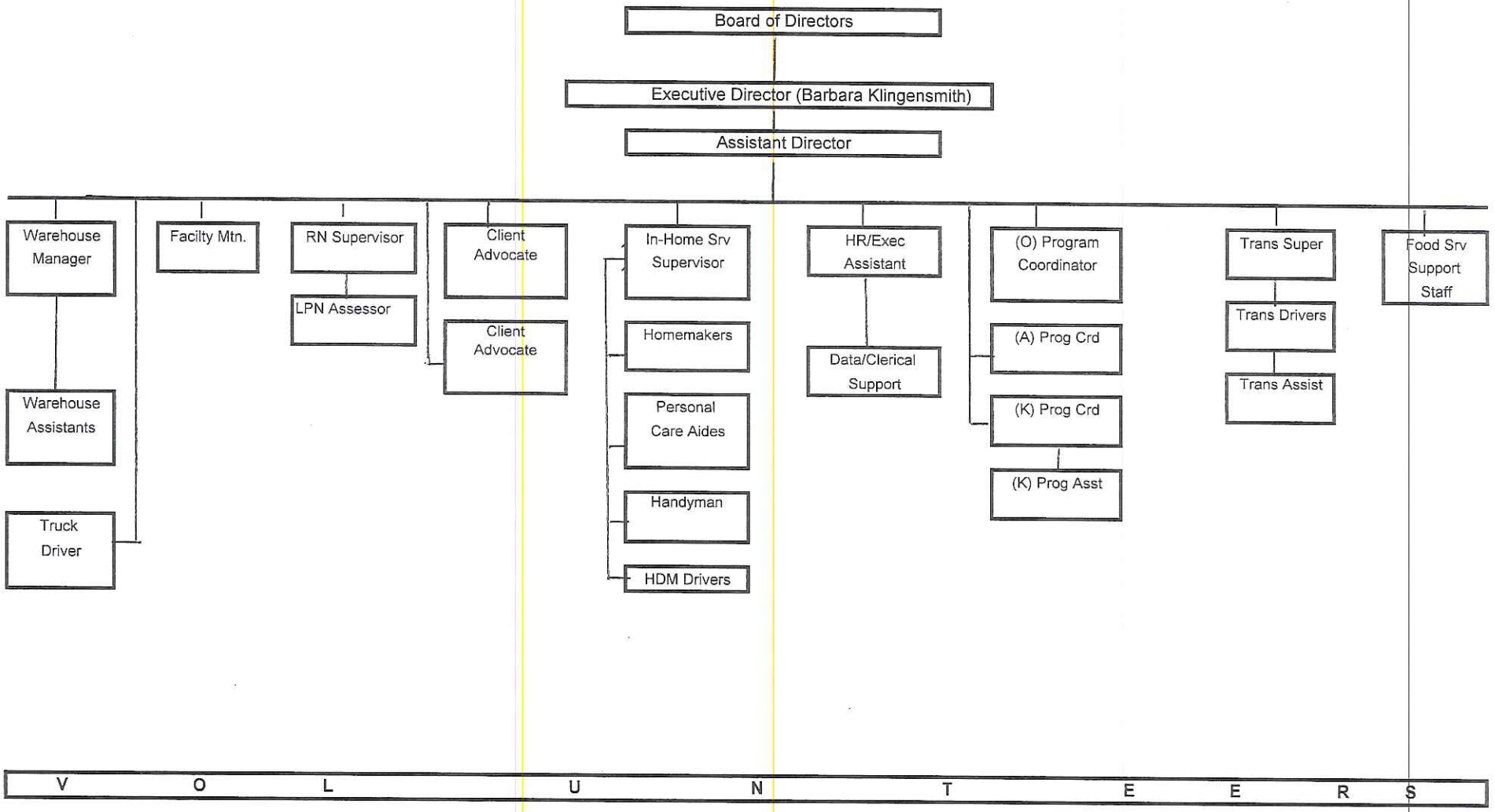
Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation

Section 3
Program Planning and Development
Organizational Chart

COUNTRY NEIGHBOR PROGRAM, INC.
ORGANIZATIONAL CHART



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Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation

Section 3
Program Planning and Development
Job Descriptions

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

TITLE: Executive Director LOCATION: CNP Administrative Office

REPOPRTS TO: Board of Directors SUPERVISES: All Staff

BASIC FUNCTIONS: Under policy supervision of the Board of Directors. Directs and supervises agency programs, fiscal policy, public contacts, obtains and administers grants, and helps to develop resources for community programs. The Executive Director is responsible for administering the Country Neighbor Program, Inc. in southern Ashtabula County and coordinate its effort with other social service agencies. This individual should have a knowledge of the service area, be concerned with the well-being of its residents, and be able to relate to local residents in stressful situations on an individual basis. This position involves planning program and supervising staff for total CNP function, and Executive Director must be willing to work irregular hours when needed.

RESPONSIBILITIES:
Approx. % Of Time

30%	Supervise and evaluate staff. Employ and discharge staff. Fix compensation within the budget approval by the Board of Directors. Ensure staff development. Conduct staff meetings.
20%	Participate in planning and coordination efforts at county and state level, inform other agencies and organizations, and the public about CNP services and objectives.
40%	Prepare, review, and process grant applications. Research potential grant sources and regulatory requirements. Assume administrative responsibility for grant implementation.
5%	Attend all Board of Directors meetings and give an Administrative report and update. Attend committee meetings as requested.
5%	Perform other duties consistent with the intent of the Country Neighbor Program, Inc. as defined by the Board.

MINIMUM REQUIREMENTS: Associate college degree or two years credits. Administrative experience preferred.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

ASSISTANT DIRECTOR
JOB DESCRIPTION

POSITION: Assistant Director

REPORTS TO: Executive Director

Position Summary

The Assistant Director supports the Executive Director in the daily management and operation of the agency's programs, services, staff, and community partnerships. This position assists with organizational leadership, program oversight, compliance, budgeting, strategic planning, and community engagement to ensure the agency fulfills its mission effectively and efficiently.

The position requires strong leadership skills, sound judgment, organizational ability, and a commitment to serving vulnerable populations with dignity and respect.

The Assistant Director must be able to work collaboratively with employees, board members, volunteers, funders, community partners, and clients while maintaining professionalism, confidentiality, and ethical standards.

Essential Duties and Responsibilities

Agency Leadership and Administration

- Assist the Executive Director in the overall leadership and administration of the organization.
- Help ensure the agency operates in accordance with its mission, policies, strategic goals, and applicable regulations.
- Participate in organizational planning, policy development, and implementation of agency initiatives.
- Assist in developing and maintaining operational procedures to improve efficiency and service delivery.
- Provide leadership and support to staff in day-to-day operations and problem-solving.
- Serve as Acting Executive Director during the Executive Director's absence as assigned.
- Assist in preparing materials, reports, and presentations for the Board of Directors, funders, and community stakeholders.

Program Management and Oversight

- Assist in overseeing agency programs and services to ensure quality, effectiveness, and compliance with funding requirements.
- Monitor program activities, client services, and outcomes to ensure agency goals are achieved.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

- Help evaluate community needs and identify opportunities for new or expanded services.
- Assist with implementation and oversight of grant-funded programs and contracts.
- Ensure accurate and timely completion of required reports, statistics, and documentation.
- Monitor compliance with federal, state, county, and local regulations as well as agency policies and procedures.
- Support quality assurance activities and continuous program improvement efforts.
- Assist with coordination of special projects, outreach activities, and community initiatives.

Staff Supervision and Human Resources Support

- Supervise assigned staff and provide leadership, guidance, coaching, and support.
- Assist with recruitment, interviewing, hiring, onboarding, and training of employees.
- Help monitor employee performance and participate in evaluations and disciplinary processes when necessary.
- Promote a positive, professional, and team-oriented work environment.
- Assist with scheduling and staff coverage to ensure uninterrupted services.
- Encourage staff development through training opportunities and professional growth.
- Foster effective communication among departments and staff members.

Financial Management and Resource Development

- Assist the Executive Director with budget preparation, monitoring, and fiscal oversight.
- Monitor expenditures and assist in maintaining financial accountability within programs.
- Support efforts to secure funding through grants, donations, partnerships, and fundraising activities.
- Assist with grant applications, grant reporting, and compliance documentation.
- Help ensure responsible stewardship of agency funds, property, and resources.
- Participate in planning for long-term organizational sustainability and growth.

Community Relations and Public Engagement

- Represent the agency at meetings, coalitions, conferences, and community events.
- Develop and maintain positive relationships with community organizations, government agencies, funders, and service partners.
- Promote awareness of agency programs and services within the community.
- Assist with public relations, outreach efforts, and community education activities.
- Respond professionally to inquiries, concerns, and requests from clients, families, and community members.

Client Services and Compliance

- Support agency staff in addressing client concerns and service-related issues.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

- Ensure client confidentiality is maintained in accordance with agency policy and applicable laws.
- Promote a client-centered environment that emphasizes respect, compassion, and dignity.
- Assist in ensuring compliance with health, safety, sanitation, and risk management standards.
- Help maintain a safe and supportive environment for staff, clients, and volunteers.

Additional Responsibilities

- Participate in agency committees, planning meetings, and strategic initiatives.
- Assist with emergency operations or agency response efforts when needed.
- Perform additional duties and responsibilities as assigned by the Executive Director.

Qualifications

Education and Experience

- Bachelor's degree in Social Work, Human Services, Nonprofit Management, Public Administration, Business Administration, or related field required.
- Master's degree preferred.
- Minimum of three (3) to five (5) years of progressively responsible supervisory or management experience in a nonprofit or social service environment.
- Experience working with grant-funded programs, community services, and regulatory compliance preferred.

Knowledge, Skills, and Abilities

- Knowledge of nonprofit management principles and social service program operations.
- Understanding of grant requirements, reporting processes, and program compliance standards.
- Strong leadership and supervisory abilities.
- Excellent organizational and time management skills.
- Ability to prioritize tasks and manage multiple responsibilities simultaneously.
- Strong written, verbal, and interpersonal communication skills.
- Ability to work collaboratively with diverse populations and community partners.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficiency with Microsoft Office and general office technology.

Physical Requirements

- Ability to sit, stand, walk, bend, reach, and lift up to 25 pounds occasionally.
- Ability to operate computers, telephones, and standard office equipment.
- Ability to travel locally for meetings, trainings, and agency events.

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Work Environment

Work is performed primarily in an office and community-service setting with frequent interaction with employees, clients, volunteers, community partners, and the public. The position may occasionally require attendance at evening meetings, community events, or emergency response activities.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

POSITION: Administrative Assistant/Bookkeeper

REPORTS TO: Executive Director

SUMMARY: Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the organization. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with bookkeeping and fiscal responsibilities
- Assist with data entry management for accuracy, efficiency, and timeliness based on all funding requirements in the organization's operations
- Prepare and sort source documents, and identifies and interprets data
- Process various forms
- Assist in establishing and maintaining an effective and efficient records management system
- Assist in the preparation of regularly scheduled reports, as assigned
- Contribute to team effort and accomplish related results as required
- Maintain confidential information
- Become familiar with the organization's services and funding source requirements
- Perform general clerical duties such as word processing, answering telephone, etc.
- Perform other job-related duties as assigned.

COMPETENCY: (To perform the job successfully, an individual should demonstrate the following competencies)

- Knowledge of records management procedures
- Ability to operate various work-processing software, spreadsheets and database programs
- Maintain confidentiality
- Professionalism
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Communicate efficiently and effectively both verbally and in writing
- Carry out multiple tasks and meet deadlines
- Excellent time management skills
- Follow instructions furnished in verbal and written format
- Attention to detail and problem solving

QUALIFICATIONS:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Individuals must pass physical, criminal background check and drug screen.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

JOB DESCRIPTION

POSITION: Data/Clerical Support **REPORTS TO:** Executive Director

SUMMARY: This position will work closely with the administrative department of CNP in performance of day-to-day operations of the agency. Receive, review, and enter data into computer system or tracking database according to established procedures. Ensures accuracy of all data recorded and performs database maintenance functions, support Country Neighbor Program, Inc.'s vision, mission and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Keep track of received data and source documents
- Prepare and sort source documents, identify and interpret data to be entered
- Contact preparers of source documents to resolve questions, inconsistencies or missing data
- Confirm accuracy of data
- Process various forms
- Assist in establishing and maintaining an effective and efficient records management system
- Generate reports, as assigned
- Contribute to a team effort and accomplish related results as required
- Maintain confidential information
- Assist with the clerical responsibilities
- Work closely with the team in the day-to-day operations of the in home programs
- Perform general clerical duties
- Perform other job-related duties as assigned.
- Back-up receptionist

COMPETENCY: (To perform the job successfully, an individual should demonstrate the following competencies)

- Knowledge of records management procedures
- Ability to operate various work-processing software, spreadsheets and database programs
- Maintain confidentiality
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Communicate efficiently and effectively both verbally and in writing
- Carry out multiple tasks and meet deadlines
- Follow instructions furnished in verbal and written format
- Detail oriented

QUALIFICATIONS:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Individual must pass physical, criminal background check and drug screen.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE _____ DATE: _____

SUPERVISOR SIGNATURE _____ DATE: _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

POSITION TITLE: Transportation Supervisor

REPORTS TO: Executive Director

SUPERVISES: Drivers and Transportation Assistant

RESPONSIBLITIES:

Oversee the day-to-day operations of the transportation program by planning, coordinating, and implementing transportation for low-income persons, the elderly, & persons with disabilities. Responsibilities include scheduling all transportation requests in the most cost-effective manner, assignment of all drivers to vehicles and trip manifests, call each client prior to day of service to verify appointment, pickup time, driver, and provider, ensure proper vehicle maintenance schedules, responsible to ensure vehicle cleanliness, complete all required data, reports, documentation and record keeping in a timely and accurate manner, and other duties as assigned.

Supports operational planning for the acquisition and implementation of ITS technologies to help plan and operate a county-wide coordinated system

Assist in the gathering and analyzing of data to evaluate intermodal transportation service options for persons with disabilities, the elderly and others who are transportation disadvantaged to design the most efficient and cost-effective option possible.

Assist with the appropriate training for drivers, per funding requirements

Develops strategies for seeking other funding sources and to leverage existing funding sources to expand and enhance the current transportation system

Required Knowledge, Skills, and Abilities:

Knowledge of the Americans with Disabilities Act (ADA) and its specific applications to public transportation.

Knowledge of the principles, procedures and strategies of coordinated human services transit-transportation planning and coordination strategies.

Knowledge of Federal Transit Administration (FTA) and Ohio Department of Transportation (ODOT) policies, procedures and practices.

Knowledge of geography of Northeastern Ohio area

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Proficiency with spreadsheet, word processing, presentation, database and project management software.

Excellent interpersonal, written and verbal communication skills.

Ability to provide leadership and speak before public groups.

Ability to work independently and with others in an effective manner.

Ability to use a personal computer and other modern office equipment.

Ability to analyze data, define problems, identify potential solutions, develop implementation strategies and evaluate outcome.

Ability to prepare clear and concise oral and written reports.

Ability to read and understand transportation and program planning documents and standards.

Ability to work a flexible schedule that may include evenings and weekends.

Ability to establish and maintain effective working relationships with all levels of staff, community leaders, government representatives, and customers.

Ability to operate a motor vehicle; must possess and maintain a valid Ohio Driver's License.

Ability to pass criminal background check

Physical Requirements:

Extended periods sitting at a table, desk or workstation with use of a computer; normal visual acuity and field of vision; hearing, speaking and color perception; work involves periodic bending, stooping, reaching, standing and walking; requires dexterity in operating office machines and equipment; periodic need to carry items for short distances weighing up to 10 lbs. Periodic fieldwork in varying environments. Travel as necessary within or outside of service area via automobile or other mode of transportation.

Required Education and Experience:

Prefer high school graduate/G.E.D. and at experience in the transportation field

Computer proficiency and experience at an independent decision-making level. knowledge combination of related education, training and experience that demonstrates the

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

knowledge, skills and ability to effectively perform the functions of this position may be considered.

EMPLOYEE'S SIGNATURE

I have read and understand the responsibilities and requirements of this job description and agree to comply.

SIGNATURE _____ **DATE** _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

POSITION: Transportation Assistant **SUPERVISES:** No One

REPORTS TO: Transportation Supervisor/Executive Director

RESPONSIBILITIES: Daily compilation of all transportation run data into reporting format, review drivers daily manifest logs, verify funders and trip purposes, complete monthly invoices as assigned. Assist the Transportation Supervisor with telephone and client contact, backup the Supervisor with scheduling of transportation requests, assignment of vehicles and trip manifests, when necessary. Daily record co-pays and responsible for maintenance records. Completion of required reports, as assigned. Must become knowledgeable of social service industry in Ashtabula and Trumbull Counties. Complete all documentation in a timely and accurate manner. Attend all meetings and trainings as requested. Perform other duties, as assigned.

REQUIREMENTS: Free of substance abuse, professional manners, good communication skills.

Be able to pass criminal background check. Valid Ohio driver's license and possess good driving record.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

JOB TITLE: DRIVER

REPORTS TO: Transportation Supervisor **SUPERVISES:** No One

BASIC FUNCTION: The driver will ensure mobility to clients in wheelchairs, clients using walkers, and clients using canes who need transportation for necessary travel to doctors, shopping, agency appointments and recreation, as scheduled. All other duties as assigned.

RESPONSIBILITIES: (INCLUDE, BUT NOT LIMITED TO THE FOLLOWING) :

Gas vehicles daily
Conduct vehicle pre-trip inspections daily
Complete necessary paperwork accurately and in the correct time frame
Keep all vehicles clean (both inside and out)
Attend all required training classes
Attend all required staff meetings

QUALIFICATIONS: Valid Ohio Driver's License
Good driving record
Ability to pass physical/TB test
Ability to pass hearing test
Ability to pass eye exam
Ability to pass a drug screen
Able to pass criminal background check
Able to lift a minimum of 50 pounds

Employee Signature: Date:

Supervisor Signature: Date:

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

COUNTRY NEIGHBOR PROGRAM, INC.

JOB DESCRIPTION

POSITION: Facility Maintenance

SUPERVISES: No One

REPORTS TO : Executive Director

RESPONSIBILITIES: (Include but not limited to the following)

Sweep and mop floors, (dining room, kitchen, halls, etc.)
Vacuum carpeted areas, (front reception areas, throw rugs, offices, etc.)
Shampoo carpeted areas as needed
Clean bathrooms, (commodes, sinks, etc.)
Stock hygiene supplies as necessary.
Wash windows in front reception areas as required.
Empty trash, (outside waste can, offices, etc.)
Wash transportation vehicles, as assigned.
Attend meetings as designated by Country Neighbor.
Perform other duties as assigned.

QUALIFICATIONS:

Ability to Pass Criminal Background Check, Drug Screen, and Physical Exam.
Ability to Lift up to 25 pounds on occasion.

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE_____ DATE _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Exhibit II

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Applicant Budget
Summary

Applicant: Country Neighbor Program, Inc. (Employment Related)	
Date From: October 1, 2026	**To: September 30, 2027**

	Amount	
I. Staff		
A. Salaries	$	1,270.00
B. Payroll-Related Expenses	$	128.00
Total Staff Costs	$	1,398.00
II. Operations		
A. Travel and Short-Term Training	$	50.00
B. Consumable Supplies	$	905.00
C. Occupancy Costs	$	872.00
D. Contract and Professional Services	$	795.00
E. Other - Miscellaneous	$	540.00
Total Operational Costs	$	3,162.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	4,560.00
IV. Minus Other Program Resources	$	-
Total Program Costs	$	4,560.00

Budget Computation

Total Operating Expenses	$	4,560.00
Divided by Total Operating Units		2,000
= Unit Rate	$	2.28

Unit Rate	$	2.28
X number of units purchased		2,000
= Total Contract Amount	$	4,560.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Administrative Assistant/Bkkp	$ 49,250.00	Annual	0.40%	$ 197.00
Transportation Supervisor	$ 38,065.00	Annual	0.50%	$ 190.00
Transportation Assistant	$ 31,200.00	Annual	0.25%	$ 78.00
Drivers	$ 327,735.00	Annual	0.25%	$ 805.00
Total Salaries				$ 1,270.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 98.00
Worker's Compensation	$ 15.00
Unemployment Insurance	$ 5.00
Retirement Expenses	$ 5.00
Hospitalization	$ -
Other (*identify*) Life Insurance	$ 5.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 128.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ -
Short-Term, Training	$ 50.00
Total Travel and Short-Term Training	$ 50.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 30.00
Cleaning Supplies	$ 10.00
Other *(identify) Fuel*	$ 865.00
Other *(identify)*	
Total Consumable Supplies	$ 905.00

II. C. Occupancy Costs

	Amount
Rent	$ 300.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	$ 60.00
Electric	$ 120.00
Water	$ 20.00
Telephone	$ 360.00
Sewer	$ -
Other *(identify) Garbage*	$ 12.00
Other *(identify)*	
Total Occupancy Costs	$ 872.00

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II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Audit	$ 25.00
Technology & Software	$ 120.00
D&O Insurance	$ 50.00
Employee Testing	$ 50.00
Liability Insurance	$ 50.00
Vehicle Insurance	$ 500.00
Total Contract & Services Costs	$ 795.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Vehicle Repair & Maintenance	$ 500.00
Miscellaneous Expense	$ 40.00
Total Miscellaneous Costs	$ 540.00

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III. Equipment
A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

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III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

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Country Neighbor Program

Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile:	$ 2.28	Country Neighbor charges a flat, per mile fee of $2.28. There are no additional fees for "wait time" or "lift drops". Mileage begins from our Home Vehicle Lot at: 2693 State Route 322, Orwell, Ohio and back unless the vehicle is already out in service. If the vehicle is in service, mileage begins from the drop off point of the previous passenger to the new passenger's pick-up address, then to their destination and back home. Or, back to the Home Vehicle Lot if there are no further trips scheduled for the given driver.
Round Trip - Flat Rate per mile	$ 2.28	A "round trip" starts when leaving a specified location (Home Lot or the last drop off destination of previous customer), pick up the customer, take them to their destination, and return them to their home. If the driver has no other runs scheduled, then the trip ends at the Country Neighbor Home Vehicle Lot. If the driver has another run, then the trip ends at the customer's return home.
Shared Rides:	NA	If all riders utilize the same funding source, the total trip miles are divided by the number of individuals sharing that trip and each individual is billed their share. If different funding sources, all going to the same destination area, the total trip miles are divided equally by the number of individuals and billed as such to each funding source.

