

RESOLUTION APPROVING TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) SUBGRANT AGREEMENTS WITH ASHTABULA COUNTY COMMUNITY ACTION AGENCY (22-1001-TANF); BEATITUDE HOUSE (22-1003-TANF); CATHOLIC CHARITIES OF ASHTABULA COUNTY (22-1004-TANF, 22-1005-TANF & 22-1006-TANF); SIGNATURE HEALTH. (22-1007-TANF, 22-1008-TANF), ACDJFS

WHEREAS, on September 14, 2021 by Resolution No. 2021-350, proposals were awarded for Temporary Assistance for Needy Families (TANF); Title XX Social Service; and Transportation Programs; and

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

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

ALL TERMS ARE EFFECTIVE: October 1, 2021 and ending September 30, 2022

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

NEW HOPE HOMELESS ASSISTANCE PROGRAM

ASHTABULA CO. COMMUNITY ACTION AGENCY Contract No. 22-1001-TANF

Provider: Ashtabula County Community Action Agency, 6920 Austinburg Rd., Ashtabula, OH 44004

Cost: Not to Exceed, \$50,447.96

TRANSITIONAL HOUSING PROGRAM

BEATITUDE HOUSE Contract No. 22-1003-TANF

Provider: Beatitude House, 3404 Lake Ave., Ashtabula, OH 44004

Cost: **Not to Exceed, \$75,270.00**

VARIOUS PROGRAMS (SEE BELOW)

CATHOLIC CHARITIES OF ASHTABULA COUNTY 4200 Park Ave., 3rd Floor Ashtabula, OH 44004

- **ABSTINENCE EDUCATION - Contract No. 22-1004-TANF:**
- **Cost: Not to Exceed, \$36,409.00**

- **FINANCIAL LITERACY PROGRAM - Contract No. 22-1005-TANF:**
- **Cost: Not to Exceed, \$2,500.14**

- **OPENING DOORS PARENTING PROGRAM - Contract No. 22-1006-TANF:**
- **Cost: Not to Exceed, \$11,813.15**

PREGNANCY PREVENTION EDUCATION SERVICES

SIGNATURE HEALTH, Contract No. 22-1007-TANF:

Provider: Signature Health, 7232 Justin Way, Mentor, OH 44060

Cost: **Not to Exceed, \$9,820.08**

FAMILY PLANNING SERVICES

SIGNATURE HEALTH, Contract No. 22-1008-TANF:

Provider: Signature Health, 7232 Justin Way, Mentor, OH 44060

Cost: **Not to Exceed, \$13,299.44**

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

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2021-369

September 28, 2021

RESOLUTION APPROVING TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) SUBGRANT AGREEMENTS WITH ASHTABULA COUNTY COMMUNITY ACTION AGENCY (22-1001-TANF); BEATITUDE HOUSE (22-1003-TANF); CATHOLIC CHARITIES OF ASHTABULA COUNTY (22-1004-TANF, 22-1005-TANF & 22-1006-TANF); SIGNATURE HEALTH. (22-1007-TANF, 22-1008-TANF), ACDJFS

Upon the motion of J.P. Ducro IV, seconded by Casey R. Kozlowski.

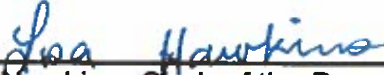
VOTE:

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

Aye
Aye
Aye

CERTIFICATE OF CLERK

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


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

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2021 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.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from October 1, 2021 through September 30, 2022 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: \$ 50,447.96.
- The unit rate is: \$1,051.00 per month per family/household not to exceed \$4,204.00 in a four (4) month period.
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

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

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

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

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

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

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

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

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

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.
 3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 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.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

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

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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

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

SIGNATURES:



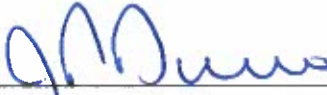
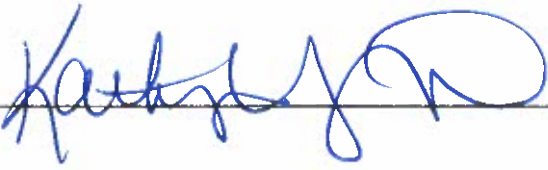
Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