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program**
Date: **8/20/2026 2:35:31 PM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

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: **2006.030.100-601 Contract Services**; not to exceed **$1,365.00**, and free from any previous encumbrances.

Agreement Title: An **Employment Related Transportation Contract** between **Ashtabula County of Job & Family Services** and **Country Neighbor Program, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc.** for an **Employment Related Transportation Contract for FY 2027**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 27-3006-HRT

This contract made and entered into on the **1st** day of **October 2026** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Country Neighbor Program, Inc.** located at: **P.O. Box 212, 39 South Maple Street, Orwell, Ohio 44076**, and whose phone number is: **440-437-6311**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

    1. **Contract Period**: This contract will be effective from **October 1, 2026,** through **September 30, 2027,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

    2. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:

    $ 414,504.00.00

3. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

4. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

5. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have

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priority over all others when ACJFS has authorized the purchase of service.

6. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

7. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

8. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

9. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
- ACJFS program to be charged

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- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

10. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

11. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

12. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

13. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

14. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

15. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

16. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

17. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

18. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

19. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

20. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

21. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

22. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

23. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

24. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for

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audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

25. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

26. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

27. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

28. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

29. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

30. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

31. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

32. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

33. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

34. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

35. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

36. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

37. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

38. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

39. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

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40. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

41. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

42. **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.

43. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

44. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

45. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

FB74060D0EAC4B8...

9/15/2026
Date

Signed by:

Barbara Klingensmith

Country Neighbor Program, Inc.

9AC9C4BA074947A...

9/16/2026
Date

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

Signed by:

Kathryn Whittington

Z2C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners

8CC3D2025A6D44F...

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Exhibit I

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Request for Proposals

For

Transportation Services

Health Related Transportation

Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #4-26

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

TABLE OF CONTENTS

RFP Section:

I. INTRODUCTION 3
Ride Data 3
II. RFP SCHEDULE AND SUBMISSION INFORMATION 4
RFP Schedule of Important Dates 4
Pre-Proposal Conference 4
Contact Person 4
Proposal Delivery 4
III. APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES 5
IV. PROPOSAL SPECIFICATIONS AND FORMAT 6
Proposal Information 6
Proposal Cost 6
Proposal Communication 6
Proposal Format 6
Cover Page 6
Proposal Checklist 6
Section 1 ~ Applicant Information 7
Section 2 ~ Required Documents 7
Section 3 ~ Program Planning and Development 7
Section 4 ~ Applicant Budget 8
V. EVALUATION AND SELECTION PROCESS 8
Proposal Evaluation 8
Stage 1 Review 9
Stage 2 Review 9
Proposal Selection 9
Acceptance and Rejection of Proposals 10
Post Selection Meeting 10
IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT 10
Overview 10
Availability of Funds 10
Agreement Period 10
Invoicing 10
Performance and Monitoring 10
Confidentiality and Security 11
Publicity 11
Applicable Laws and Rules 11
Patent or Copyright Liabilities 11
Software and Ownership Rights 11
APPENDIX I-A ~ Transportation Requirements 13
APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements 16
ATTACHMENT A ~ Applicant Information 17
ATTACHMENT B ~ Applicant Budget 19
ATTACHMENT C ~ Cover Pages 27
Forms 47
- Delinquent Personal Property Tax Affidavit 47
- Non-Collusion Affidavit 48
- Non-Discrimination Agreement 49
- Representations, Assurances and Certifications 50
- Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit 51

ATTACHMENT D ~ Sample Agreement 56
ATTACHMENT E ~ Checklist 64

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-24 to 9-30-25, 40,793 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

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II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	**Date: 6-12-26**
Question Period Begins	**Date: 6-12-26**
Pre-Proposal Conference	**Date: 6-24-26 @ 10:00 a.m.**
Question Period Ends	**Date: 6-24-26 @ 4:00 p.m.**
Proposals Due to Ashtabula County Board of Commissioners	**Date: 7-10-26 @ 2:30 p.m.**
Agreement Effective Date	**Date: 10-1-26**

Pre-Proposal Conference:

A Pre-Proposal Conference will be held on June **24, 2026,** at **10:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-10-26, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-26

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and has at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

3. All vehicles shall:
    a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
    b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
    c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
    a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
    b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, single sided, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

Proposal Checklist - (Attachment E) must be submitted with "Master" copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

   -or-

   2. If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

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(b). Define a round-trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.

D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

When completing sections 2 and 3, if an applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:

1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non -Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
   a. Required number of copies: 1 master and 2 copies (3 total)
   b. Section 1 Applicant Information Page (Attachment A)
   c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
   d. Section 3 Program Planning & Development
   e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
  - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
  - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
  - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
  - Applicant has thoroughly defined the method of charging for trips.
  - The Applicant has sufficient vehicle capacity to meet the needs of the program.
  - Applicant demonstrates the ability and experience for scheduling trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
  - *C.* Applicant is able to meet the geographical needs of the service area.
  - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
  - The budget effectively defines the unit rate.
  - The budget is inclusive of only necessary costs associated with the program.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Acceptance and Rejection of Proposals:
The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded the agreement.

Per O.R.C. 307.862 section B.10:
(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.
(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.
(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant Agreement:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Agreement Period:
The agreement has a tentative effective date of **10-1-26 through 9-30-27**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

Confidentiality and Security:
The Provider agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Appendix I

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

5. **Mirrors:**
   a. Must have a least one rear view interior mirror that is properly secured and in proper placement.
   b. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
   c. Prismatic lens must be properly installed.
   d. All mirrors must enable operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20 b., c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

8. **Emergency Brakes:**
    a. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

9. **Steering Gear:**
    a. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
    b. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
    c. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
    d. Tie rod ends must function properly.
    e. Tires must not rub any chassis or body component in any position.

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System:**
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

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16. Lights:

a. Must operate as designed.
b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:

a. Condition must be intact.
b. Must be free of broken parts that can cause injury.

18. Gas Tank:

a. Must be free of rust, damage, or leaks.
b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

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Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

ATTACHMENT A
TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc

ADDRESS: 39 South Maple Street, PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Brittany Shriver EMAIL: brittany.shriver@countryneighbor.org

FISCAL CONTACT: Cyndee Fedak EMAIL: cyndee.fedak@countryenighbor.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 whether to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 6, 2026

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Country Neighbor Program, Inc.
Employment Related and
Health Related Transportation
Section 3
Program Planning and Development

A. Program Description

Country Neighbor is proposing to provide a total of 181,800 miles of Health-Related Transportation and 2,500 miles of Employment-Related Transportation for the contract period of October 1, 2026, through September 30, 2027. Both services will be offered at a unit rate of $2.28 per mile.

We are requesting a 4.6% unit rate increase for the upcoming contract year, from $2.18 to $2.28 per unit. Our transportation rate has remained unchanged since October 2023 despite significant increases in operating expenses.

We have experienced substantial increases in fuel costs, a more than 25% increase in insurance premiums, and rising personnel expenses as we work to offer competitive wages that attract and retain qualified staff. These cost increases have placed considerable pressure on our transportation program while maintaining the high level of service our clients depend on.

This modest rate adjustment will help offset these increased operating costs and ensure the continued delivery of cost-effective, safe, and reliable transportation services to the communities we serve. We remain committed to maximizing available resources while providing dependable transportation that enables older adults and individuals with disabilities to maintain their independence and access essential medical appointments and other critical community resources.

Country Neighbor complies fully with all applicable regulations set forth by the Ohio Department of Transportation (ODOT), Ohio Division of Emergency Medical Services (EMS), and the Ohio Department of Aging (ODA). This includes adherence to all training, safety, and monitoring requirements. Our program is subject to annual monitoring by each overseeing agency to ensure full compliance with state standards.

We place strong emphasis on trip coordination and cost-efficiency by sharing transportation services across funding sources whenever possible. This approach reduces overall costs and maximizes the number of trips that can be provided with available resources. From October 2025 through June 2026, 3,436 of the 4,643 trips (74%) of the Health-Related Transportation (HRT) trips provided by Country Neighbor were shared rides. This strategy resulted in savings of $248,707.83 in HRT funding during this time period.

Currently, transportation requests are submitted to our Transportation Unit via email by the Ashtabula County Job and Family Services (ACJFS) Transit Unit. Upon receiving the

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requests, our Transportation Supervisor and team coordinate scheduling of both trips and drivers. Clients are contacted the day prior to their scheduled trip to confirm trip details and provide their estimated pickup time. If a shared trip is scheduled, clients are also informed of other riders who may be accompanying them.

B. Summary of Service

1. Days and Hours of Service

Country Neighbor operates Monday through Saturday from 3:30 a.m. to approximately 7:00 p.m., depending upon the trips scheduled. These times and days are flexible and vary with individual need. We do provide dialysis transportation on Sundays and holidays, when necessary.

2. Provider Experience

Country Neighbor has been providing transportation services in accordance with the service specifications for more than 44 years. Throughout that time, we have built a strong reputation for delivering safe, reliable, and accessible transportation to the communities we serve. For many years, we have also served as a contract provider for the countywide Ashtabula County Senior Services Levy transportation program.

In addition, Country Neighbor has been designated by the Ashtabula County Board of Commissioners as the Lead Agency responsible for transportation coordination planning and implementation of the Ashtabula County Coordinated Public Transit–Human Services Transportation Plan. This designation reflects our longstanding leadership, expertise, and commitment to coordinating transportation resources that improve access to essential services for older adults, individuals with disabilities, and other transportation-disadvantaged residents throughout Ashtabula County.

3. Specifications

a. Trip Charge Calculation

Country Neighbor utilizes a straightforward, flat per-mile rate structure for transportation services. We do not assess additional charges for wait time, minimum trip fees, or lift-assist services, allowing for transparent and predictable billing.

Mileage is calculated from our vehicle lot to the passenger's pickup location and destination and back to the vehicle lot, unless the vehicle is already in service. When a vehicle is actively transporting clients, mileage is calculated from the previous passenger's drop-off location to the next passenger's pickup address, then to the passenger's destination, and finally either to the next scheduled trip or back to the vehicle lot if no additional trips are scheduled for that driver.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

This approach ensures an equitable and cost-effective method of calculating transportation costs while maximizing vehicle utilization and operational efficiency.

b. Round Trip Definition

A round trip is defined as transportation in which a driver departs from a designated location, picks up the passengers, transports them to their scheduled destination, and returns them to their residence.

If the driver has no additional trips scheduled, the trip concludes upon the vehicle's return to the Country Neighbor vehicle lot. If additional trips are scheduled, the round trip concludes when the passenger is safely returned to their residence, allowing the driver to proceed directly to the next scheduled pickup. This scheduling practice maximizes operational efficiency while minimizing unnecessary travel and fuel costs.

c. Charging a Shared Trip

When multiple passengers share a trip, transportation costs are allocated equitably among all riders. If all passengers are funded through the same funding source, the total trip mileage is divided by the number of individuals sharing the trip, and each passenger's funding source is billed for an equal share of the mileage.

When passengers are traveling to the same destination area but are funded by different funding sources, the total trip mileage is similarly divided equally among all passengers, with each funding source billed only for its proportional share. This cost-sharing approach maximizes vehicle utilization, reduces transportation costs for all funding partners and ensures responsible stewardship of public funding.

d. Number of Vehicles, Passenger Capacity and Wheelchair Lifts

Country Neighbor currently operates a fleet consisting of one (1) seven-passenger minivans, three (3) modified minivans with one wheelchair position each, and seven (7) lift-equipped vehicles with two wheelchair positions each. This diverse fleet allows us to meet a wide range of transportation needs, including ambulatory and wheelchair-accessible service, while maintaining efficiency and reliability.

We have also been awarded an additional vehicle through the most recent Ohio Department of Transportation (ODOT) funding round, which we anticipate receiving in early 2027. This additional asset will further enhance our capacity to serve individuals with mobility challenges and help reduce wait times and service gaps across our transportation program.

e. Procedures for Multiple Passengers

Our transportation unit actively collaborates with individual passengers and medical facilities to identify common destination areas and appointment times. This

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

coordination allows us to group trips efficiently, develop reasonable schedules, and minimize unnecessary waiting periods whenever possible.

Defining "excessive" wait time is inherently difficult, as each trip scenario is unique. For example, transporting multiple passengers to Cleveland for appointments scheduled within a two-hour window may result in longer cumulative wait times due to distance and scheduling constraints. In contrast, trips within Ashtabula County may allow for significantly shorter wait times because of reduced travel distance and quicker turnaround. As a result, a wait time that may be reasonable in one context could be considered excessive in another.

To ensure transparency and maintain passenger satisfaction, our transportation staff communicates anticipated wait times in advance whenever scheduling conditions indicate that extended waiting periods may occur.

f. Ensure 15 Minute Windows for Stated Pickup and Deliveries

All transportation requests are entered into the Ecolane scheduling and dispatching software system. Once trips are batched by day and assigned to specific vehicles, the software generates optimized pickup and delivery times for each passenger. This schedule is then communicated to passengers during confirmation calls conducted the day prior to service.

Throughout the day, the dispatcher continuously monitors all scheduled trips in real time. The system provides alerts when vehicles fall behind schedule or when adjustments are needed. In these instances, the dispatcher takes immediate action by communicating with drivers and passengers to make appropriate schedule modifications, ensuring efficient operations and minimizing service disruptions.

g. Accommodating Last Minute Requests, Changes, Late Running Vehicles, and "No Shows"

When last-minute transportation requests are received, the dispatcher reviews the day's existing schedule to determine whether the request can be accommodated. If the requested time is not feasible, staff work collaboratively with the passenger and the Ashtabula County Job and Family Services (ACJFS) transit unit to identify alternative pick-up times within the current schedule, when possible. If same-day accommodation is not possible, staff will explore rescheduling options. If no viable alternative can be identified, the trip request is returned to ACJFS. In most cases, however, efforts are successful in coordinating adjustments that meet the needs of both the passenger and the overall schedule.

"No-show" situations are addressed on a case-by-case basis. For clients with repeated occurrences, Country Neighbor's transit unit communicates directly with ACJFS to review patterns and implement appropriate corrective or supportive measures to reduce future service disruptions.

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h. Assurance Regarding 90% of Shared-Ride Trips

Our scheduling software allows for continuous monitoring of all vehicles in service, enabling real-time adjustments as needed. This system supports efficient dispatching and helps ensure that schedules remain responsive to changing conditions throughout the day.

In addition, ongoing communication between dispatch staff, drivers, and passengers ensures that reasonable accommodation is maintained for all trips. This coordinated approach helps us deliver reliable, accessible transportation services to and from all destinations while maintaining operational efficiency.

i. Reporting of Incidents and Accidents

Country Neighbor will report all incidents, accidents, and complaints, per the bid specification to ACJFS.

C. Geographical Service Area

Country Neighbor is available to provide transportation countywide. We will travel to destinations within the county, out of the county and into Pennsylvania, when necessary. Most of our medical transportation is to Geauga, Ashtabula, Cuyahoga and Trumbull Counties.

ERT is generally within the county, but we have the capacity to go out of the county, if necessary.

D. Organizational Structure

Country Neighbor was established in 1977 and incorporated in March 1981. The organization's mission is to help individuals remain independent by providing supportive services that enhance their quality of life.

Country Neighbor offers a wide range of services, including homemaker, chore, transportation, home-delivered meals, congregate meals, personal care, prescription assistance, emergency food assistance, rental and utility assistance, socialization programs, senior companionship, summer meals for children, and recreational, educational, and wellness activities.

Our service area is defined by the funding sources that support our various programs, allowing us to meet the specific needs of the communities we serve across Ashtabula and Trumbull Counties.

As the designated Ashtabula County Food Bank, Country Neighbor serves a network of 26 partner food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

located throughout Ashtabula County. In 2025, we distributed more than 1.2 million pounds of food to our contracted partner agencies.

Our primary funding sources include the Ashtabula County Senior Services Levy, the Trumbull County Senior Services Levy, the Ashtabula County Department of Job and Family Services, Direction Home of Eastern Ohio, the Ohio Department of Job and Family Services, and the United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors, which meets monthly, typically on the last Monday of each month.

A current board listing is attached.

An Organizational Chart is attached.

E. Provider/Staff Qualifications

Executive Director: The Executive Director is responsible for the overall implementation of agency programs, grant writing, fiscal accountability, and administrative oversight. The Executive Director also plays an active role in the development, update, and implementation of the County's Coordinated Transportation Plan.

Assistant Director: Assists the Executive Director with the day-to-day administrative oversight of program operations, ensuring effective implementation of services and continuity of daily agency functions.

Administrative Assistant/Bookkeeper: Assist with human resources, fiscal responsibilities, payroll and financial reporting.

Data Support/Clerical Support: Data Support and Clerical Staff assist with day-to-day administrative tasks such as answering phones, coordinating communications between staff and clients, preparing documentation, and supporting billing and reporting functions. Together, data and clerical support functions help ensure accuracy, accountability, and continuity of services while enabling program staff to focus on direct service delivery

Transportation Supervisor: Reports to the Executive Director. This position is responsible for client intake and assessment, scheduling all transportation trips, and coordinating the assignment of drivers and vehicles. The role ensures the accuracy, completeness, and timely submission of all required documentation and recordkeeping.

Additional responsibilities include overseeing maintenance program implementation, ensuring adherence to established policies and procedures, and

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supporting overall quality assurance for program operations. This position plays a key role in maintaining efficient service delivery and program compliance.

Transportation Assistant: The Transportation Assistant plays a critical role in the efficient operation of the program by ensuring accurate data entry, maintenance of client records, and timely processing of service documentation. This position is responsible for managing scheduling records, maintaining trip and service logs, and supporting reporting requirements for funding and compliance purposes.

Drivers: Responsible for the direct provision of transportation services, including transporting clients to scheduled appointments, providing appropriate assistance as needed, and ensuring safe return to their homes. Additional duties include maintaining cleanliness and readiness of assigned vehicles, accurately completing all required documentation, and participating in mandated training to ensure compliance with program standards and service requirements.