9/9/21
Date



Ashtabula County Community Action Agency

9/20/21
Date



9/28/2021
Date



Ashtabula County Board of Commissioners

Exhibit I

TANF PURPOSE

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

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

PREVENTION:

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

RETENTION:

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

CONTINGENCY:

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

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

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

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

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

Section 1
Applicant Information
Attachment A

**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): Community Action- State Road

ADDRESS: 4200 State Road, Ashtabula, OH 44004

PHONE: 440-997-6005 FAX: 440-997-6162

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Judith Barris

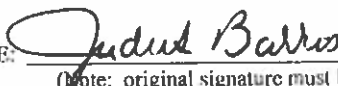
PROGRAM COORDINATOR: Alissa Holdson EMAIL: aholdson@accaa.org

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: Judith Barris SIGNATURE: 
(note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/12/21

Section 3

Program Planning and Development

Ashtabula County Community Action Agency
RFP #2-21

**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 when circumstances force them to leave their home and they find themselves seeking a place to live.

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 they have no stable nighttime residence, to help them re-establish their housing. Together with the New Hope staff, 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.)

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 current Coronavirus Pandemic we also have received some additional HCRP, Ohio Housing Finance Agency (OHFA), and State TANF dollars. With this influx of funds, we were able to serve more households in the period April 1, 2020 through June 30, 2021. Some of these new funds have expired, and some continue to be available to us through September of 2022. Despite these new 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 "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 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) from those expressing that

they are “homeless”, reveal the household is not “literally homeless” and we therefore cannot assist them.

Since October 2020, there were 329 total referrals (outreach, 2-1-1, other agency, walk-ins & calls) seeking housing. The funding does not meet the demand for housing for homeless individuals and families in Ashtabula County. Of total referrals, 86 completed applications and 34 households met the eligibility as a family unit (i.e. adults with children, either custodial or non-custodial) and completed an in-person (or over the phone) intake. 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. 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 be not have to take “whatever they can find” just so they can have stable shelter.

The demand for housing for homeless individuals and families in Ashtabula County is expected to increase with the expiration of the Eviction Moratorium on July 31, 2021. We expect the need for these TANF funds will grow as more of the emergency resources provided to low-wage households begin to expire.

This program, 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”, 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 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.

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. One difference is that this program would only serve adults with dependent children who have income at or below the TANF eligibility with these services as a **non-recurrent, short-term benefit**. Another major difference

would be that the rental subsidy will be provided for a period of 3-4 months per the regulations (as compared to the 6-month average under ACCHDO-HCRP). Applicants must agree to the Conditions of Participation including regular meetings with the Program Services Specialists 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 offered the chance to participate in any specially designed Empowerment Workshop series (unless attendance would interfere with their employment) 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 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 10 households, 20 persons will be served. (The number to be served will increase if households have shorter lengths of stay than the 4 months.) The households will include adults and their dependent children, or adult parents seeking reunification 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 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. A copy of a draft is 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 for the past 5 years (2015-2020) are as follows:

HCRP-Rapid Rehousing- January 1, 2015- December 31, 2015, \$30,000, 14 households completed the program.

HCRP-Rapid Rehousing- January 1, 2016-December 31, 2017, \$57,600 (approx. \$28,800/yr); served 25 households, 11 completed the program.

HCRP-Rapid Rehousing- January 1, 2018- December 31, 2018, \$31,300 served 14 households, 7 completed the program.

HCRP-Rapid Rehousing- January 1, 2019- December 31, 2020 (2 year grant period) \$70,786, 18 households projected, served 20 households. Additional Allocation- \$38,634.89 brings total for this grant to \$109,421.04//////////HCRP-Rapid Rehousing Competitive (Single Adults- this was a new grant opportunity)- January 1, 2019- December 31, 2020 (2 year grant period) \$34,000 8 households projected, 10 households served. Additional Allocation- \$17,702.03 brings total for this grant to \$51,702.03

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 \$25,084, 3 households served.