Facility Maintenance: Responsibilities include facility cleaning and assistance with vehicle cleaning, as necessary.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation

Section 3
Program Planning and Development
2026 Board Roster

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

COUNTRY NEIGHBOR PROGRAM, INC.
2026 BOARD OF DIRECTORS
ROSTER

Casey O'Brien, President
Village Station
401 South Street
Chardon, OH 44024
Attorney At Law
Office: 440-437-5295
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: January 30, 2006
Email: Casey@peteribold.com

Randy Gentry, Vice-President
PO Box 1382
Andover, OH 44003
Law Enforcement
Work:
Mobile: 440-645-3543
Term Begins: February, 2026
Term Ends: January, 2029
Date Elected: September 28, 2015
Email: rlgentry97@gmail.com

Rick Huffman, Secretary/Treasurer
5901 Route 6
Hartsgrove Twp, OH 44085
Contractor/Business Owner
Home: 440-474-9042 c: 440-990-9532
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: November 7, 2016
Email: rickhuffman@gmail.com

Jodie Hitchcock
6485 Footville Richmond Road
Andover, OH 44003
Accountant
Cell: 440-813-6627
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: jhitchcock@eliteaccountingoh.com

Bonnie Brockway
2233 Brown Road
Jefferson, OH 44047
Retired: School Treasurer
Home: 440-576-8126
Alternate: 440-813-4958
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: bbrockway64@gmail.com

Angela Thomas
8695 Troutman Road
Orwell, OH 44076
Ashtabula County Developmental Disabilities
Cell: 440-474-3600
Term Begins: February, 2026
Term Ends: January, 2029
Date Elected: February 10, 2020
Email: thomasaa91@gmail.com

Sheri Nellis
6589 State Route 45
Bristolville, OH 44402
Office Administrator

John Pizon
383 East Jefferson Street
Jefferson, OH 44047-1105
Retired: First Energy (Electrical Engineer)
Home: 440-576-2447

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Cell::330-442-5578
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: NYEve1961@aol.com

Alternate: 440-437-6368
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: August 23, 2010
Email: john.pizon@gmail.com

Kathleen Wolf
5129 Lenox New Lyme Road
Jefferson, OH 44047
Retired: Long Term Care
Home: 440-294-2368
Alternate
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 28, 2002
Email: KathleenWolf@yahoo.com

Sally Kennedy
1000 Middle Road
Conneaut, OH 44030
Retired: Health Commissioner
Home: 440-593-3087
Alternate: 440-789-9441
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: kennedysally08@gmail.com

Ghassan Saikaly
4409 East Union Road
Dorset, OH 44032
Retired: Geauga Cty Water & Sewer Dept
Home: 440-293-6648
Cell: 440-536-2064
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2010
Email: gsaikaly@embarqmailcom

Carole Stormer- Vaux
3282 Callender Road
Rock Creek, OH 44084
Realtor
Cell: 440-813-2788
Term Begins: February, 2026
Term Ends: January, 2029
Date Elected: September 29, 2025
Email: cstormervaux@gwcmail.net

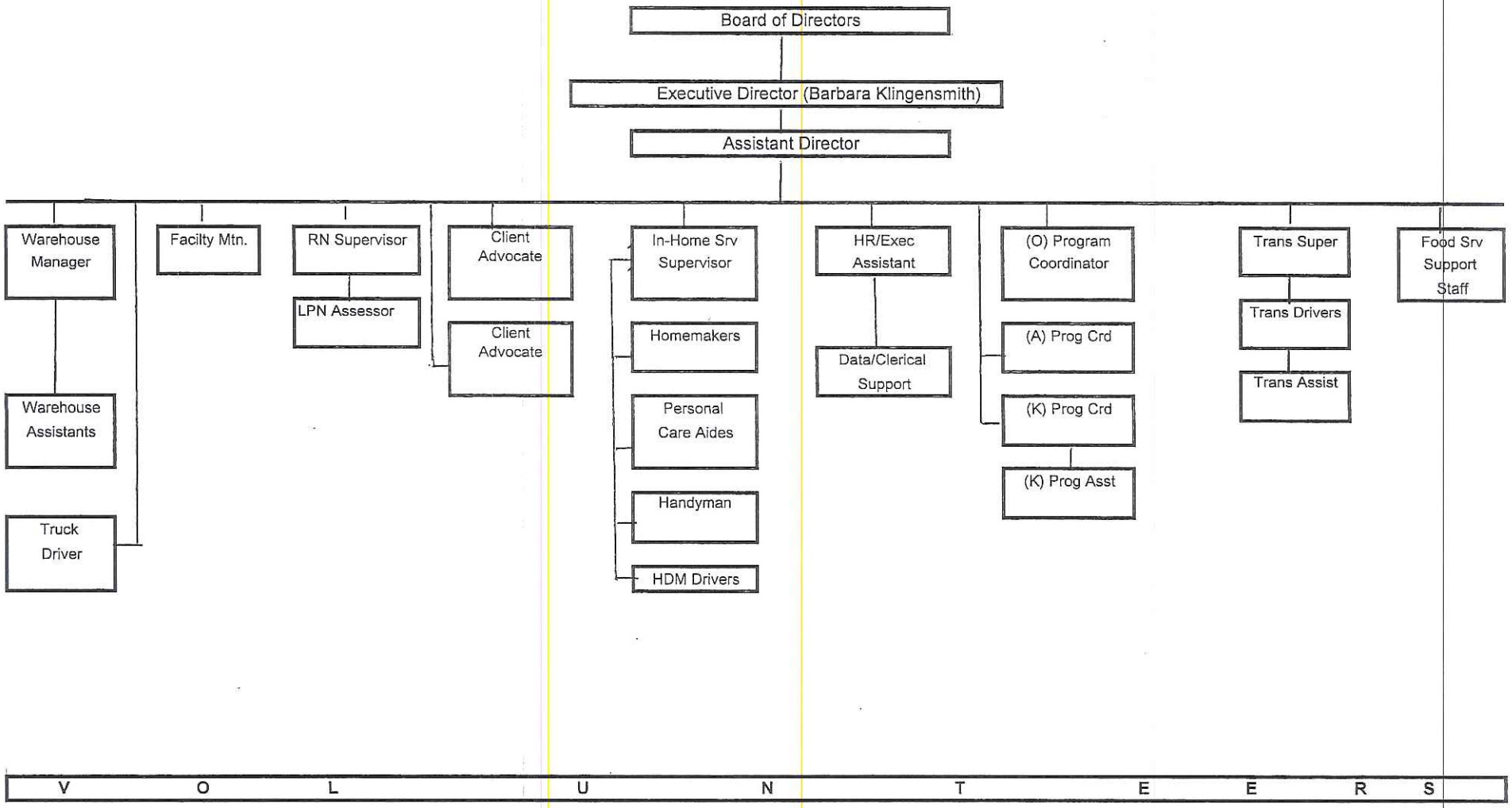
Daniel Claypool
5239 Lake W Road, Unit 306
Ashtabula, OH 44004
Retired: Law Enforcement
Mobile: 440-969-4913
Term Begins: February, 2026
Term Ends: January, 2029
Date Elected: June 5, 2023
Email: dclaypool@roadrunner.com

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation

Section 3
Program Planning and Development
Organizational Chart

COUNTRY NEIGHBOR PROGRAM, INC.
ORGANIZATIONAL CHART



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Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation

Section 3
Program Planning and Development
Job Descriptions

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

TITLE: Executive Director LOCATION: CNP Administrative Office

REPOPRTS TO: Board of Directors SUPERVISES: All Staff

BASIC FUNCTIONS: Under policy supervision of the Board of Directors. Directs and supervises agency programs, fiscal policy, public contacts, obtains and administers grants, and helps to develop resources for community programs. The Executive Director is responsible for administering the Country Neighbor Program, Inc. in southern Ashtabula County and coordinate its effort with other social service agencies. This individual should have a knowledge of the service area, be concerned with the well-being of its residents, and be able to relate to local residents in stressful situations on an individual basis. This position involves planning program and supervising staff for total CNP function, and Executive Director must be willing to work irregular hours when needed.

RESPONSIBILITIES:

Approx. % Of Time	
30%	Supervise and evaluate staff. Employ and discharge staff. Fix compensation within the budget approval by the Board of Directors. Ensure staff development. Conduct staff meetings.
20%	Participate in planning and coordination efforts at county and state level, inform other agencies and organizations, and the public about CNP services and objectives.
40%	Prepare, review, and process grant applications. Research potential grant sources and regulatory requirements. Assume administrative responsibility for grant implementation.
5%	Attend all Board of Directors meetings and give an Administrative report and update. Attend committee meetings as requested.
5%	Perform other duties consistent with the intent of the Country Neighbor Program, Inc. as defined by the Board.

MINIMUM REQUIREMENTS: Associate college degree or two years credits. Administrative experience preferred.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

ASSISTANT DIRECTOR
JOB DESCRIPTION

POSITION: Assistant Director

REPORTS TO: Executive Director

Position Summary

The Assistant Director supports the Executive Director in the daily management and operation of the agency's programs, services, staff, and community partnerships. This position assists with organizational leadership, program oversight, compliance, budgeting, strategic planning, and community engagement to ensure the agency fulfills its mission effectively and efficiently.

The position requires strong leadership skills, sound judgment, organizational ability, and a commitment to serving vulnerable populations with dignity and respect.

The Assistant Director must be able to work collaboratively with employees, board members, volunteers, funders, community partners, and clients while maintaining professionalism, confidentiality, and ethical standards.

Essential Duties and Responsibilities

Agency Leadership and Administration

- Assist the Executive Director in the overall leadership and administration of the organization.
- Help ensure the agency operates in accordance with its mission, policies, strategic goals, and applicable regulations.
- Participate in organizational planning, policy development, and implementation of agency initiatives.
- Assist in developing and maintaining operational procedures to improve efficiency and service delivery.
- Provide leadership and support to staff in day-to-day operations and problem-solving.
- Serve as Acting Executive Director during the Executive Director's absence as assigned.
- Assist in preparing materials, reports, and presentations for the Board of Directors, funders, and community stakeholders.

Program Management and Oversight

- Assist in overseeing agency programs and services to ensure quality, effectiveness, and compliance with funding requirements.
- Monitor program activities, client services, and outcomes to ensure agency goals are achieved.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

- Help evaluate community needs and identify opportunities for new or expanded services.
- Assist with implementation and oversight of grant-funded programs and contracts.
- Ensure accurate and timely completion of required reports, statistics, and documentation.
- Monitor compliance with federal, state, county, and local regulations as well as agency policies and procedures.
- Support quality assurance activities and continuous program improvement efforts.
- Assist with coordination of special projects, outreach activities, and community initiatives.

Staff Supervision and Human Resources Support

- Supervise assigned staff and provide leadership, guidance, coaching, and support.
- Assist with recruitment, interviewing, hiring, onboarding, and training of employees.
- Help monitor employee performance and participate in evaluations and disciplinary processes when necessary.
- Promote a positive, professional, and team-oriented work environment.
- Assist with scheduling and staff coverage to ensure uninterrupted services.
- Encourage staff development through training opportunities and professional growth.
- Foster effective communication among departments and staff members.

Financial Management and Resource Development

- Assist the Executive Director with budget preparation, monitoring, and fiscal oversight.
- Monitor expenditures and assist in maintaining financial accountability within programs.
- Support efforts to secure funding through grants, donations, partnerships, and fundraising activities.
- Assist with grant applications, grant reporting, and compliance documentation.
- Help ensure responsible stewardship of agency funds, property, and resources.
- Participate in planning for long-term organizational sustainability and growth.

Community Relations and Public Engagement

- Represent the agency at meetings, coalitions, conferences, and community events.
- Develop and maintain positive relationships with community organizations, government agencies, funders, and service partners.
- Promote awareness of agency programs and services within the community.
- Assist with public relations, outreach efforts, and community education activities.
- Respond professionally to inquiries, concerns, and requests from clients, families, and community members.

Client Services and Compliance

- Support agency staff in addressing client concerns and service-related issues.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

- Ensure client confidentiality is maintained in accordance with agency policy and applicable laws.
- Promote a client-centered environment that emphasizes respect, compassion, and dignity.
- Assist in ensuring compliance with health, safety, sanitation, and risk management standards.
- Help maintain a safe and supportive environment for staff, clients, and volunteers.

Additional Responsibilities

- Participate in agency committees, planning meetings, and strategic initiatives.
- Assist with emergency operations or agency response efforts when needed.
- Perform additional duties and responsibilities as assigned by the Executive Director.

Qualifications

Education and Experience

- Bachelor's degree in Social Work, Human Services, Nonprofit Management, Public Administration, Business Administration, or related field required.
- Master's degree preferred.
- Minimum of three (3) to five (5) years of progressively responsible supervisory or management experience in a nonprofit or social service environment.
- Experience working with grant-funded programs, community services, and regulatory compliance preferred.

Knowledge, Skills, and Abilities

- Knowledge of nonprofit management principles and social service program operations.
- Understanding of grant requirements, reporting processes, and program compliance standards.
- Strong leadership and supervisory abilities.
- Excellent organizational and time management skills.
- Ability to prioritize tasks and manage multiple responsibilities simultaneously.
- Strong written, verbal, and interpersonal communication skills.
- Ability to work collaboratively with diverse populations and community partners.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficiency with Microsoft Office and general office technology.

Physical Requirements

- Ability to sit, stand, walk, bend, reach, and lift up to 25 pounds occasionally.
- Ability to operate computers, telephones, and standard office equipment.
- Ability to travel locally for meetings, trainings, and agency events.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Work Environment

Work is performed primarily in an office and community-service setting with frequent interaction with employees, clients, volunteers, community partners, and the public. The position may occasionally require attendance at evening meetings, community events, or emergency response activities.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

POSITION: Administrative Assistant/Bookkeeper

REPORTS TO: Executive Director

SUMMARY: Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the organization. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with bookkeeping and fiscal responsibilities
- Assist with data entry management for accuracy, efficiency, and timeliness based on all funding requirements in the organization's operations
- Prepare and sort source documents, and identifies and interprets data
- Process various forms
- Assist in establishing and maintaining an effective and efficient records management system
- Assist in the preparation of regularly scheduled reports, as assigned
- Contribute to team effort and accomplish related results as required
- Maintain confidential information
- Become familiar with the organization's services and funding source requirements
- Perform general clerical duties such as word processing, answering telephone, etc.
- Perform other job-related duties as assigned.

COMPETENCY: (To perform the job successfully, an individual should demonstrate the following competencies)

- Knowledge of records management procedures
- Ability to operate various work-processing software, spreadsheets and database programs
- Maintain confidentiality
- Professionalism
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Communicate efficiently and effectively both verbally and in writing
- Carry out multiple tasks and meet deadlines
- Excellent time management skills
- Follow instructions furnished in verbal and written format
- Attention to detail and problem solving

QUALIFICATIONS:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Individuals must pass physical, criminal background check and drug screen.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

JOB DESCRIPTION

POSITION: Data/Clerical Support **REPORTS TO:** Executive Director

SUMMARY: This position will work closely with the administrative department of CNP in performance of day-to-day operations of the agency. Receive, review, and enter data into computer system or tracking database according to established procedures. Ensures accuracy of all data recorded and performs database maintenance functions, support Country Neighbor Program, Inc.'s vision, mission and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Keep track of received data and source documents
- Prepare and sort source documents, identify and interpret data to be entered
- Contact preparers of source documents to resolve questions, inconsistencies or missing data
- Confirm accuracy of data
- Process various forms
- Assist in establishing and maintaining an effective and efficient records management system
- Generate reports, as assigned
- Contribute to a team effort and accomplish related results as required
- Maintain confidential information
- Assist with the clerical responsibilities
- Work closely with the team in the day-to-day operations of the in home programs
- Perform general clerical duties
- Perform other job-related duties as assigned.
- Back-up receptionist

COMPETENCY: (To perform the job successfully, an individual should demonstrate the following competencies)

- Knowledge of records management procedures
- Ability to operate various work-processing software, spreadsheets and database programs
- Maintain confidentiality
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Communicate efficiently and effectively both verbally and in writing
- Carry out multiple tasks and meet deadlines
- Follow instructions furnished in verbal and written format
- Detail oriented

QUALIFICATIONS:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Individual must pass physical, criminal background check and drug screen.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE _____ DATE: _____

SUPERVISOR SIGNATURE _____ DATE: _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

POSITION TITLE: Transportation Supervisor

REPORTS TO: Executive Director

SUPERVISES: Drivers and Transportation Assistant

RESPONSIBLITIES:

Oversee the day-to-day operations of the transportation program by planning, coordinating, and implementing transportation for low-income persons, the elderly, & persons with disabilities. Responsibilities include scheduling all transportation requests in the most cost-effective manner, assignment of all drivers to vehicles and trip manifests, call each client prior to day of service to verify appointment, pickup time, driver, and provider, ensure proper vehicle maintenance schedules, responsible to ensure vehicle cleanliness, complete all required data, reports, documentation and record keeping in a timely and accurate manner, and other duties as assigned.

Supports operational planning for the acquisition and implementation of ITS technologies to help plan and operate a county-wide coordinated system

Assist in the gathering and analyzing of data to evaluate intermodal transportation service options for persons with disabilities, the elderly and others who are transportation disadvantaged to design the most efficient and cost-effective option possible.

Assist with the appropriate training for drivers, per funding requirements

Develops strategies for seeking other funding sources and to leverage existing funding sources to expand and enhance the current transportation system

Required Knowledge, Skills, and Abilities:

Knowledge of the Americans with Disabilities Act (ADA) and its specific applications to public transportation.

Knowledge of the principles, procedures and strategies of coordinated human services transit-transportation planning and coordination strategies.

Knowledge of Federal Transit Administration (FTA) and Ohio Department of Transportation (ODOT) policies, procedures and practices.

Knowledge of geography of Northeastern Ohio area

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Proficiency with spreadsheet, word processing, presentation, database and project management software.

Excellent interpersonal, written and verbal communication skills.

Ability to provide leadership and speak before public groups.

Ability to work independently and with others in an effective manner.

Ability to use a personal computer and other modern office equipment.

Ability to analyze data, define problems, identify potential solutions, develop implementation strategies and evaluate outcome.

Ability to prepare clear and concise oral and written reports.

Ability to read and understand transportation and program planning documents and standards.

Ability to work a flexible schedule that may include evenings and weekends.

Ability to establish and maintain effective working relationships with all levels of staff, community leaders, government representatives, and customers.

Ability to operate a motor vehicle; must possess and maintain a valid Ohio Driver's License.

Ability to pass criminal background check

Physical Requirements:

Extended periods sitting at a table, desk or workstation with use of a computer; normal visual acuity and field of vision; hearing, speaking and color perception; work involves periodic bending, stooping, reaching, standing and walking; requires dexterity in operating office machines and equipment; periodic need to carry items for short distances weighing up to 10 lbs. Periodic fieldwork in varying environments. Travel as necessary within or outside of service area via automobile or other mode of transportation.

Required Education and Experience:

Prefer high school graduate/G.E.D. and at experience in the transportation field

Computer proficiency and experience at an independent decision-making level. knowledge combination of related education, training and experience that demonstrates the

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

knowledge, skills and ability to effectively perform the functions of this position may be considered.

EMPLOYEE'S SIGNATURE

I have read and understand the responsibilities and requirements of this job description and agree to comply.

SIGNATURE _____ **DATE** _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

POSITION: Transportation Assistant **SUPERVISES:** No One

REPORTS TO: Transportation Supervisor/Executive Director

RESPONSIBILITIES: Daily compilation of all transportation run data into reporting format, review drivers daily manifest logs, verify funders and trip purposes, complete monthly invoices as assigned. Assist the Transportation Supervisor with telephone and client contact, backup the Supervisor with scheduling of transportation requests, assignment of vehicles and trip manifests, when necessary. Daily record co-pays and responsible for maintenance records. Completion of required reports, as assigned. Must become knowledgeable of social service industry in Ashtabula and Trumbull Counties. Complete all documentation in a timely and accurate manner. Attend all meetings and trainings as requested. Perform other duties, as assigned.

REQUIREMENTS: Free of substance abuse, professional manners, good communication skills.

Be able to pass criminal background check. Valid Ohio driver's license and possess good driving record.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

JOB TITLE: DRIVER

REPORTS TO: Transportation Supervisor **SUPERVISES:** No One

BASIC FUNCTION: The driver will ensure mobility to clients in wheelchairs, clients using walkers, and clients using canes who need transportation for necessary travel to doctors, shopping, agency appointments and recreation, as scheduled. All other duties as assigned.

RESPONSIBILITIES: (INCLUDE, BUT NOT LIMITED TO THE FOLLOWING) :

Gas vehicles daily
Conduct vehicle pre-trip inspections daily
Complete necessary paperwork accurately and in the correct time frame
Keep all vehicles clean (both inside and out)
Attend all required training classes
Attend all required staff meetings

QUALIFICATIONS: Valid Ohio Driver's License
Good driving record
Ability to pass physical/TB test
Ability to pass hearing test
Ability to pass eye exam
Ability to pass a drug screen
Able to pass criminal background check
Able to lift a minimum of 50 pounds

Employee Signature: Date:

Supervisor Signature: Date:

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

COUNTRY NEIGHBOR PROGRAM, INC.

JOB DESCRIPTION

POSITION: Facility Maintenance

SUPERVISES: No One

REPORTS TO : Executive Director

RESPONSIBILITIES: (Include but not limited to the following)

Sweep and mop floors, (dining room, kitchen, halls, etc.)
Vacuum carpeted areas, (front reception areas, throw rugs, offices, etc.)
Shampoo carpeted areas as needed
Clean bathrooms, (commodes, sinks, etc.)
Stock hygiene supplies as necessary.
Wash windows in front reception areas as required.
Empty trash, (outside waste can, offices, etc.)
Wash transportation vehicles, as assigned.
Attend meetings as designated by Country Neighbor.
Perform other duties as assigned.

QUALIFICATIONS:

Ability to Pass Criminal Background Check, Drug Screen, and Physical Exam.
Ability to Lift up to 25 pounds on occasion.

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE_____ DATE _____

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Exhibit II

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Applicant Budget
Summary

Applicant: Country Neighbor Program, Inc.	
Date From: October 1, 2026	**To: September 30, 2027**

	Amount
I. Staff	
A. Salaries	$ 247,549.00
B. Payroll-Related Expenses	$ 23,162.00
Total Staff Costs	$ 270,711.00
II. Operations	
A. Travel and Short-Term Training	$ 550.00
B. Consumable Supplies	$ 36,543.00
C. Occupancy Costs	$ 15,250.00
D. Contract and Professional Services	$ 64,700.00
E. Other - Miscellaneous	$ 26,750.00
Total Operational Costs	$ 143,793.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 414,504.00
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 414,504.00

Budget Computation

Total Operating Expenses	$ 414,504.00
Divided by Total Operating Units	181,800.00
= Unit Rate	2.28

Unit Rate	$ 2.28
X number of units purchased	181,800.00
= Total Contract Amount	$ 414,504.00

Unit = Example: 1 meal, 1 hour Per Mile

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

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	27.00%	$ 24,975.00
Assistant Director	$ 70,000.00	Annual	20.00%	$ 14,000.00
Administrative Assistant/Bkkp	$ 49,250.00	Annual	25.01%	$ 12,315.00
Data Support/Clerical Support	$ 63,440.00	Annual	12.30%	$ 7,805.00
Transportation Supervisor	$ 38,065.00	Annual		$ 18,460.00
Transportation Assistant	$ 31,200.00	Annual	45.00%	$ 14,040.00
Drivers	$ 327,735.00	Annual	47.36%	$ 155,210.00
Facility Maintenance	$ 9,360.00	Annual	7.95%	$ 744.00
Total Salaries				$ 247,549.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 18,937.00
Worker's Compensation	$ 2,470.00
Unemployment Insurance	$ 580.00
Retirement Expenses	$ 725.00
Hospitalization	$ -
Other (Life Insurance)	$ 450.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 23,162.00

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: (IRS Rate - .725)	$ 50.00
Short-Term, Training	$ 500.00
Total Travel and Short-Term Training	$ 550.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 775.00
Cleaning Supplies	$ 250.00
Other *(Fuel)*	$ 35,518.00
Other *(identify)*	
Total Consumable Supplies	$ 36,543.00

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	protect
Maintenance and Repairs	$ 100.00
Utilities (if not included in rent) must be itemized	
Heat	$ 600.00
Electric	$ 2,100.00
Water	$ 120.00
Telephone	$ 6,030.00
Sewer	
Other *(Garbage)*	$ 300.00
Other *(identify)*	
Total Occupancy Costs	$ 15,250.00

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Audit	$ 3,500.00
Technology & Software	$ 7,500.00
D&O Insurance	$ 1,000.00
Employee Testing	$ 1,200.00
Contract Labor	$ 1,500.00
Cyber Insurance	$ 500.00
Liability Insurance	$ 4,500.00
Vehicle Insurance	$ 45,000.00
Total Contract & Professional Services Costs	$ 64,700.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Licensure	$ 1,000.00
Advertising	$ 250.00
Equipment Maintenance	$ 250.00
Vehicle Maintenance	$ 25,000.00
Small Equipment Expense	$ 150.00
Miscellaneous Expense	$ 100.00
Total Miscellaneous Costs	$ 26,750.00

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				$ -	$ -	$ -		$ -

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

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: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Country Neighbor Program

Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile:	$ 2.28	Country Neighbor charges a flat, per mile fee of $2.28. There are no additional fees for "wait time" or "lift drops". Mileage begins from our Home Vehicle Lot at: 2693 State Route 322, Orwell, Ohio and back unless the vehicle is already out in service. If the vehicle is in service, mileage begins from the drop off point of the previous passenger to the new passenger's pick-up address, then to their destination and back home. Or, back to the Home Vehicle Lot if there are no further trips scheduled for the given driver.
Round Trip - Flat Rate per mile	$ 2.28	A "round trip" starts when leaving a specified location (Home Lot or the last drop off destination of previous customer), pick up the customer, take them to their destination, and return them to their home. If the driver has no other runs scheduled, then the trip ends at the Country Neighbor Home Vehicle Lot. If the driver has another run, then the trip ends at the customer's return home.
Shared Rides:	NA	If all riders utilize the same funding source, the total trip miles are divided by the number of individuals sharing that trip and each individual is billed their share. If different funding sources, all going to the same destination area, the total trip miles are divided equally by the number of individuals and billed as such to each funding source.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program**
Date: **8/20/2026 2:35:31 PM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

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: **2006.030.100-601 Contract Services**; not to exceed **$103,626.00** and free from any previous encumbrances.

Agreement Title: A **Health Related Transportation Contract** between **Ashtabula County Job & Family Services** and **County Neighbor Program, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: AE576676-E8A6-87F6-802A-5B9C24F37AD9

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc.** for a **Health Related Transportation Contract for FY 2027**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 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 **Country Neighbor Program, Inc.**, located at: **39 South Maple Street, P.O. Box 212, Orwell, Ohio 44076** and whose phone number is: **440-437-6311**, (hereinafter referred to as the "Subgrantee") to provide **Home Delivered Meals** for individuals determined eligible for **Title XX Services**.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA#93.667, Federal Social Services Title XX Base Funds.

As used in this document, the words and phrases set forth below shall have the following meanings:

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **Country Neighbor Program, Inc.**

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Sub-Grant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026,** through **September 30, 2027,** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This Sub-Grant Agreement is in the total amount of: **$ 62,650.00**

The unit rate is: **$8.95 per meal** per service code **720-XX.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Title XX Social Services Block Grant

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.667

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly,

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ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300. 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its

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subgrantee(s) with Subgrant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.

B. Subgrantee will take prompt action to correct problems identified in an audit.

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ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

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3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 39 South Maple Street, P.O Box 212, Orwell, OH 44076**.

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. Any sub-grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of

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negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

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H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

FB74060D0EAC4B8...

9/15/2026
Date

Signed by:

Barbara Klingensmith

Country Neighbor Program, Inc.

9AC9C4BA074947A...

9/16/2026
Date

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

Signed by:

Kathryn Whittington

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners

8CC3D2025A6D44F...

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Exhibit I

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Request for Proposals

For

Title XX Social Services

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP # 3-26

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

TABLE OF CONTENTS

1.0 GENERAL OVERVIEW 3
- 1.1 Introduction & Purpose of the Request for Proposal 3
- 1.2 Project Timeline 3
- 1.3 Contact Person/Proposal Delivery 3
- 1.4 Availability of Funds 4

2.0 SUBMISSION OF PROPOSAL 4
- 2.1 Preparation of Proposal 4
- 2.2 Proposal Communication 4
- 2.3 Proposal Information 4
- 2.4 Proposal Cost 4
- 2.5 Provider Representative's Signature 4
- 2.6 Delivery of Proposals 4
- 2.7 Acceptance and Rejection of Proposals 5
- 2.8 Evaluation and Award of Agreement 5
  - A. Stage 1 Review 5
  - B. Stage 2 Review 5
- 2.9 Proposal Selection 6
- 2.10 Post Selection Meeting 6

3.0 TERMS AND CONDITIONS 6
- 3.1 Agreement Period, Funding & Invoicing 6
- 3.2 Patent or Copyright Liabilities 7
- 3.3 Confidentiality and Security 7

4.0 REQUIREMENTS & SPECIFICATIONS 7
- 4.1 Description of Services 7
- 4.2 Applicant Project Requirements 7
  - A. Conditions of Participation (COP) 7
  - B. Service Specifications 9
  - C. Applicable Laws and Rules 9
  - D. Performance Goals and Outcome Measures 9
- 4.3 Required Documents 9
- 4.4 Program Planning and Development 10

5.0 PROPOSAL FORMAT 10

ATTACHMENT A ~ Applicant Information 12

ATTACHMENT B ~ Program Planning and Development 14

ATTACHMENT C ~ Provider Budget 16

ATTACHMENT D ~ Proposal Check List 22

APPENDIX A ~ Sample Agreement 24

APPENDIX B ~ Title XX Priority Policy 35

APPENDIX C ~ Title XX Rules & Regulations, Cover Pages for Required Documents (Section 4.3), Delinquent Personal Tax Affidavit, Non-Collusion Affidavit, Non-Discrimination Agreement, Representations, Assurances & Certifications Document, Lobbying Certification, and OMB Circular 2 CFR 200 Audit Certification 36

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-26 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 12, 2026:** RFP Release & Question Period Begins
- **June 24, 2026:** Pre-Proposal Conference and RFP Question Deadline
- **July 10, 2026, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2026:** Project Start-Up (tentative):

* **NOTE:** A Pre-Proposal conference will be held on **June 24, 2026, at 9:30 am** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov

Delivery: **Providers must mail or deliver by 2:15 pm on July 10, 2026:** one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope in the required format to:

The Ashtabula County Board of Commissioners
Attention: Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-26

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

1.4 Availability of Funds:

ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:

Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, single sided, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

2.3 Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement(s).

2.4 Proposal Cost:

The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:

The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:

Applicants should mail or deliver one (1) master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 10, 2026, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not modify the RFP documents or excuse the applicant from full compliance with its specifications if the applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP by **July 10, 2026, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 2 copies (3 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

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information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

2.10 Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an applicant wishes to discuss the selection process, a request for an informal meeting and an explanation for it must be submitted in writing within five business days of receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. The agreement shall incorporate the terms, conditions and requirements of the RFP, the applicant's proposal, and all other agreements that may be reached.

ACJFS will design, develop, and implement the structure of the agreement. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of **October 1, 2026**. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. Actual expenses will be reported monthly. Agreements written with a unit-rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

3.3 Confidentiality and Security:

Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined to be eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-26-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.
   - Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

- non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
- non-discrimination laws in the provision of services; and,
- knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.

- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
   - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
   - Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
   - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
   - Maintain a file for each participant. Each file shall include this identifying data:
     - Application signed and completed
     - Income verification (if applicable)
     - Residency verification
     - Household composition verification
     - Signed Rights and Responsibilities including the Right to State Hearing
     - Approval or Denial Letters
     - Social Service Plan
   - Maintain documentation of each participant contact and each service delivered.
   - Obtain written approval from the participant to release participant information.
   - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
   - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
   - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
   - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
   - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
     - Employee position description and expectations,
     - Personnel policies,
     - Reporting procedures and policies,
     - Table of organization and lines of communication,
     - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specification practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:
   - Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
   - Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record, and other documents related to the provision of services.
7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

agreement with the applicant.

B. **Service Specifications:**

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. **Applicable Laws and Rules:**

Applicants shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Clean Air Act, as amended, 42 USC '' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act
16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. **Performance Goals and Outcome Measures:**

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:

Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 Program Planning and Development:

Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and to assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals shall contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

- Cover Page - The cover page must include the applicant's name, the RFP title (identifying the proposed service such as "Residential Treatment", "Personal Care") and the RFP number (ACJFS RFP #3-26.) The Cover Page must clearly identify the proposal as a "master" or "copy".
- Section 1 - Applicant Information. Master Copy must have original signature (Attachment A)
- Section 2 - Required documents in order listed in Section 4.3 (with appropriate cover pages)
- Section 3 - Program Planning and Development documents from Section 4.4 (Attachment B)
- Section 4 - Provider Budget (Attachment C)
- Section 5 - Proposal RFP Check List (Attachment D)

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: 39 South Maple Street, PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Tresa Neely-Bell EMAIL: tresa.neely@countryneighbor.org

FISCAL CONTACT: Cyndee Fedak EMAIL: Cyndee.fedak@countryneighbor.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining whether to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 9/2026

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

ACJFS #3-26

Country Neighbor Program, Inc.
Home Delivered Meals

Section 3
Program Planning and Development Documents
From Section 4.4
Attachment B

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

HOME DELIVERED MEALS
COUNTRY NEIGHBOR PROGRAM, INC.

PROGRAM PLANNING AND DEVELOPMENT

A. Program Description and Proposed Service

Country Neighbor proposes to provide 7,000 hot home-delivered meals to 40 unduplicated individuals residing throughout the southern fifteen townships of Ashtabula County at a unit rate of $8.95 per meal, for a total contract amount of $62,650.

The proposed unit rate represents an increase of less than one-half of one percent from the previous year's rate of $8.92 per meal. This modest increase is necessary to offset the continued rise in operating expenses, including food costs, meal packaging, utilities, vehicle operations, fuel, insurance, and other program-related expenses. Additionally, Country Neighbor must maintain competitive wages and benefits to recruit and retain qualified staff who are essential to providing reliable, high-quality meal services.

Despite increasing costs, Country Neighbor remains committed to operating as efficiently as possible while ensuring that vulnerable older adults continue to receive nutritious meals that support their health, independence, and ability to remain safely in their own homes.

Country Neighbor proposes utilizing Title XX funding to provide home-delivered meals to income-eligible individuals with a verified need.

All meals are prepared from scratch in Country Neighbor's commercial kitchen at our Orwell facility and are delivered Monday through Friday. The program operates four delivery routes that serve the fifteen southern townships of Ashtabula County, ensuring that homebound individuals receive nutritious meals on a consistent basis.

Throughout the southern half of Ashtabula County, the Ashtabula County Senior Services Levy and Title XX are the only funding sources available to support home-delivered meals. Title XX funding is primarily used to serve income-eligible individuals under the age of 60 with disabilities or other qualifying conditions, as well as very low-income older adults who meet the program's eligibility requirements. This funding fills a critical gap by ensuring that vulnerable individuals have access to nutritious meals that support their health, independence, and ability to remain safely in their own homes.

Each meal is packaged in a durable, dual-oven-safe plastic tray that can be safely reheated in either a microwave or conventional oven and is also freezer-safe for later use. Unlike traditional aluminum containers, the trays remain cool to touch, improving safety and ease of handling for participants. Each tray is sealed with a clear plastic lid using a commercial heat-sealing system to preserve freshness and maintain food quality during

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

transportation. Participants have consistently expressed a high level of satisfaction with both the quality of the meals and the convenience of the packaging.

The Home Delivered Meal Program provides far more than daily nutrition. For many participants, the meal delivery serves as an important daily wellness check and may be their only personal interaction of the day. Drivers provide a friendly face, brief conversation, and reassurance to individuals who often experience isolation and loneliness. Over the years, Country Neighbor's meal delivery staff have responded to numerous emergency situations, including discovering participants who had fallen, become seriously ill or injured, or were otherwise in need of immediate assistance. These daily visits provide an invaluable layer of safety and support that helps vulnerable individuals remain independent and continue living in their own homes.

B. Summary of Service

Hot home delivered meals are delivered five days per week throughout the fifteen southern townships in Ashtabula County. All meals are prepared and packaged at the Orwell facility, 39 South Maple Street. Upon referral and after a completed assessment, clients can usually expect service to begin within 24 to 48 hours.

The kitchen staff begin at 6:00 a.m., and end their day between 2:30 and 3:00 p.m. Drivers begin delivering meals at approximately 9:15 a.m. Country Neighbor's office hours are 7:00 a.m. to 5:00 p.m.

Country Neighbor proposes to provide a total of 7,000 Title XX meals for 40 unduplicated individuals. Client needs, likes and dislikes are considered when planning the menu. All menus are approved by a licensed dietician. We contract with Ashtabula County Community Action Agency for dieticians. All meals are labeled with production date, ingredient label and "special" meals have the client's name, so the driver knows where each meal goes.

Prior to starting services, a Service Intake and Assessment tool is completed by the Assessor via face-to-face contact. The Intake Assessment is more in depth and includes name, address, telephone number, date of birth, demographics, financial information, ADL/IADL, service plan, and emergency protocol. All clients will be requested to sign a Release of Information and HIPPA Form. Home delivered meal service will begin within 24 to 48 hours of completed assessment.

Upon assessment, each applicant is assigned a priority level using a standardized point system based on the Nutritional Risk Checklist. A copy of the Home Delivered Meal Checklist is included in this RFP packet. Priority levels range from Level 1, representing individuals with the greatest nutritional and supportive service needs, to Level 3, representing those with the lowest priority for services.

If a waiting list becomes necessary due to funding or program capacity, only

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

individuals assigned a Level 1 or Level 2 priority are placed on the waiting list. Applicants who receive a Level 3 priority are informed that they do not currently meet the eligibility threshold for services. However, they are encouraged to contact Country Neighbor if their circumstances change so that a new assessment can be completed and their priority level can be re-evaluated.

When a waiting list is necessary, the Home Delivered Meal Supervisor maintains a tracking spreadsheet that includes each applicant's name, assessment date, priority level, date of birth, and township of residence. This information allows Country Neighbor to monitor the waiting list and ensure that services are offered in a fair and consistent manner based on documented need.

As program capacity becomes available, individuals with the highest priority levels are offered services first. Referrals received through Adult Protective Services are considered urgent and meal services are provided immediately whenever possible. Country Neighbor makes every effort to minimize wait times and enroll eligible individuals as quickly as openings become available, ensuring that those with the greatest nutritional and safety needs receive services as promptly as possible.

Our experience across all In-Home Services indicates that participants often have fragile health conditions, resulting in frequent hospitalizations. These hospital stays may occasionally be extended due to rehabilitation needs or, in some cases, transition to short-term or long-term institutional care.

As a result, the number of service units delivered within these programs may fluctuate throughout the contract period. These variations are a normal and expected aspect of serving a high-risk, medically vulnerable population, and Country Neighbor remains responsive in adjusting services as participants' needs change.

C. Geographic Service Area

Country Neighbor serves the southernmost fifteen townships in Ashtabula County, east to west to include Windsor, Orwell, Colebrook, Wayne, Williamsfield, Andover, Cherry Valley, New Lyme, Rome, Hartsgrove, Trumbull, Morgan, Lenox, Dorset, and Richmond.

D. Gaps in Service

Currently, the only funding source for individuals under the age of 60 in "south county" for home delivered meals is Title XX. Funding limitations create the gap.

E. Limitations in Meeting Conditions of An Agreement

I do not believe that there will be limitations in Country Neighbor meeting the conditions of an agreement.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

F. Organizational Structure

Country Neighbor was established in 1977 and incorporated in March 1981. The mission of the organization is to help individuals remain independent by providing supportive services that enhance their quality of life. Country Neighbor offers a wide range of programs, including homemaker, chore, transportation, home-delivered meals, congregate meals, summer meals for children, personal care, prescription assistance, emergency food, rental and utility assistance, socialization activities, wellness education, and other supportive services.

The service area for home-delivered meals includes the southern fifteen townships of Ashtabula County and the northern fifteen townships of Trumbull County.

As the designated Ashtabula County Food Bank, Country Neighbor distributes food through twenty-six partner food pantries, four soup kitchens/senior feeding sites, and two emergency shelters throughout Ashtabula County. In 2025, more than 1.2 million pounds of food were distributed to these partner agencies.

Primary funding sources include the Ashtabula County Senior Services Levy, Direction Home of Eastern Ohio, the Trumbull County Senior Services Levy, the Ashtabula County Department of Job and Family Services, and the United Way of Ashtabula County.

(An Organizational Chart is attached.)

G. Board of Trustees

Country Neighbor is governed by a thirteen-member Board of Directors who meet once per month, generally on the last Monday of each month.

(Board Roster attached)

H. Job Duties of Project Director

In Home Services Supervisor: Responsible for overall Intake and Assessment duties when clients are referred to home delivered meals, the ongoing monitoring of each client, client contact, and quality assurance of the meals. Also, to assist the Executive Director with overall administration of the program in day-to-day operations of the agency.

I. Job Description of Project Personnel

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the project. She has been with the organization since 1983.

Assistant Director: Assist with oversight, assessment and referral process of the program. Also assist the Executive Director with the day-to-day operations of the program.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

Administrative Assistant/Bookkeeper: Assist with human resources, fiscal responsibilities, payroll and financial reporting. This position supports the Executive Assistant.

Data Support/Clerical Support: Data Support and Clerical Staff assist with day-to-day administrative tasks such as answering phones, coordinating communications between staff and clients, preparing documentation, and supporting billing and reporting functions. Together, data and clerical support functions help ensure accuracy, accountability, and continuity of services while enabling program staff to focus on direct service delivery

Assessor: Responsible for the initial assessments and ongoing reassessment process.

Facility Maintenance: Responsible for cleaning and maintenance of kitchen and facility.

Home Delivered Meal Drivers: Responsible for the daily delivery of meals to clients' homes. Training in meal service and delivery is required.

Food Service Staff: The responsibilities include but are not limited to, assisting with menu planning, supply ordering, meal preparation, safety/proper food handling procedures, inventory control, and assisting with quality assurance.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

ACJFS #3-26

Country Neighbor Program, Inc.
Home Delivered Meals

Section 3
Program Planning and Development Documents
Client Intake Tool

Title XX Social Services Application

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

Section I – Identifying Information:

Agency Use Only:

Applicant Name:	Other name(s) the applicant is, or has been, known by:	Case Name:
Address: _____ (street) _____ (city) (zip code)	Social Security Number:	Case Number:
	Date of Birth:	Date Received:
	Telephone Number:	☐ Initial Application ☐ Redetermination

Section II – Household and Income Information:

Directions: Enter the names of all people living in the household, their relationship to the applicant, date of birth, and Social Security Numbers. If additional space is needed, use an additional page. Income must be listed for all people in the household with both earned and/or unearned income. Source of Income: For earned income, list the name of your employer. For unearned income, list the type of income such as: unemployment, Social Security, SSI, OWF, child support, etc.... Income frequency is how often you receive the listed income; examples are: weekly, bi-weekly, bi-monthly, monthly, etc.... Income amounts must be listed as gross, monthly amounts, or the amounts before deductions. Gross monthly income is determined as follows: For weekly income, multiply by 4.3 to determine monthly amount. For bi-weekly frequency, multiply by 2.15 for monthly amount. For bi-monthly frequency, multiply by 2 for monthly amount. Verification date is the date proof of income is received. A copy of the actual documentation used to verify income must be stapled to the application.

Agency Use Only:

Name:	Relationship to Applicant	Date of Birth:	Social Security No.:	Source of Income:	Income Frequency:	Gross Monthly Income Amount:	Verification Date:
	Self						

Total Number of Household Members: _____ **Total Household, Gross, Monthly Income:** $_____

APPLICANT RIGHTS & RESPONSIBILITIES:

☐ You have the **RIGHT** to request a state hearing if you are not in agreement with any action, or lack of action, taken as result of this application.
☐ You are **RESPONSIBLE** to report any information, or changes in information, that may change your eligibility for Title XX with in ten (10) days of the change.
☐ You are **RESPONSIBLE** to provide documentation to substantiate your eligibility.

By my signature below, I certify that the information given on this application is correct and I agree to promptly report any changes in the information. I give consent to the agency to make whatever contacts are necessary to determine my eligibility and I here by authorize the release of any information necessary to determine my eligibility for Title XX social services. This application must be signed by the applicant, or Authorized Representative acting on behalf of the applicant. A signature date must be entered.

Signature of Applicant and/or Authorized Representative:	Date:

THIS SIDE FOR AGENCY USE ONLY:

ELIGIBILITY WORKER CHECK OFF LIST (Please initial each requirement as completed):

The contract provider agency worker determining eligibility **must**:

_____ Enter the name of the contracted provider agency.
_____ Enter the date that the application is received at the contracted provider agency. This is the application date.
_____ Gather all documentation verifying applicant's household eligibility (residency & income) and staple it to application.
_____ Determine eligibility, and category of eligibility, within 30 days of the application date.
_____ Provide the applicant with a letter of approval or denial of services.
_____ Provide the applicant with a copy, and verbal explanation, of the applicants' Rights & Responsibilities.
_____ Complete a Social Service Plan for the applicant.
_____ Sign and date the bottom of the application.

Agency Name/Contracted Provider: Country Neighbor Program, Inc.	Applicant Name:
Name of Eligibility Determiner:	Case Number:

Eligibility Determination:

- ☐ Date application was received at provider agency:
- ☐ Action taken: Approved / Denied (circle one) -- Date:_____
- ☐ Number of people in household: _____
- ☐ Residency Verification (attach copy):_ Photo of lease
- ☐ Total Household Income (attach verification): $_____
- ☐ Eligibility Dates: From:_____To:_____

Eligibility Category

- ☐ Services Provided for Free
- ☐ Services provided for fee – Fee Amount: $_____
- ☐ Services provided without regard to income – APS or I&R (circle one)

Social Service Plan Goal:

Check the box indicating the assigned goal:
5101:2-25-03 (B) (1 – 5)

- ☐ Self Support
- ☐ Self Sufficiency
- ☐ Preventing neglect, abuse, or exploitation
- ☐ Preserving Families
- ☐ Community based care
- ☐ Institutional care

Social Service Plan:

Consumer Name:	Service Name:	Service Begin Date:	Service End Date:	Service Code:	Fee Amount:
					$
					$
					$
					$
					$
					$
					$
					$
					$

Signature of Eligibility Determiner: **Date:**

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Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

Title XX Consumer Rights & Responsibilities

You have the right to apply for services and have eligibility determined within thirty calendar days of the receipt of the application

You have the right to receive any needed service listed in the county's profile as provided in the consumer's eligibility category in the consumers' county provided all eligibility factors are met and sufficient funds are available to provide the services.

You have the right to be advised of the eligibility requirements for social services.

You have the right to be advised of the eligibility requirements for social services.

You have the right to the safeguarding of information reported by or about the consumer, to the extent permitted by law.

You have the responsibility to report, within ten calendar days, any information that may affect eligibility.

You have the responsibility to provide documentation to substantiate eligibility.

You have the responsibility to cooperate with subsequent efforts to assess any error rate made in the eligibility process.

Effective: 05/31/2012
R.C. 119.032 review dates: 02/02/2012 and 05/01/2017
Certification: CERTIFIED ELECTRONICALLY
Date: 04/25/2012
Promulgated Under: 119.03
Statutory Authority: 5101.46
Rule Amplifies: 5101.46
Prior Effective Dates: 10/01/82, 10/01/90, 08/15/91, 11/01/91 (Emer.), 01/10/92, 08/01/98, 01/01/04, 01/12/07

Signature:_____ ***Date:***_____

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COUNTRY NEIGHBOR PROGRAM, INC.

CONSUMER SUMMARY

ASSESSMENT DATE: _____ STAFF INITIALS: _____

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

TOWNSHIP: _____ STATE: Ohio

PHONE: _____

DATE OF BIRTH: _____

HAS CONSUMER HAD SERVICE IN THE PAST ? YES ☐ NO ☐

IF YES WHEN ? _____

SERVICE REQUESTED

		START DATE	STAFF INITIALS
ASHTABULA COUNTY PERSONAL CARE	☐		
ASHTABULA COUNTY HOMEMAKER	☐		
ASHTABULA COUNTY HOME DELIVERED MEALS	☐		
ASHTABULA COUNTY CHORE (HANDY MAN) circle one: LAWN - SNOW - HANDY MAN - SMOKE DETECTOR	☐		
PRESCRIPTION ASSISTANCE	☐		
ASHTABULA COUNTY TRANSPORTATION (ADVISE CLIENT *HE / SHE* HAS TO MAKE *INITIAL* CALL TO JOB AND FAMILY SERVICES)	☐		
ASHTABULA COUNTY SUPPORTIVE SERVICE	☐		

		START DATE	STAFF INITIALS
TRUMBULL COUNTY PERSONAL CARE	☐		
TRUMBULL COUNTY HOMEMAKER	☐		
TRUMBULL COUNTY HOME DELIVERED MEALS	☐		
TRUMBULL COUNTY SUPPORTIVE SERVICE	☐		

PASSPORT PERSONAL CARE	☐		
PASSPORT HOME DELIVERED MEALS	☐		
PASSPORT HOMEMAKER	☐		

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

Basic NAPIS Intake

1. General Information

1.A. Assessment Information (Date, type, etc.)

1. What is the date of the assessment?

_____/_____/_____

2. Specify the type of assessment, or the reason for the assessment.

- ☐ 1 - Initial assessment
- ☐ 2 - Reassessment

3. What is the name of the person conducting this assessment?

4. What is the name of the agency the assessor works for?

1.B. Client Identification

1.a. Enter the client's name prefix/salutation.

1.b. What is the client's last name?

1.c. What is the client's first name?

1.d. What is the client's middle initial?

1.e. Enter the client's name suffix.

2. Enter the primary local client identifier for the client.

3.a. Enter the client's 'also known as' first name.

3.b. Enter the client's 'also known as' last name.

3.c. Enter the client's 'also known as' middle initial.

4. Enter the client's telephone number.

5. What is the client's Pension/Social Security Number?

_____-_____-_____

6. What is the client's date of birth?

_____/_____/_____

7. Enter the age of the client in years.

8. What is the client's gender?

- ☐ M - Male
- ☐ F - Female

9.a. Enter the client's mailing street address or Post Office box.

9.b. Enter the client's mailing city or town.

9.c. Enter the client's mailing state.

9.d. Enter the client's mailing ZIP code.

10.a. Enter the client's residential street address or Post Office box.

10.b. Enter the client's residential city or town.

Enter the client's state of residence.

Enter the client's residential zip code.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

11. Describe how to get to the client's home.

1.C. Contact Information

1.a. What is the name of the client's primary care physician?

1.b. What is the work phone number for the client's primary care physician?

1.c. What is the home phone number for the client's primary care physician?

1.d. What is the address of the client's primary care physician?

2.a. Name of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.b. Relationship of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.c. Enter the address of person to contact in an emergency.

2.d. Work Telephone Number of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.e. Home Telephone Number of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

3.a. What is the name of a key relative or friend (#1) of the client?

3.b. What is the work phone number of the key relative or friend of the client?

3.c. What is the home phone number of the key relative or friend of the client?

2. Demographics

2.A. Demographics and Indicators (Incl. ethnicity, poverty, etc.)

1.a. What is the client's ethnicity?

- [ ] 1 - Hispanic or Latino
- [ ] 2 - Not Hispanic or Latino
- [ ] 3 - Refused

1.b. What is the client's race?

- [ ] American Indian/Native Alaskan
- [ ] Asian
- [ ] Black/African American
- [ ] Hispanic
- [ ] White
- [ ] Native Hawaiian/Other Pacific Islander
- [ ] Other
- [ ] Refused

1.c. Specify the client's primary language.

- [ ] A - American Sign Language
- [ ] B - English
- [ ] C - French
- [ ] D - German
- [ ] E - Italian
- [ ] F - Japanese
- [ ] G - Korean
- [ ] H - Mandarin
- [ ] I - Portuguese
- [ ] J - Spanish
- [ ] K - Spanish speaking, reads English
- [ ] L - Vietnamese
- [ ] M - Other

2. Select the client's current marital status.

- [ ] 1 - Single
- [ ] 2 - Married
- [ ] 3 - Separated
- [ ] 4 - Widowed
- [ ] 5 - Divorced
- [ ] 6 - Unavailable

3. Indicate the type of residence that the client currently resides in.

- [ ] 1 - House/mobile home
- [ ] 2 - Private apartment
- [ ] 3 - Private apartment in senior housing
- [ ] 4 - Residential care home
- [ ] 5 - Nursing home
- [ ] 6 - Unavailable
- [ ] 7 - Other

4. How long has the client lived in her/his current residence?

- [ ] 1 - Less than 12 months
- [ ] 2 - 1-3 years
- [ ] 3 - 3 years or more

5. Select the client's current living arrangement.

- [ ] 1 - Lives Alone
- [ ] 2 - With spouse/partner
- [ ] 3 - Lives with spouse and child
- [ ] 4 - With child/children
- [ ] 5 - Information unavailable
- [ ] 6 - With others

6. What is the name of the client's spouse/partner?

_____

_____

_____

_____

7. Is the client currently employed?

- [ ] 1 - Yes - full/part time not specified
- [ ] 2 - No

8.a. Is the client participating in any of the following services or programs?

- [ ] A - Attendant services program
- [ ] B - Medicaid waiver
- [ ] C - Homemaker program
- [ ] D - Home health aide
- [ ] E - Nursing
- [ ] F - Speech therapy
- [ ] G - Occupational therapy
- [ ] H - Physical therapy
- [ ] I - Home delivered meals
- [ ] J - Emergency lifeline
- [ ] K - Senior companion
- [ ] L - Weatherization
- [ ] M - Congregate meals
- [ ] N - VCIL peer counseling
- [ ] O - Adult day services
- [ ] P - Job counseling/vocational rehabilitation
- [ ] Q - Food stamps
- [ ] R - Fuel Assistance
- [ ] S - Telephone lifeline
- [ ] T - Medicaid
- [ ] U - SSI
- [ ] V - V-script
- [ ] W - QMB/SLMB
- [ ] X - Essential persons program
- [ ] Y - ANFC
- [ ] Z - VHAP
- [ ] 0 - Other

8.b. Does the client want to apply for any of the following services or programs?

- [ ] A - Attendant services program
- [ ] B - Medicaid waiver
- [ ] C - Homemaker program
- [ ] D - Home health aide
- [ ] E - Nursing
- [ ] F - Speech therapy
- [ ] G - Occupational therapy
- [ ] H - Physical therapy
- [ ] I - Home delivered meals
- [ ] J - Emergency lifeline
- [ ] K - Senior companion
- [ ] L - Weatherization
- [ ] M - Congregate meals
- [ ] N - VCIL peer counseling
- [ ] O - Adult day services
- [ ] P - Job counseling/vocational rehabilitation
- [ ] Q - Food stamps
- [ ] R - Fuel Assistance
- [ ] S - Telephone lifeline
- [ ] T - Medicaid
- [ ] U - SSI
- [ ] V - V-script
- [ ] W - QMB/SLMB
- [ ] X - Essential persons program
- [ ] Y - ANFC
- [ ] Z - VHAP
- [ ] 0 - Other

9.a. How many people are there in the client's household?

- [ ] 1 - One person
- [ ] 2 - Two people
- [ ] 3 - Three people
- [ ] 4 - Four or more people

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9.b. Specify the client's monthly income.

$

10. Is the client's income level below the national poverty level?

- [ ] 1 - Yes
- [ ] 2 - No

11. Is the client disabled?

- [ ] 1 - Yes
- [ ] 2 - No
- [ ] 3 - Don't know

12. How many prescription medications does the client take?

2.B. Nutrition

1. Has the client made any changes in lifelong eating habits because of health problems?

- [ ] 1 - No
- [ ] 2 - Yes

2. Does the client eat fewer than 2 meals per day?

- [ ] 1 - No
- [ ] 2 - Yes

3. Does the client eat fewer than five (5) servings (1/2 cup each) of fruits or vegetables every day?

- [ ] 1 - No
- [ ] 2 - Yes

4. Does the client eat fewer than two servings of dairy products (such as milk, yogurt, or cheese) every day?

- [ ] 1 - No
- [ ] 2 - Yes

5. Does the client sometimes not have enough money to buy food?

- [ ] 1 - No
- [ ] 2 - Yes

6. Does the client have trouble eating well due to problems with chewing/swallowing?

- [ ] 1 - No
- [ ] 2 - Yes

7. Does the client eat alone most of the time?

- [ ] 1 - No
- [ ] 2 - Yes

8. Without wanting to, has the client lost or gained 10 pounds in the past 6 months?

- [ ] 1 - No
- [ ] 2 - Yes

9. Is the client not always physically able to shop, cook and/or feed themselves (or to get someone to do it for them)?

- [ ] 1 - No
- [ ] 2 - Yes

10. Does the client have 3 or more drinks of beer, liquor or wine almost every day?

- [ ] 1 - No
- [ ] 2 - Yes

11. Does the client take 3 or more different prescribed or over-the-counter drugs per day?

- [ ] 1 - No
- [ ] 2 - Yes

3. ADL's/IADL's

3.A. Activities of Daily Living (ADL)

1. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform BATHING (include shower, full tub or sponge bath, exclude washing back or hair)?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Requires assistance sometimes
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Activity does not occur

2. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform DRESSING?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Limited Assistance
- [ ] 3 - Extensive Assistance
- [ ] 4 - Total Dependence
- [ ] 5 - Activity did not occur

3. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TOILET USE?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Sometimes dependent
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Activity does not occur

4. **During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TRANSFER?**

- ☐ 0 - Independent
- ☐ 1 - Supervision
- ☐ 2 - Minimal assistance required
- ☐ 3 - Mostly dependent
- ☐ 4 - Totally dependent
- ☐ 5 - Activity does not occur

5. **During the past 7 days, and considering all episodes, how would you rate the client's ability to perform EATING?**

- ☐ 0 - Independent
- ☐ 1 - Supervision
- ☐ 2 - Sometimes dependent
- ☐ 3 - Mostly dependent
- ☐ 4 - Totally dependent
- ☐ 5 - Unknown

6. **During the past 7 days, and considering all episodes, how would you rate the client's ability to perform WALKING IN HOME?**

- ☐ 0 - Independent
- ☐ 1 - Supervision
- ☐ 2 - Limited Assistance
- ☐ 3 - Extensive Assistance
- ☐ 4 - Total Dependence
- ☐ 5 - Activity did not occur

3.B. Instrumental Activities of Daily Living (IADL)

1. **During the past 7 days, and considering all episodes, how would you rate the client's ability to perform MEAL PREPARATION?**

- ☐ 0 - Independent
- ☐ 1 - Sometimes dependent
- ☐ 2 - Mostly dependent
- ☐ 3 - Totally dependent
- ☐ 4 - Activity does not occur

2. **During the past 7 days, and considering all episodes, how would you rate the client's ability to perform MANAGING MEDICATIONS?**

- ☐ 0 - Independent
- ☐ 1 - Needs reminders
- ☐ 2 - Somewhat dependent
- ☐ 3 - Totally dependent
- ☐ 4 - Activity does not occur

3. **Specify the client's ability to manage money.**

- ☐ 0 - Completely independent
- ☐ 1 - Needs assistance sometimes
- ☐ 2 - Needs assistance most of the time
- ☐ 3 - Completely dependent
- ☐ 4 - Activity does not occur

4. **Specify the client's ability to perform heavy housework.**

- ☐ 0 - Independent
- ☐ 1 - Needs assistance sometimes
- ☐ 2 - Needs assistance most of the time
- ☐ 3 - Unable to perform tasks
- ☐ 4 - Activity does not occur

5. **Specify the client's ability to perform light housekeeping.**

- ☐ 0 - Independent
- ☐ 1 - Needs assistance sometimes
- ☐ 2 - Needs assistance most of the time
- ☐ 3 - Unable to perform tasks
- ☐ 4 - Activity does not occur

6. **During the past 7 days, and considering all episodes, how would you rate the client's ability to perform SHOPPING?**

- ☐ 0 - Independent
- ☐ 1 - Somewhat dependent
- ☐ 2 - Mostly dependent
- ☐ 3 - Totally dependent
- ☐ 4 - Activity does not occur

7. **During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TRANSPORTATION?**

- ☐ 0 - Independent
- ☐ 1 - Somewhat dependent
- ☐ 2 - Mostly dependent
- ☐ 3 - Totally dependent
- ☐ 4 - Unknown

8. **Rank the client's ability to use the Telephone.**

- ☐ 0 - Independent
- ☐ 1 - Able to perform but needs verbal assistance
- ☐ 2 - Can perform with some human help
- ☐ 3 - Can perform with a lot of human help
- ☐ 4 - Cannot perform function at all without human help
- ☐ 5 - Paramedical services needed

Title : _____ Date

Title : _____ Date

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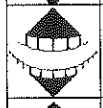
Print

Form
ODA0010
(Rev. 05/28/2009)
Ohio Department of Aging

Determine Your Own Nutritional Health

What you eat does affect your health. Use this checklist to find out if you or someone you know is at nutritional risk.

Instructions: For each question, answer "yes" or "no". Then circle the number that appears in the appropriate column. Add the circled numbers to determine your total score.

Nutrition Checklist		Yes	No
	1. Have you made any changes in lifelong eating habits because of health problems?	2	
	2. Do you eat fewer than two (2) meals a day?	3	
	3. Do you eat fewer than five (5) servings (1/2 cup each) of fruits and vegetables every day?	1	
	4. Do you eat fewer than two (2) servings of dairy products (such as milk, yogurt, or cheese) every day?	1	
	5. Do you sometimes not have enough money to buy food?	4	
	6. Do you have trouble eating well due to problems with chewing/swallowing?	2	
	7. Do you eat alone most of the time?	1	
	8. Without wanting to, have you lost or gained ten (10) pounds in the past six (6) months?	2	
	9. Are you not always physically able to shop, cook, and/or feed yourself (or to get someone to do it for you)?	2	
	10. Do you have three (3) or more drinks of beer, liquor, or wine almost every day?	2	
	11. Do you take three (3) or more prescription or over-the-counter drugs per day?	1	
	Total Score Today		

Total your score from the Nutrition Checklist. If it's:

0 - 2.... Good! Recheck you nutritional score in six (6) months.

3 - 5.... You are at moderate nutritional risk. See what you can do to improve your eating habits. Your office on aging, senior nutrition program, senior citizens center, health department and/or physician can help. Recheck your score in three (3) months.

6 or more.... You are at high nutritional risk. Talk with your doctor, dietitian or other qualified health or social service professional about any problems you may have. Ask for help to improve your nutritional health.

Adapted from the Determine Your Nutritional Health Checklist developed by the Nutrition Screening Initiative, Washington, DC.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM, INC
HOME DELIVERED MEALS INFORMATION SHEET
DIET NEEDS

Allergies to Food or Medication: _____

_____

_____

Diabetic? Yes:_____ No:_____

Special Diet? Yes:_____ No:_____

Explain Diet: _____

_____

Foods that can't be taken with certain medications _____

_____

Food Dislikes: _____

Assessor Recommendation Temporary? Yes No

Recommended length of time _____

Comments: _____

_____

_____

_____

LPN Signature_____ Date:_____

RN Signature _____ Date: _____

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM, INC

HOME DELIVERED MEALS PRIORITIZATION CHECKLIST

Consumers who live alone, are homebound, and with an identified high level (12 or more) nutrition risk receives 15 points _____

Consumers who live alone, are homebound, and with an identified moderate level (8 to 11) nutrition risk receives 10 points _____

Consumers with a high nutrition risk and some family or community support receive 5 points _____

Consumers with Hospice, PASSPORT, Adult Protective Services receive 5 points _____

TOTAL PRIORITY POINTS _____ PRIORITY LEVEL _____

Have you had to make changes in lifelong eating habits due to illness or a medical condition?	No ____	Yes ____ 2
Do you eat fewer than 2 meals per day?	No ____	Yes ____ 2
Do you eat fewer than 5 ½ cup servings of each, fruits and vegetables, each day	No ____	Yes ____ 2
Do you eat fewer than 2 servings of dairy products each day?	No ____	Yes ____ 1
Do you have 3 or more alcohol drinks each day?	No ____	Yes ____ 1
Are you significantly visually impaired or legally blind?	No ____	Yes ____ 3
Do you have tooth or mouth problems which make it difficult to eat, chew, or swallow?	No ____	Yes ____ 2
Do you take 3 or more prescription or over the counter medications each day?	No ____	Yes ____ 3
Are you sometimes unable to shop for groceries?	No ____	Yes ____ 2
Are you sometimes unable to prepare meals?	No ____	Yes ____ 2
Do you eat alone most of the time?	No ____	Yes ____ 1
Without wanting to, have you lost or gained ten (10) pounds in the last 6 months?	No ____	Yes ____ 2
Do you have any additional concerns not yet discussed that impact your ability to prepare and/or consume meals independently?	No ____	Yes ____

If yes, please list _____

_____

_____

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

CLIENT NAME:

Assessor's comments _____

_____

_____

_____

_____

_____

LPN Signature _____ Date_____

RN Signature _____ Date_____

Country Neighbor Program, Inc.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM
MEDICATION SHEET

Medication	Dose	Frequency

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COUNTRY NEIGHBOR PROGRAMS, INC
Client Case Notes

DATE	STAFF INITIALS	CLIENT NAME
		Signatures:
		Client:
		Staff:
		Supervisor:
		CNP Staff reporting to Case Manager:
		Name of Case Manager:
		Date and time:

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM (CNP) NOTICE OF PRIVACY PRACTICES

EFFECTIVE APRIL 14, 2003

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ THIS NOTICE CAREFULLY.

The Health Insurance & Accountability Act of 1996 ("HIPPA") is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you, the client, significant new rights to understand and control how your health information is used. "HIPPA" provides penalties for covered entities that misuse personal health information.

As required by "HIPPA", CNP has prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

HOW CNP MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

When you become a client of CNP, we will use your health information with CNP and disclose your health information outside CNP for the reasons described in this Notice. The following categories describe some of the ways that we will use and disclose your health information.

Care: CNP may use your health information to coordinate or manage your care within the Agency and with other individuals outside of the Agency involved in your care, such as your attending physician and other health care professionals. For example, certain service providers involved in your care need information about your medical condition in order to deliver appropriate services.

To Obtain Payment: CNP may include your health information in invoices to collect payment from third parties for the care you receive through CNP. For example, some health information is transmitted to the Ohio Department of Aging and the Ohio Department of Job and Family Services when billing transactions are conducted.

Operation: We may use your health information for our operations. These uses and disclosures help us operate and improve services. For example, we may use your health information to review the care you received and to evaluate the performance of our staff in caring for you. We may also combine health information about many clients to identify new services to offer, what services are not needed, and whether certain services are effective. We may also disclose information for learning and quality improvement purposes. We may remove information that identifies you so people outside CNP may study your data without knowing who you are.

Appointment Reminders: We may use and disclose information to schedule appointments for you as a reminder that you have an appointment.

Legal Matters: We will disclose information about you outside CNP when required to do so by federal, state, or local law, or by the court process. We may disclose health information to help control the spread of disease or to notify a person whose health or safety may be threatened. We may disclose health information to a health oversight agency for activities authorized by law, such as for adults, investigations, inspections and

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

licensure.

Report Abuse, Neglect, or Domestic Violence: CNP is allowed to notify government authorities if CNP believes a client is the victim of abuse, neglect, or domestic violence. CNP will make this disclosure only when specifically required or authorized by law or when the client agrees to the disclosure.

Worker's Compensation: CNP may release your health information for worker's compensation or similar programs.

AUTHORIZATIONS FOR OTHER USES AND DISCLOSURES

As described above, we will use your information to provide services and evaluate effectiveness of services.

YOUR RIGHTS REGARDING HEALTH INFORMATION

Right to Accounting: You may request an accounting, which is a listing of the entities or persons (other than yourself) to whom CNP has disclosed your health information without your written authorization. The accounting would not include disclosures for CNP services. Your request for an accounting of disclosures must be in writing, signed and dated. It must identify the time period of the disclosures for which you are requesting the accounting. We will not list disclosures made before April 14, 2003, or those made earlier than 6 years before your request. Your request should indicate the form in which you want the list (for example, on paper or electronically). You must submit your written request to CNP. We will respond to you within thirty (30) days if the requested information is maintained and accessible on site, within sixty (60) days if the requested information is maintained off site. CNP charges a reasonable, cost-based fee for copying, labor, and supplies (for instance, paper, computer disks, postage).

Right to Amend: If you feel that information we have about you is incorrect or incomplete, you have the right to ask us to amend your records. Your request for an amendment must be in writing, signed and dated. It must specify the records you wish to amend and the reason for your request. CNP will respond to you within sixty (60) days. We may deny your request; if we do we will tell you why and explain your options.

Right to Inspect and Obtain Copy: You have the right to inspect or obtain copy of your completed records. Your request to inspect or obtain a copy of the records must be submitted in writing, signed and dated, to the records department of the CNP service that maintains the records. We may charge a fee for processing your request. If CNP denies your request to inspect or obtain a copy of your records, you may appeal the denial.

Right to Request Restrictions: You have the right to ask us to restrict the uses or disclosures we make of your health information, but we do not have to agree. You also may ask us to limit the health information that we use or disclose about you to someone who is involved in your care and submitted to CNP. Again, we do not have to agree. The request must be signed and dated, and should also describe information you want restricted, say whether you want to limit the use or the disclosure of the information, or both, and tell us who should not receive the restricted information. You must submit your request in writing to the records department of CNP. We will tell you if we agree with your request or not. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

Right to Request Confidential Communications: You have the right to request that we communicate with you about your health in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. Your request for confidential communications must be in writing, signed and dated. It must identify how or where you wish to be contacted. You need not tell us the reason for your request and we will not ask. You must send your written request to the records department of CNP. We will accommodate all

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Exhibit II

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

Applicant Budget Summary

Applicant: Country Neighbor Program, Inc. (Title XX Home Delvered Meals)	
Date From: October 1, 2026	**To: September 30, 2027**

	Program	Title XX
I. Staff		
A. Salaries	$ -	$ 25,872.00
B. Payroll-Related Expenses	$ -	$ 2,410.00
Total Staff Costs	$ -	$ 28,282.00
II. Operations		
A. Travel and Short-Term Training	$ -	$ 325.00
B. Consumable Supplies	$ -	$ 27,405.00
C. Occupancy Costs	$ -	$ 1,528.00
D. Contract and Professional Services	$ -	$ 2,300.00
E. Other - Miscellaneous	$ -	$ 2,810.00
Total Operational Costs	$ -	$ 34,368.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ -	$ 62,650.00
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ -	$ 62,650.00

Budget Computation

Total Operating Expenses	$ -	$ 62,650.00
Divided by Total Operating Units		7,000.00
= Unit Rate	#DIV/0!	8.95

Unit Rate	#DIV/0!	$ 8.95
X number of units purchased		7,000.00
= Total Contract Amount	#DIV/0!	$ 62,650.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Executive Director	$ 92,500.00	Annual	1.25%		$ 1,160.00
Assistant Director	$ 70,000.00	Annual	1.00%		$ 700.00
Administrative Assistant/Bkkp	$ 49,250.00	Annual	1.52%		$ 750.00
In Home Services Supervisor	$ 34,320.00	Annual	3.21%		$ 1,100.00
Data Sup/Clerical Support	$ 43,680.00	Annual	1.35%		$ 590.00
Assessor	$ 26,950.00	Annual	2.23%		$ 600.00
Facility Maintenance	$ 9,360.00	Annual	2.48%		$ 232.00
Home Delivered Meal Drivers	$ 134,004.00	Annual	8.05%		$ 10,790.00
Food Services Support Staff	$ 98,800.00	Annual	10.07%		$ 9,950.00
Total Salaries				$ -	$ 25,872.00

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security		$ 1,980.00
Worker's Compensation		$ 250.00
Unemployment Insurance		$ 70.00
Retirement Expenses		$ 60.00
Hospitalization		$ -
Other (Life Insurance)		$ 50.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ -	$ 2,410.00

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II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile: (IRS rate is .725)		$ 275.00
Short-Term, Training		$ 50.00
Total Travel and Short-Term Training	$ -	$ 325.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies		$ 190.00
Cleaning Supplies		$ 35.00
Other *(Fuel)*		$ 2,830.00
Other *(Food/Nonfood)*		$ 24,350.00
Total Consumable Supplies	$ -	$ 27,405.00

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent		$ 420.00
Usage allowance/depreciation @ rate of original acquisitic 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		$ 180.00
Electric		$ 600.00
Water		$ 80.00
Telephone		$ 108.00
Sewer		
Other *(Garbage)*		$ 90.00
Other *(identify)*		
Total Occupancy Costs	$ -	$ 1,528.00

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II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
Audit		$ 200.00
Technology & Software		$ 540.00
D&O Insurance		$ 50.00
Employee Testing		$ 75.00
Contract Labor		$ 35.00
Cyber Insurance		$ 50.00
Liability Insurance		$ 100.00
Vehicle Insurance		$ 1,250.00
Total Contract & Services Costs	$ -	$ 2,300.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Licensure		$ 60.00
Equipment Maintenance		$ 200.00
Vehicle Maintenance		$ 2,500.00
Miscellaneous Expense		$ 50.00
Total Miscellaneous Costs	$ -	$ 2,810.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for Title XX
Total Other Resources	$ -	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program Inc**
Date: **8/13/2026 8:43:21 AM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

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: **2006.030.100-601 Contract Services**; not to exceed **$15,662.50** and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Country Neighbor Program, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/16/2026

Docusign Envelope ID: D2B9924A-59C0-8B58-83AA-417B0336E9B8

Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Country Neighbor Program, Inc.** for a **Title XX Sub-Grant Agreement for FY 2027.**

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 26-3001-ERT

This contract made and entered into on the **1st** day of **October 2026** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Ashtabula County Transportation System (ACTS),** located at: **2924 Donahoe Drive, Ashtabula, Ohio 44004** and whose phone number is: **440-994-2502**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2026,** through **September 30, 2027,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state, and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 20,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit I showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **OWF, SNAP ET/ABAWD, SNAP ET, LEAP, PRC**. Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Transportation

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

- ACJFS program to be charged
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide background checks of all employees that provide direct services to transportation participants and provide copies of the background checks to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire background checks.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub, or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services
FB74060D0EAC4B8...

9/15/2026
Date

DocuSigned by:

Casey Kozlowski
3E6154CBF4DA44C...

Signed by:

Kathryn Whittington
72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners
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Exhibit I

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Exhibit I

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Request for Proposals

For

Transportation Services

Health Related Transportation

Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #4-26

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TABLE OF CONTENTS

RFP Section:		
I.	INTRODUCTION	3
	Ride Data	3
II.	RFP SCHEDULE AND SUBMISSION INFORMATION	4
	RFP Schedule of Important Dates	4
	Pre-Proposal Conference	4
	Contact Person	4
	Proposal Delivery	4
III.	APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES	5
IV.	PROPOSAL SPECIFICATIONS AND FORMAT	6
	Proposal Information	6
	Proposal Cost	6
	Proposal Communication	6
	Proposal Format	6
	Cover Page	6
	Proposal Checklist	6
	Section 1 ~ Applicant Information	7
	Section 2 ~ Required Documents	7
	Section 3 ~ Program Planning and Development	7
	Section 4 ~ Applicant Budget	8
V.	EVALUATION AND SELECTION PROCESS	8
	Proposal Evaluation	8
	Stage 1 Review	9
	Stage 2 Review	9
	Proposal Selection	9
	Acceptance and Rejection of Proposals	10
	Post Selection Meeting	10
IV.	AWARD OF CONTRACT/SUBGRANT AGREEMENT	10
	Overview	10
	Availability of Funds	10
	Agreement Period	10
	Invoicing	10
	Performance and Monitoring	10
	Confidentiality and Security	11
	Publicity	11
	Applicable Laws and Rules	11
	Patent or Copyright Liabilities	11
	Software and Ownership Rights	11
	APPENDIX I-A ~ Transportation Requirements	13
	APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements	16
	ATTACHMENT A ~ Applicant Information	17
	ATTACHMENT B ~ Applicant Budget	19
	ATTACHMENT C ~ Cover Pages	27
	Forms	47
	○ Delinquent Personal Property Tax Affidavit	47
	○ Non-Collusion Affidavit	48
	○ Non-Discrimination Agreement	49
	○ Representations, Assurances and Certifications	50
	○ Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit	51
	ATTACHMENT D ~ Sample Agreement	56
	ATTACHMENT E ~ Checklist	64

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-24 to 9-30-25, 40,793 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	**Date: 6-12-26**
Question Period Begins	**Date: 6-12-26**
Pre-Proposal Conference	**Date: 6-24-26 @ 10:00 a.m.**
Question Period Ends	**Date: 6-24-26 @ 4:00 p.m.**
Proposals Due to Ashtabula County Board of Commissioners	**Date: 7-10-26 @ 2:30 p.m.**
Agreement Effective Date	**Date: 10-1-26**

Pre-Proposal Conference:

A Pre-Proposal Conference will be held on June **24, 2026,** at **10:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-10-26, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-26

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and has at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

3. All vehicles shall:
    a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
    b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
    c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
    a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
    b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, single sided, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

Proposal Checklist - (Attachment E) must be submitted with "Master" copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

   -or-

   2. If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

(b). Define a round-trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

When completing sections 2 and 3, if an applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:

1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
   a. Required number of copies: 1 master and 2 copies (3 total)
   b. Section 1 Applicant Information Page (Attachment A)
   c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
   d. Section 3 Program Planning & Development
   e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
  - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
  - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
  - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
  - Applicant has thoroughly defined the method of charging for trips.
  - The Applicant has sufficient vehicle capacity to meet the needs of the program.
  - Applicant demonstrates the ability and experience for scheduling trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
  - *C.* Applicant is able to meet the geographical needs of the service area.
  - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
  - The budget effectively defines the unit rate.
  - The budget is inclusive of only necessary costs associated with the program.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Acceptance and Rejection of Proposals:
The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded the agreement.

Per O.R.C. 307.862 section B.10:
(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.
(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.
(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant Agreement:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Agreement Period:
The agreement has a tentative effective date of **10-1-26 through 9-30-27**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

Confidentiality and Security:
The Provider agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

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Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

5. **Mirrors:**
   a. Must have a least one rear view interior mirror that is properly secured and in proper placement.
   b. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
   c. Prismatic lens must be properly installed.
   d. All mirrors must enable operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20 b., c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

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8. **Emergency Brakes:**
    a. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

9. **Steering Gear:**
    a. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
    b. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
    c. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
    d. Tie rod ends must function properly.
    e. Tires must not rub any chassis or body component in any position.

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System**:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

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16. Lights:

a. Must operate as designed.
b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:

a. Condition must be intact.
b. Must be free of broken parts that can cause injury.

18. Gas Tank:

a. Must be free of rust, damage, or leaks.
b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

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Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

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Exhibit I

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Transportation Provider Form

Date	October 1, 2026 through September 30, 2027		
Company Name	Ashtabula County Transportation System (ACTS)		
Contact Person	Julie Carlo, ACTS Project Manager		
Address City, State, Zip	2924 Donahoe Drive Ashtabula, Ohio 44004		
Phone Number	440-994-2065		
Fax Number	440-998-1538		
Are you a Licensed Provider?	**Yes** **No** *X*	**If yes, what is your License Number?**	N/A

Complete all lines that pertain to your service

Rates	In County	Out of County	Private Pay
Rates-One Way Trip	October 1, 2026, to September 30,2027 $65.25 Vehicle Hour	N/A	18 yrs. + $2.00 E&D Card $1.00 3-17 Yrs. $.75 0-2 Yrs. FREE
Mileage	N/A	N/A	N/A

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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 Transportation System**
Date: **8/20/2026 2:33:32 PM**

This search produced the following list of **8** 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
Washington, Katrina	12967 Nelson Parkman Rd

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: **2006.030.100-601 Contract Services**; not to exceed **$125,000.00**, and free from any previous encumbrances.

Agreement Title: A **Health Related Transportation Contract** between **Ashtabula County Job & Family Services** and **Ashtabula County Transportation System (ACTS)**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/15/2026

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Ashtabula County Transportation System** for an **Employment Related Transportation Sub-Grant Agreement for FY 2027.**

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 27-3002-HRT

This contract made and entered into on the **1st** day of **October 2026** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Ashtabula County Transportation System (ACTS)** located at: **2924 Donahoe Drive, Ashtabula, Ohio 44004** and whose phone number is: **440-994-2502** , (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2026,** through **September 30, 2027,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 500,000.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit I showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

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8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

    The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

    Federal Award Project Description: FFY 2027 Transportation

    Name of Federal Awarding Agency: Department of Health and Human Services

    Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

    Federal Award Identification Number (FAIN): Not available at this time

    Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

    Is the Award Research and Development: No

    Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

11. **Invoice Format**: Provider's invoice will consist of:

    (1) A one-page summary invoice signed by an authorized representative and will include:
    - Contract number
    - Service month and year
    - Provider's name, address, telephone number and billing contact person's name
    - Total amount invoiced for the month

    (2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
    - ACJFS program to be charged
    - Date of trip

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- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in

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Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio,

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Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines (28 CFR Part 50.3 and Part 42) and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall on the grounds of race, color, national origin, sex, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this contract. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonably foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform

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at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support

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Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

47. **Drug Free Workplace**: The Provider agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services
FB74060D0EAC4B8...

9/15/2026
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

72C9CAC40E3D4A8...

9/24/2026
Date

Signed by:

Ashtabula County Board of Commissioners
8CC3D2025A6D44F...

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Request for Proposals

For

Transportation Services

Health Related Transportation

Employment Related Transportation

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP #4-26

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

TABLE OF CONTENTS

RFP Section:		
I.	INTRODUCTION	3
	Ride Data	3
II.	RFP SCHEDULE AND SUBMISSION INFORMATION	4
	RFP Schedule of Important Dates	4
	Pre-Proposal Conference	4
	Contact Person	4
	Proposal Delivery	4
III.	APPLICANT REQUIREMENTS, INSPECTIONS & COMPLIANCES	5
IV.	PROPOSAL SPECIFICATIONS AND FORMAT	6
	Proposal Information	6
	Proposal Cost	6
	Proposal Communication	6
	Proposal Format	6
	Cover Page	6
	Proposal Checklist	6
	Section 1 ~ Applicant Information	7
	Section 2 ~ Required Documents	7
	Section 3 ~ Program Planning and Development	7
	Section 4 ~ Applicant Budget	8
V.	EVALUATION AND SELECTION PROCESS	8
	Proposal Evaluation	8
	Stage 1 Review	9
	Stage 2 Review	9
	Proposal Selection	9
	Acceptance and Rejection of Proposals	10
	Post Selection Meeting	10
IV.	AWARD OF CONTRACT/SUBGRANT AGREEMENT	10
	Overview	10
	Availability of Funds	10
	Agreement Period	10
	Invoicing	10
	Performance and Monitoring	10
	Confidentiality and Security	11
	Publicity	11
	Applicable Laws and Rules	11
	Patent or Copyright Liabilities	11
	Software and Ownership Rights	11
	APPENDIX I-A ~ Transportation Requirements	13
	APPENDIX I-B ~ Required Daily Wheelchair Lift Inspection Elements	16
	ATTACHMENT A ~ Applicant Information	17
	ATTACHMENT B ~ Applicant Budget	19
	ATTACHMENT C ~ Cover Pages	27
	Forms	47
	o Delinquent Personal Property Tax Affidavit	47
	o Non-Collusion Affidavit	48
	o Non-Discrimination Agreement	49
	o Representations, Assurances and Certifications	50
	o Certifications Regarding Lobbying/OMB Circular 2 CFR 200 Audit	51
	ATTACHMENT D ~ Sample Agreement	56
	ATTACHMENT E ~ Checklist	64

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-24 to 9-30-25, 40,793 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.
2. Reject any or all proposals, or any part thereof without cause.
3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.
4. Not select any applicant should ACJFS decide not to proceed.
5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	**Date: 6-12-26**
Question Period Begins	**Date: 6-12-26**
Pre-Proposal Conference	**Date: 6-24-26 @ 10:00 a.m.**
Question Period Ends	**Date: 6-24-26 @ 4:00 p.m.**
Proposals Due to Ashtabula County Board of Commissioners	**Date: 7-10-26 @ 2:30 p.m.**
Agreement Effective Date	**Date: 10-1-26**

Pre-Proposal Conference:

A Pre-Proposal Conference will be held on June **24, 2026,** at **10:00 a.m.** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-10-26, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-26

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and has at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

3. All vehicles shall:
   a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
   b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
   c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
   a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
   b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

Proposal Information:
All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

Proposal Format:
To ensure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point font, single sided, and not stapled (please use binder clips or paper clips, if possible.) The proposal, including one (1) master, and two (2) copies, must be in a sealed envelope. Each section 1 - 4 will be clearly identified with cover pages provided, and if possible, identification on each page explaining to which section it belongs.

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

Proposal Checklist - (Attachment E) must be submitted with "Master" copy only. If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

   -or-

   2. If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

   In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

(b). Define a round-trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

When completing sections 2 and 3, if an applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:

1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
   a. Required number of copies: 1 master and 2 copies (3 total)
   b. Section 1 Applicant Information Page (Attachment A)
   c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
   d. Section 3 Program Planning & Development
   e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
  - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
  - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
  - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
  - Applicant has thoroughly defined the method of charging for trips.
  - The Applicant has sufficient vehicle capacity to meet the needs of the program.
  - Applicant demonstrates the ability and experience for scheduling trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
  - *C.* Applicant is able to meet the geographical needs of the service area.
  - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
  - The budget effectively defines the unit rate.
  - The budget is inclusive of only necessary costs associated with the program.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 reviews to complete the evaluation process.

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. In this event, ACJFS reserves the right to select another Applicant from the proposal process, cancel the RFP, or reissue the RFP if this is deemed necessary. ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Acceptance and Rejection of Proposals:
The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded the agreement.

Per O.R.C. 307.862 section B.10:
(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.
(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.
(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:
The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

VI. Award of Contract/Sub-grant Agreement:

Overview:
The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:
ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Agreement Period:
The agreement has a tentative effective date of **10-1-26 through 9-30-27**.

Invoicing:
Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

Confidentiality and Security:
The Provider agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds $100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Appendix I

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

5. **Mirrors:**
   a. Must have a least one rear view interior mirror that is properly secured and in proper placement.
   b. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
   c. Prismatic lens must be properly installed.
   d. All mirrors must enable operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

6. **Emergency Equipment:**
   a. The red reflectors must be stored in the vehicle.
   b. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20 b., c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
   c. The vehicle must be equipped with a first aid kit.

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

8. **Emergency Brakes:**
    a. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
    b. If the emergency brake is located on the drive shaft, the brakes shall:
        i. Hold the vehicle in parked position;
        ii. Be properly mounted, and;
        iii. Have cables that are properly lubricated and not hazardously worn.

9. **Steering Gear:**
    a. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
    b. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
    c. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
    d. Tie rod ends must function properly.
    e. Tires must not rub any chassis or body component in any position.

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System:**
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

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16. Lights:

a. Must operate as designed.
b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:

a. Condition must be intact.
b. Must be free of broken parts that can cause injury.

18. Gas Tank:

a. Must be free of rust, damage, or leaks.
b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

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Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

Before each day's services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to the following specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

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Exhibit I

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Transportation Provider Form

Date	October 1, 2026, through September 30, 2027		
Company Name	Ashtabula County Transportation System (ACTS)		
Contact Person	Julie Carlo, ACTS Project Manager		
Address City, State, Zip	2924 Donahoe Drive Ashtabula, Ohio 44004		
Phone Number	440-994-2065		
Fax Number	440-998-1538		
Are you a Licensed Provider?	**Yes** **No** *X*	**If yes, what is your License Number?**	N/A

Complete all lines that pertain to your service

Rates	In County	Out of County	Private Pay
Rates-One Way Trip	October 1, 2026, to September 30, 2027 $65.25 Vehicle Hour	N/A	18 yrs. + $2.00 E&D Card $ 1.00 3-17 Yrs. $.75 0-2 Yrs. FREE
Mileage	N/A	N/A	N/A

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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 Transportation System**
Date: **8/20/2026 2:33:32 PM**

This search produced the following list of **8** 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
Washington, Katrina	12967 Nelson Parkman Rd

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

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: **2006.030.100-601 Contract Services**; not to exceed **$5,000.00**, and free from any previous encumbrances.

Agreement Title: An **Employment Related Transportation Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Transportation System (ACTS)**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/15/2026

Docusign Envelope ID: 586FBAC8-5C2D-86C5-826E-379B89289BA6

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Ashtabula County Transportation System** for a **Health Related Transportation Contract for FY 2027**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26

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Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 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 Lake Ave., Suite 2, Ashtabula, Ohio 44004 (business mailing address: P.O Box 74757 Cleveland Ohio 44194)** and whose phone number is: **440-992-4663**, (hereinafter referred to as the "Subgrantee") to provide **Personal Care & Homemaker Services** for individuals determined eligible for **Title XX Services**.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA#93.667, Federal Social Services Title XX Base Funds.

As used in this document, the words and phrases set forth below shall have the following meanings:

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **ARMC Regional Home Health**.

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

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ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Sub-Grant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

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G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2026** through **September 30, 2027** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This Sub-Grant Agreement is in the total amount of: **$41,608.06**.

The unit rate is: **$41.61 per hour of service for Personal Care & Homemaker Services** per service code **721-XX.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2027 Title XX Social Services Block Grant

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.667

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2026

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

Is the Award Research and Development: No

Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:
(1) A one-page summary invoice signed by an authorized representative and will include:
-Sub-Grant Agreement number
-Service month and year
-Subgrantee's name, address, telephone number and billing contact person's name
-Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board

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of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300. 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

subgrantee(s) with Subgrant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.

B. Subgrantee will take prompt action to correct problems identified in an audit.

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH, AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 2131 Lake Avenue, Suite 2, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 1428, Ashtabula, Ohio 44005-1428).**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. Any sub-grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by

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law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

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H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

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Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:

DocuSigned by:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

FB74060D0EAC4B8...

9/15/2026
Date

Signed by:

Leonard Stepp

ARMC Regional Home Health

7BB8AA9221F34D6...

9/18/2026
Date

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

Signed by:

Kathryn Whittington

72C9CAC40E3D4A8...

9/22/2026
Date

Signed by:

J. P. Ducro III

Ashtabula County Board of Commissioners

8CC3D2025A6D44F...

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Exhibit I

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Request for Proposals

For

Title XX Social Services

Issued by:

The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004

Issue Date:

June 12, 2026

RFP Number:

ACJFS RFP # 3-26

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

TABLE OF CONTENTS

1.0 GENERAL OVERVIEW 3
- 1.1 Introduction & Purpose of the Request for Proposal 3
- 1.2 Project Timeline 3
- 1.3 Contact Person/Proposal Delivery 3
- 1.4 Availability of Funds 4

2.0 SUBMISSION OF PROPOSAL 4
- 2.1 Preparation of Proposal 4
- 2.2 Proposal Communication 4
- 2.3 Proposal Information 4
- 2.4 Proposal Cost 4
- 2.5 Provider Representative's Signature 4
- 2.6 Delivery of Proposals 4
- 2.7 Acceptance and Rejection of Proposals 5
- 2.8 Evaluation and Award of Agreement 5
  - A. Stage 1 Review 5
  - B. Stage 2 Review 5
- 2.9 Proposal Selection 6
- 2.10 Post Selection Meeting 6

3.0 TERMS AND CONDITIONS 6
- 3.1 Agreement Period, Funding & Invoicing 6
- 3.2 Patent or Copyright Liabilities 7
- 3.3 Confidentiality and Security 7

4.0 REQUIREMENTS & SPECIFICATIONS 7
- 4.1 Description of Services 7
- 4.2 Applicant Project Requirements 7
  - A. Conditions of Participation (COP) 7
  - B. Service Specifications 9
  - C. Applicable Laws and Rules 9
  - D. Performance Goals and Outcome Measures 9
- 4.3 Required Documents 9
- 4.4 Program Planning and Development 10

5.0 PROPOSAL FORMAT 10

ATTACHMENT A ~ Applicant Information 12

ATTACHMENT B ~ Program Planning and Development 14

ATTACHMENT C ~ Provider Budget 16

ATTACHMENT D ~ Proposal Check List 22

APPENDIX A ~ Sample Agreement 24

APPENDIX B ~ Title XX Priority Policy 35

APPENDIX C ~ Title XX Rules & Regulations, Cover Pages for Required Documents (Section 4.3), Delinquent Personal Tax Affidavit, Non-Collusion Affidavit, Non-Discrimination Agreement, Representations, Assurances & Certifications Document, Lobbying Certification, and OMB Circular 2 CFR 200 Audit Certification 36

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REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-26 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 12, 2026:** RFP Release & Question Period Begins
- **June 24, 2026:** Pre-Proposal Conference and RFP Question Deadline
- **July 10, 2026, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2026:** Project Start-Up (tentative):

* **NOTE:** A Pre-Proposal conference will be held on **June 24, 2026, at 9:30 am** at ACJFS: 2924 Donahoe Drive, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-26 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov

Delivery: **Providers must mail or deliver by 2:15 pm on July 10, 2026:** one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope in the required format to:

The Ashtabula County Board of Commissioners
Attention: Lisa Hawkins
26 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-26

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

1.4 Availability of Funds:

ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:

Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, single sided, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communication concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. No verbal questions will be answered except at the pre-proposal conference.

2.3 Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the applicant's expense. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement(s).

2.4 Proposal Cost:

The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:

The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:

Applicants should mail or deliver one (1) master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 10, 2026, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

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2.7 **Acceptance and Rejection of Proposals:**

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not modify the RFP documents or excuse the applicant from full compliance with its specifications if the applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject any proposal in which the applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

2.8 **Evaluation and Award of Agreements:**

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP by **July 10, 2026, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 2 copies (3 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

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information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

2.10 Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an applicant wishes to discuss the selection process, a request for an informal meeting and an explanation for it must be submitted in writing within five business days of receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. The agreement shall incorporate the terms, conditions and requirements of the RFP, the applicant's proposal, and all other agreements that may be reached.

ACJFS will design, develop, and implement the structure of the agreement. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of **October 1, 2026**. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. Actual expenses will be reported monthly. Agreements written with a unit-rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can

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claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

3.3 Confidentiality and Security:

Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined to be eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-26-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.
   - Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:

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- non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
- non-discrimination laws in the provision of services; and,
- knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.

- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
   - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
   - Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
   - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
   - Maintain a file for each participant. Each file shall include this identifying data:
     - Application signed and completed
     - Income verification (if applicable)
     - Residency verification
     - Household composition verification
     - Signed Rights and Responsibilities including the Right to State Hearing
     - Approval or Denial Letters
     - Social Service Plan
   - Maintain documentation of each participant contact and each service delivered.
   - Obtain written approval from the participant to release participant information.
   - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
   - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
   - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
   - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
   - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
     - Employee position description and expectations,
     - Personnel policies,
     - Reporting procedures and policies,
     - Table of organization and lines of communication,
     - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specification practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:
   - Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
   - Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record, and other documents related to the provision of services.
7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS

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agreement with the applicant.

B. **Service Specifications:**

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. **Applicable Laws and Rules:**

Applicants shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Clean Air Act, as amended, 42 USC ' ' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act
16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. **Performance Goals and Outcome Measures:**

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Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:

Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

If the applicant does not normally have an independent audit, ACJFS will accept a Compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 Program Planning and Development:

Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and to assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals shall contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

- Cover Page - The cover page must include the applicant's name, the RFP title (identifying the proposed service such as "Residential Treatment", "Personal Care") and the RFP number (ACJFS RFP #3-26.) The Cover Page must clearly identify the proposal as a "master" or "copy".
- Section 1 - Applicant Information. Master Copy must have original signature (Attachment A)
- Section 2 - Required documents in order listed in Section 4.3 (with appropriate cover pages)
- Section 3 - Program Planning and Development documents from Section 4.4 (Attachment B)
- Section 4 - Provider Budget (Attachment C)
- Section 5 - Proposal RFP Check List (Attachment D)

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: ARMC Home Health

ADDRESS: 2131 Lake Ave Ste 2 Ashtabula, OH 44004

PHONE: 440.992.4663 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 Dames EMAIL: Alanna.Dames@armchealth.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Leonard Stepp Jr SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: President & CEO DATE: 6/23/2026

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

Attachment B
Program Planning and Development

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

Program Planning and Development

A. Program Description and Proposed Service:
ARMC Home Health proposes to provide 1000 units of personal care and home-making services through Title XX Social Services. Home Health Aides and an overseeing RN will furnish the services. All the aides at ARMC Home Health are Medicare certified. Medicare certified means they have received 80 hours of training and tested out on their skills. Personal care includes assisting the patient with activities of daily living: bathing, grooming, dressing, and application of prosthetic devices. Homemaking includes tasks such as dusting furniture, sweeping, vacuuming, removing trash, kitchen, bedroom and bathroom care, and laundry assistance. A registered nurse (RN) completes the initial assessment. The RN evaluates the extent of the client's functional deficits which indicates the need for additional assistance and develops a plan of care that the home health aide follows under the guidance of a medical provider. The RN visits at least every 60 days for our clients to supervise the home health aide. It is ensure that the aide is maintaining services that are within their scope of practice and that services are being provided in a safe manner.

B. Summary of Service:
ARMC Home Health proposes to provide personal care in one-hour units. Clients are typically scheduled for 1-2 units per Medicare week, Sunday- Saturday. Eligibility is determined by Ashtabula County Title XX eligibility guidelines upon entry to the program and then annually in January of each year.

Title XX Priority Policy will prioritize clients.

The program is geared towards serving low- income clients with functional deficits who do not have the financial assistance, resources or family support to assist with their daily living needs. Part of the assessment process is to determine if the client has other possible resources such as Medicaid or VA benefits to provide care. Title XX is the payer of last resort. The proposed service days and hours are Monday- Friday 8a to 4:30p. The agency is closed on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. Referrals for service can be emailed, faxed or called in. Referrals source would include but not be limited to Adult Protective Services, nurses, physicians, social workers, discharge planners, clients, or family members of the clients. A phone call is made to schedule the initial visit and begin obtaining information to screen for priority and appropriateness of services. The RN makes a visit to the home to assess the client's functional status and qualifications as well as conducting evidence-based screenings in relation to fall risk depression, and mental status. The skills of an RN are required for this level of service. The RN is educated and knowledgeable about community resources and will make appropriate referrals if a need to identify through this screening process.

C. Geographic Service Area:
ARMC Home Health services the entire county of Ashtabula.

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

D. Gaps in Service:
A waiting list for services will be anticipated due to the large demand from the community

The numbers of units per week may vary depending on staffing levels

E. Limitations in Meeting Conditions of an Agreement:
Staffing constraints is the primary limitation on meeting the conditions of the Agreement and proposed units of service. There has been a growing shortage of healthcare professionals, and it continues to affect and impact everyone in the industry. We currently have one full-time position open for a home health heath aide.

ARMC Home Health also acknowledges that it is not without additional vulnerabilities to other natural or man-made disasters that could potentially affect agency operations. These include but not limited to weather related events, cybersecurity breach, etc. While vulnerabilities exist, ARMC Home Health has an Emergency Disaster Plan and an active committee to assess vulnerabilities to anticipate such events and develop provisions to minimize the impacts of those events.

F. Organizational Structure:
ARMC Home Health was incorporated in June 1974 and operates as a Medicare and Medicaid certified home care agency. The agency is wholly owned subsidiary of Ashtabula Regional Medical Center and operates as a separate entity. The agency has two business lines: acute/ skilled care and non-skilled care. The primary source of support for skilled care is Medicare, Medicaid, Private Insurance, Veteran Association and Worker's Compensation. Skilled care is about 90% of the agency's business. Under nonskilled, we provide long term community support services with funding from United Way, Title XX, Title 3B and the Senior Levy. We also have private pay clients receiving personal care and home-making services. Our clinicians in the field use a geographic service model to promote continuity and coordination of care. The organizational chart is attached.

G. Board of Trustees:
Membership is attached

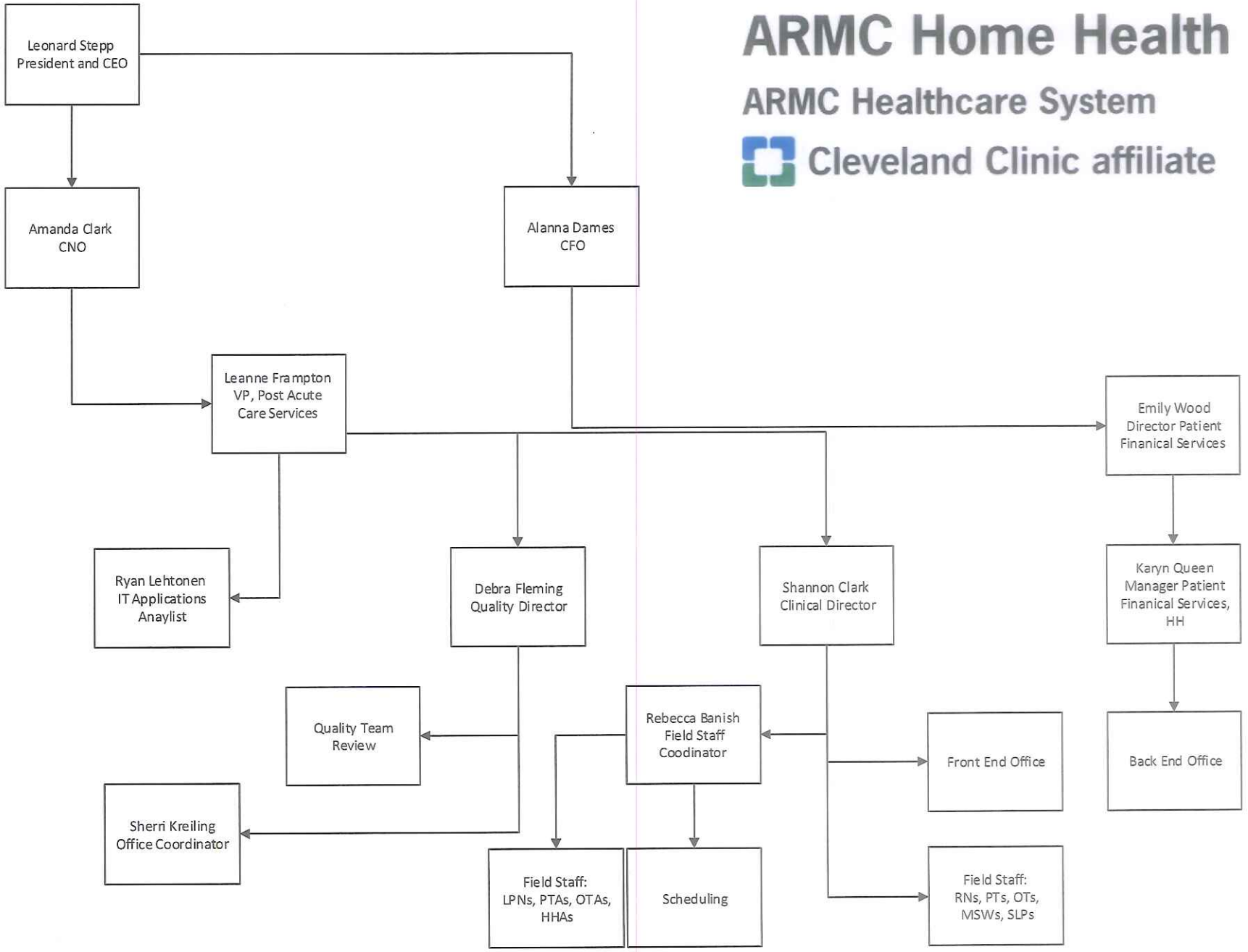
H. Program Director Job Description:
Job Description are attached

I. Projected Personnel Job Description:
Job Description are attached

ARMC Home Health

ARMC Healthcare System

Cleveland Clinic affiliate



Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

Name	Background	Column1	Finance Committee	Board Executive Committee	Board Quality	Investment Committee	Nominating
Brian Harte, MD	Board Certified Physician since 1996 employed at Cleveland Clinic	Joined Board 2025			Board Quality		
Craig Sernik, JD	Attorney, Current Chair, Geauga Ash Portage Partnership	Joined Board 2017	Finance Committee	Board Executive Committee		Investment Committee	
David Novak, MD	ARMC Physician 20+ years - Current Chief of Staff joined ARMC 2016	Joined Board 2023		Board Executive Committee			
David Pontius, JD	Local Attorney	Joined Board 2019	Finance Committee				Nominating
Donald Chaplin, MBA	President of local business	Joined Board 2024				Investment Committee	
James Pearson	Retired Geneva City Manager/Police Chief	Joined Board 2025			Board Quality		
Ryan Miller	Exec Director of Financial Accounting at Cleveland Clinic	Joined Board 2026	Finance Committee				
James Timonere, BA	Ashtabula City Manager	Joined Board 2014	Finance Committee	Board Executive Committee		Investment Committee	Nominating
Joe Giangola	Local Insurance business person	Joined Board 2007	Finance Committee	Board Executive Committee		Investment Committee	
Kelly Hancock, DPN, RN, NEBC,	Exec VP Chief Caregiver Officer at Cleveland Clinic	Joined Board 2017		Board Executive Committee			
Leonard Stepp, MBA	President and CEO of ARMC	Joined Board 2022	Finance Committee	Board Executive Committee	Board Quality	Investment Committee	
Nancy Kister	Local business person owner of O&P Oil & Gas	Joined Board 2011	Finance Committee	Board Executive Committee			Nominating
Rev. Vernon Palo	Retired Local pastor	Joined Board 2015			Board Quality		
Sarah Bogardus, CPA	CPA, Executive Director of 503 Corp Ashtabula	Joined Board 2025	Finance Committee				
William Anderson, MPA	Fire Chief 30+ years, Master of Public Admin, Doctorate Strategic Leadership, Currently w Millcreek Twp, PA	Joined Board 2025			Board Quality		
Shinoj Pattali-Jayavaisan, MD, FACP	ARMC Oncology & Hematology Cancer Clinic physician joined ARMC 2019	Joined Board 2025					

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

Ashtabula Regional Home Health
ACMC Healthcare System

An affiliate of Cleveland Clinic

Ashtabula County Medical Center

Back

Staff Development Clinical Coordinator

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	841
Position Name	Staff Development Clinical Coordinator
Department Code	88300
Department Name	SHARED
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx
Birth Date	xxxxx

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities
- Requires a 2 year minimum of home health experience
- Minimum of 2 years clinical experience in other health care setting as a licensed RN

Required Length and Type of Experience

Required Licensure or Certification

RN

Required Physical and Environmental Demands

GENERAL SUMMARY

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

I. ORGANIZATIONAL EXPECTATIONS

1. **Cleveland Clinic Experience:**
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.

2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   b. Promotes the goals of the organization.
   c. Communicates ideas in a constructive manner.
   d. Shares project and process responsibility
   e. Displays initiative and works to improve skill sets relative to job function.
3. **Customer Service Orientation:**
   a. Responds promptly to internal and external customer requests.
   b. Interacts with personnel in a supportive, respectful manner.
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
   d. Acknowledges and respects individual and cultural differences.
4. **Adaptability**
   a. Responds to change in a positive manner
   b. Takes the initiative to assist others when work is completed.
   c. Shows flexibility in accepting assignments.
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   b. Completes assignments without prompting.
   c. Communicates effectively through verbal and written communication.
   d. Produces quality outcomes.
6. **Managerial Responsibilities**: Includes overall accountability for assigned work group relative to operational goals, personnel requirements, and budgetary constraints.
   a. Provides timely feedback to staff concerning performance.
   b. Allocates resources according to priorities.
   c. Recommends and insures appropriate staffing levels.
   d. Delegates and supervises employee performance effectively.
   e. Communicates with personnel and promotes teamwork.
   f. Works within the boundaries of assigned budget.
   g. * Thank You Notes: Complete at least 2 per week and maintain thank you note log.
   h. * Employee Rounding: Minimum – weekly.
   i. * Department Meetings: Hold at least once a month and record minutes to reflect meeting content.
   j. * Leadership Development: Attend at least one Regional Leadership Forum. Attend 2 courses per year at the Center for Leadership and Learning.
   k. * Community Service Activities: Actively participate as a board member in good standing on 1 community board. Contribute hours to volunteer activities and record the hours via the approved tracking system. Hours required per year: VPs = 50; Department Heads = 25.

II. TECHNICAL EXCELLENCE

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. Oversees orientation standards, competency assessment, and in-servicing of acute and non-acute staff. Conducts a needs assessment of staff on a yearly basis. Maintains all required orientation and competency assessment records. Assures that all regulatory required competencies are included in yearly staff development plan.
2. Investigates evidence-based practice resources to develop, implement and evaluate patient care policy, procedures, and programs. Maintains Patient and Infection Control policy manuals including those policies on The Bridge intranet site. Assures that all Patient Care and Infection Control policies are reviewed according to established policy.
3. Participates with agency performance improvement activities. Acts as Chairperson for committees as assigned.
4. Interacts with Quality Director to assure compliance with Medicare Conditions of Participation as they relate to the provision of patient care and documentation of care.
5. Interacts with IT Operations Manager to facilitate EMR programming to meet best-practice regulations and to facilitate staff orientation and ongoing development with the EMR system.
6. Interacts with Nursing and Therapy Supervisor to promote quality care. Attends nursing/aide/therapy department meetings, as necessary.
7. Assists with overall agency functions as needed. Provides input into agency planning. Maintains clinical competencies to assist with patient visits as needed.
8. Represents agency in a positive manner. Maintains confidentiality.

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

- Ensures enterprise wide communications are cascaded and initiatives are effectively implemented.

Overall Performance Rating

OVERALL PERFORMANCE RATING

Back

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

Ashtabula Regional Home Health
ACMC Healthcare System

An affiliate of Cleveland Clinic

Ashtabula County Medical Center

Back

Director, Patient Care

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	809
Position Name	Clinical Quality Director
Department Code	88300
Department Name	SHARED
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx
Birth Date	xxxxx

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities
Licensed Healthcare Professional/Master's degree preferred

Required Length and Type of Experience
A minimum of 2 years clinical nursing experience A minimum of 2 year experience in home health or community nursing.

Required Licensure or Certification
RN currently licensed in the State of Ohio

Required Physical and Environmental Demands
Primary office setting. Requires eye/hand coordination and manual dexterity sufficient to operate a telephone, analyze and prepare written records. Requires normal range of hearing to communicate with multiple staff, clients, referral sources, third party payors and vendors. Requires intermittent sitting, standing, walking and bending.

GENERAL SUMMARY

Plans, coordinates, supervises, and evaluates the provision of patient care. Requires occasional travel in and out of town for meetings, seminars, and workshops. Requires accessing patient homes in a 60 mile radius in all types of weather. Involves dealing with frequent changes, stressful situations, and need to problem solve. Requires ability to effectively communicate with individuals and large groups. Requires ability to develop policy and procedure.

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

I. ORGANIZATIONAL EXPECTATIONS

1. **Cleveland Clinic Experience:**
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
   e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
   f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.
2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   b. Promotes the goals of the organization.
   c. Communicates ideas in a constructive manner.
   d. Shares project and process responsibility
   e. Displays initiative and works to improve skill sets relative to job function.
3. **Customer Service Orientation:**
   a. Responds promptly to internal and external customer requests.
   b. Interacts with personnel in a supportive, respectful manner.
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
   d. Acknowledges and respects individual and cultural differences.
4. **Adaptability**
   a. Responds to change in a positive manner
   b. Takes the initiative to assist others when work is completed.
   c. Shows flexibility in accepting assignments.
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   b. Completes assignments without prompting.
   c. Communicates effectively through verbal and written communication.
   d. Produces quality outcomes.
6. **Managerial Responsibilities**: Includes overall accountability for assigned work group relative to operational goals, personnel requirements, and budgetary constraints.
   a. Provides timely feedback to staff concerning performance.
   b. Allocates resources according to priorities.
   c. Recommends and insures appropriate staffing levels.
   d. Delegates and supervises employee performance effectively.
   e. Communicates with personnel and promotes teamwork.
   f. Works within the boundaries of assigned budget.
   g. * Thank You Notes: Complete at least 2 per week and maintain thank you note log.
   h. * Employee Rounding: Minimum – weekly.
   i. * Department Meetings: Hold at least once a month and record minutes to reflect meeting content.
   j. * Leadership Development: Attend at least one Regional Leadership Forum. Attend 2 courses per year at the Center for Leadership and Learning.
   k. * Community Service Activities: Actively participate as a board member in good standing on 1 community board. Contribute hours to volunteer activities and record the hours via the approved tracking system. Hours required per year: VPs = 50; Department Heads = 25.

II. TECHNICAL EXCELLENCE

20%

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. Acts as Lead Person for ODH survey and as Interim Director in absence of Executive Director.
2. Oversees compliance, quality assurance and performance improvement activities. Conducts record reviews as needed to assess care planning, compliance with documentation standards and risk management.
3. Supervises coding/review staff. Assures compliance with Medicare Conditions of Participation including but not limited to the following areas:
   - OASIS (Outcome Assessment Information Set)
   - Face to Face Encounter
   - RAPS
   - RCD
   - HHABN/HHNN/CCN
   - Care Planning
   - Discharge Planning

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

- Care Coordination

4. Interacts with Clinical Director to assure compliance with Medicare Conditions of Participation and established agency policy and procedure.
5. Interacts with Accounting Department to assure coordination of billing with clinical operations to meet COP's. Manages clinical review aspects of ADR's and appeals.
6. Interacts with Nursing and Therapy Supervisor to promote quality care. Assists with facilitation of team meetings.
7. Assists with overall agency functions as needed. Provides input into agency planning. Maintains clinical competencies to assist with patient visits as needed.
8. Represents agency in a positive manner. Maintains confidentiality.
9. Promotes a safe work environment. Communicates with a respectful, professional manner. Is punctual and dependable. Abides by dress code /professional appearance.

Overall Performance Rating

OVERALL PERFORMANCE RATING

Back

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

Ashtabula Regional Home Health
ACMC Healthcare System

An affiliate of Cleveland Clinic

Ashtabula County Medical Center

Back

NA GRANTS & LTC RN

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	812
Position Name	NA GRANTS & LTC RN
Department Code	88308
Department Name	GRANT PROGRAMS
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx
Birth Date	xxxxx

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities
BSN degree desirable. Excellent communication and teaching skills. Understanding of personal care aide and homemakers

Required Length and Type of Experience
A minimum of 3 years clinical nursing experience. A minimum of 1 year experience in home health nursing or community nursing. Minimum of 1 year experience in management or supervision of HHA in the home setting.

Required Licensure or Certification
R.N. currently licensed in State of Ohio

Required Physical and Environmental Demands
Requires eye/hand coordination and manual dexterity sufficient to operate a telephone, analyze and prepare written records, and provide hands-on care to clients. Requires normal range of hearing to communicate with staff, clients, physicians, and other health care providers. Must be able to lift and carry 25 lbs.

GENERAL SUMMARY

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

I. ORGANIZATIONAL EXPECTATIONS 80%

1. **Cleveland Clinic Experience:**
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.

2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   b. Promotes the goals of the organization.
   c. Communicates ideas in a constructive manner.
   d. Shares project and process responsibility
   e. Displays initiative and works to improve skill sets relative to job function.
3. **Customer Service Orientation:**
   a. Responds promptly to internal and external customer requests.
   b. Interacts with personnel in a supportive, respectful manner.
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
   d. Acknowledges and respects individual and cultural differences.
4. **Adaptability**
   a. Responds to change in a positive manner
   b. Takes the initiative to assist others when work is completed.
   c. Shows flexibility in accepting assignments.
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   b. Completes assignments without prompting.
   c. Communicates effectively through verbal and written communication.
   d. Produces quality outcomes.

II. TECHNICAL EXCELLENCE

20%

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. Establishes criteria for client acceptance into non acute programs in collaboration with funding source and CEO.
2. Screens referrals for appropriateness and makes patient assessment visits: Responds to referrals timely. Notifies clients, if necessary, of any waiting.
3. Keeps current on community resources and makes referrals as appropriate.
4. Establishes a Plan of Care with an emphasis on keeping client at home as independent as possible: Utilizes the Nursing Process. Sets goals with patient/family input. Maintains clinical competency.
5. Supervises HCA working for non acute programs: Makes patient care assignments. Reviews charts. Schedules patient care conferences as needed. Is available to discuss patient care concerns with visit staff.
6. Keeps physician informed of patient status.
7. Keeps statistics and patient information as requested by funding source: Assists with any requested reports by funding source.
8. Overall interdepartmental personnel work relations: Maintains strictest confidentiality of patient, employee, and agency information. Performs related work as required. Effective time management. Cooperative and professional internal and external relationships. Attends more than 80% of meetings. Demonstrates professionalism in appearance and actions. Follows agency policy/procedures including adhering to safety guidelines and reporting any concerns regarding to fraud and abuse issues.
9. Continually strives for excellence in the grant programs: Assists with CQI activities

III. ESSENTIAL JOB REQUIREMENTS

Follows and upholds all relevant policies, procedures and guidelines affecting the work environment, including maintenance of required competencies and communication skills.

- Attends appropriate training and meetings.
- Completes appropriate unit/department specific competency checklists.
- Demonstrates knowledge and behavior related to regulatory and patient safety requirements.
- Complies with policies and procedures.
- Conducts monthly departmental meetings with minutes.
- Ensures enterprise wide communications are cascaded and initiatives are effectively implemented.

Overall Performance Rating

OVERALL PERFORMANCE RATING

Back

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

Back

HOME HEALTH AIDE

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	806
Position Name	HOME HEALTH AIDE
Department Code	88314
Department Name	AC/PD
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx
Birth Date	xxxxx

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities
High school diploma or G.E.D.
Required Length and Type of Experience
Patient care experienced preferred
Required Licensure or Certification
Current Home Health Aide Certification
STNA preferrred
Current drivers license, able to provide independent transportation with proof of ARHH required auto liability.
Required Physical and Environmental Demands
Requires frequent light lifting (less than 10 lbs.), bending, stooping, pushing, pulling, walking, or standing with some heavy lifting (35 pound maximum) for a short time period.

GENERAL SUMMARY

Provide personal and supportive care to clients under a Plan of Care, which optimizes self care and functional abilities. Requires travel to 5 – 6 patients a day in a 60-mile radius in all kinds of weather. Requires accessing a variety of home of all types of structure. Involves dealing with stressful patient and family situations, frequent changes in schedule, demands of productivity expectations.

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations

Docusign Envelope ID: 6ED1A5CB-274D-8AD4-811B-818F3F02F989

FM = Fully Meets Expectations
EP = Exceptional Performance

I. ORGANIZATIONAL EXPECTATIONS 80%

1. **Cleveland Clinic Experience:**
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
   e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
   f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.
2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   b. Promotes the goals of the organization.
   c. Communicates ideas in a constructive manner.
   d. Shares project and process responsibility
   e. Displays initiative and works to improve skill sets relative to job function.
3. **Customer Service Orientation:**
   a. Responds promptly to internal and external customer requests.
   b. Interacts with personnel in a supportive, respectful manner.
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
   d. Acknowledges and respects individual and cultural differences.
4. **Adaptability**
   a. Responds to change in a positive manner
   b. Takes the initiative to assist others when work is completed.
   c. Shows flexibility in accepting assignments.
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   b. Completes assignments without prompting.
   c. Communicates effectively through verbal and written communication.
   d. Produces quality outcomes.

II. TECHNICAL EXCELLENCE 20%

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. To provide high quality care in a safe and efficient manner: Is timely and reliable in making visits. Establishes and maintains good relationship with patients through use of effective communication techniques. Maintains established productivity levels. Seeks out supervisor and team members to resolve problems to improve delivery of care. Follows Agency Policies and Procedures.
2. To deliver care using an individual Plan of Care initiated and supervised by RN: Carries up-to-date Plan of Care to patient visits and maintains frequency as ordered. Reads and follows Plan of Care, observes for effectiveness and contacts RN if not meeting patient's needs.
3. To document care in an appropriate and timely manner: Patient charting is concise and accurate, uses time and attendance system to document visits. Itineraries are turned in preferably every 3 days, at a minimum weekly. Documents for missed or cancelled visits appropriately.
4. Holds all patient/staff information in confidence and demonstrates ongoing recognition of patients rights and responsibilities: Understands and respects patients desires and concerns and rights. Scheduling and delivery of care are done in an ethical manner. Does not discuss patient/family/staff information inappropriately as evidenced by no complaints of such behavior.
5. Demonstrates clinical competency: Fulfills annual self-evaluation, goals and 12 in-service requirements for certification. Satisfactory joint evaluation visits with supervisor on yearly basis. Demonstrates skills in providing supervised patient care and by reports from nurses and supervisor.
6. Represents Agency in a positive manner through appropriate dress, grooming and attitude: Follows Agency dress code policy. Wears Agency ID at all times when visiting patients. All interactions with staff/patients/ family are courteous and cooperative.
7. Observes Agency attendance policy
8. Is accountable for agency equipment: Accountable for all agency equipment that has been issued for patient care, patient documentation and personal safety. Maintain equipment following ARHH policy, including infection control policy with aide bag cleaned monthly.

III. ESSENTIAL JOB REQUIREMENTS

Follows and upholds all relevant policies, procedures and guidelines affecting the work environment, including maintenance of required competencies and communication skills.

- Attends appropriate training and meetings.
- Completes appropriate unit/department specific competency checklists.
- Demonstrates knowledge and behavior related to regulatory and patient safety requirements.
- Complies with policies and procedures.
- Conducts monthly departmental meetings with minutes.

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9. Promotes a safe work environment. Communicates with a respectful, professional manner. Is punctual and dependable. Abides by dress code /professional appearance
10. Represents the agency in a positive manner: Wears agency ID card. Abides by agency dress code. Practices with respect for individual, cultural, and spiritual differences. Maintains confidentiality. Communicates with a respectful, professional manner. Is punctual and dependable in working hours as scheduled. Satisfaction surveys for patients assigned indicate all results at "good to excellent" and no patient complaints attributed to unprofessional behavior, substandard care, or unprofessional appearance.

Overall Performance Rating

OVERALL PERFORMANCE RATING

Back

ACMC Regional Home Health

Providing quality care in your home since 1974.

Services we provide:

Skilled Nursing (including Behavioral Health)

- Chronic Disease Management
- Infusion Therapy
- Medication Education
- Pain Management
- Wound and Ostomy Care
- Health Coaching

Physical Therapy

- Home Safety & Fall Prevention
- Neuromuscular Re-education
- Lower Extremity Strengthening
- Orthopedic/Post-Surgical Rehabilitation
- Pelvic - Floor Training
- Vestibular Rehabilitation

Occupational Therapy

- Assessment of Activities of Daily Living
- Adaptive Equipment Recommendations
- Hand/Elbow/Shoulder Rehabilitation
- Fine Motor Skill Training
- Upper Extremity Strengthening

Speech Therapy

- Assessment of Cognitive Skills
- Speech & Language Rehabilitation
- Traumatic Brain Injury Language Skills
- Treatment for Language & Voice Disorders
- Swallowing Interventions

Social Service

- Assessment of Resource Needs
- Community Resource Referrals
- Counseling & Caregiver Support

Home Health Aide

- Personal Care

Additional Services

- Phlebotomy
- Private Duty
- Respite Care
- Medication Pre-Fill

ACMC Regional Home Health
ACMC Healthcare System

An affiliate of **Cleveland Clinic**

ACMC Regional Home Health

2131 Lake Avenue, Suite 2 • PO Box 1428
Ashtabula, OH 44004

440-992-4663
440-994-7652
1-800-722-3330

LIVE UNITED United Way

Equal Opportunity Employer/Service Provider

2131 Lake Avenue, Suite 2 • PO Box 1428 • Ashtabula, OH 44004
(440) 992-4663 • (440) 994-7652 • 1-800-722-3330

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Exhibit II

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Applicant Budget Summary

Applicant: ARMC Home Health	
Date From: 10/01/2026	To: 09/30/2027

	Program	Title XX
I. Staff		
A. Salaries	$ 21,159.85	$ 21,159.85
B. Payroll-Related Expenses	$ 9,871.07	$ 9,871.07
Total Staff Costs	$ 31,030.92	$ 31,030.92
II. Operations		
A. Travel and Short-Term Training	$ 5,150.00	$ 5,150.00
B. Consumable Supplies	$ -	$ -
C. Occupancy Costs	$ -	$ -
D. Contract and Professional Services	$ -	$ -
E. Other - Miscellaneous	$ 5,427.14	$ 5,427.14
Total Operational Costs	$ 10,577.14	$ 10,577.14
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 41,608.06	$ 41,608.06
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ 41,608.06	$ 41,608.06

Budget Computation

Total Operating Expenses	$ 41,608.06	$ 41,608.06
Divided by Total Operating Units	1,000.00	1,000.00
= Unit Rate	$ 41.61	41.60806

Unit Rate	$ 41.61	$ 41.61
X number of units purchased		
= Total Contract Amount	$ 41,680.07	$ 41,608.07

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Caregiver/ Aide (10.6 FTE)	Varied	424	100.00%	$ 17,122.77	$ 17,122.77
RN Supervisor	Varied	24	100.00%	$ 4,037.08	$ 4,037.08
Total Salaries				$ 21,159.85	$ 21,159.85

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security	$ 1,618.73	$ 1,618.73
Worker's Compensation		
Unemployment Insurance		
Retirement Expenses	$ 846.39	$ 846.39
Hospitalization		
Other (*identify*) Fringe Benefits: WC, Health Insurance, PTO	$ 7,405.95	$ 7,405.95
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 9,871.07	$ 9,871.07

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II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile: 65 cents per mile	$ 5,150.00	$ 5,150.00
Short-Term, Training		
Total Travel and Short-Term Training	$ 5,150.00	$ 5,150.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies		
Cleaning Supplies		
Other *(identify)*		
Other *(identify)*		
Total Consumable Supplies	$ -	$ -

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent		
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*		
Total Occupancy Costs	$ -	$ -

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II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
Total Contract & Services Costs	$ -	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Overhead Direct Expense (.15)	$ 5,427.14	$ 5,427.14
Total Miscellaneous Costs	$ 5,427.14	$ 5,427.14

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for Title XX
Total Other Resources	$ -	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula Regional Medical Center**
Date: **8/13/2026 8:40:07 AM**

This search produced the following list of **8** 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
Washington, Katrina	12967 Nelson Parkman Rd

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: **2006.030.100-601 Contract Services**; not to exceed **$10,402.02** and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement Amendment** between **Ashtabula County Department of Job & Family Services** and **ARMC Regional Home Health**.

DocuSigned by:
Brian Gibson
320A3C7BD0E24A9...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/22/2026

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Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **ARMC Regional Home Health** for a **Title XX Sub-Grant Agreement for FY 2027**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/12/26