**NOTE- Households served may not match households completing the program since they may continue into the next program year.*

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

3.B. Organizational Structure

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. Following a recent re-structuring, the Agency once again has five (5) service areas: Head Start, Health and Nutrition Services, Administrative and Fiscal Services- including a newly created Planning Services department, Housing and Energy Services, and Community Development (CD) Services (the area which operates the New Hope Homeless Assistance Program). The Community Development (CD) Services is administered by the Director of Community Development who reports directly to the Agency Executive Director and is responsible, along with the Planning Director, for the

administrative aspects of the New Hope Homeless Assistance program. Reporting to the Director of Development is the Community Development Coordinator who has day-to-day supervision of the Community Development programs including the New Hope Homeless Assistance program. Reporting to the Community Development Coordinator is the New Hope Program Services Specialist who works with the participant households. Also, within the CD department reporting to the Community Development Coordinator are the Program Services Specialist (Empowerment/Outreach, etc.), and the 2-1-1 Assessors. 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 Development Services Agency (formerly the Ohio Department of Development). In 2014, the State changed to a regional approach and ACCHDO was required to apply as part of the Region 5 Continuum of Care through Coleman Professional Services (Administrative Agency) to the Coalition on Homelessness and Housing in Ohio (COHHIO). From the beginning we have participated in the Ashtabula Housing Council- Continuum of Care. 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 (ABLE, 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 (MIECHV) Programs, Head Start, CARES Home Relief Program, and Home Weatherization Assistance will work in conjunction with the New Hope participants as needed.

Staff Qualifications

The Director of Community Development has been part of the ACCAA team for over five years. Recently promoted to Director from her previous role as Community Development Coordinator, she has hands-on experience and knowledge with the New Hope Program. The Director of Planning has the over 30 years of non-profit program development and administrative experience, and 15 years working with some aspect of the New Hope Homeless Assistance program. The Director of Planning will help to guide the administrative and programmatic functions of the program in the transition. Our primary Program Services Specialist is a licensed social worker and has many years of experience working with individuals in crisis and vulnerable populations; and has been a member of our ACCAA team for two (2) years. He is dedicated to serving individuals and families experiencing homelessness, and passionate about meeting people "where they are" and moving them out of poverty and empowering them to reach their goals. We are currently seeking another Program Services Specialist, together both will assist customers of the New Hope Homeless Assistance program and complete the Data Intake as required.

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.

TANF- NEW HOPE HOMELESS ASSISTANCE PROGRAM

HOMELESS DEFINITION

As defined within the HEARTH Act (Section 103 of Subtitle I of the McKinney-Vento Act):

- * an individual or family 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, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- *are living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements"
- *"staying in hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations" when:
 - "any 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.
- *"staying with others (doubled-up):
 - "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."

https://www.acf.hhs.gov/sites/default/files/eecd/homelessness_definition.pdf

A person is considered "literally homeless" per the Housing and Urban Development (HUD) only when he/she resides in one of the places described below:

- * In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street;
- * In an emergency shelter;
- * In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelter;
- * In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- * Is fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

<https://www.nhchc.org/faq/official-definition-homelessness/>

Exhibit II

Attachment B Provider Budget

**Applicant Budget
Summary**

Applicant: Ashtabula County Community Action Agency- New Hope	Homeless Assistance
Date From: 10-1-2021	To: 9-30-2022

	Program	TANF
I. Staff		
A. Salaries	\$ 46,736.08	\$ 10,947.49
B. Payroll-Related Expenses	\$ 6,925.10	\$ 2,265.27
Total Staff Costs	\$ 53,661.18	\$ 13,212.76
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	\$ 134,000.20	\$ 36,805.20
Total Operational Costs	\$ 135,917.20	\$ 37,235.20
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ 189,578.38	\$ 50,447.96
IV. Minus Other Program Resources	\$ 139,130.42	\$ -
Total Program Costs	\$ 50,447.96	\$ 50,447.96

Budget Computation

Total Operating Expenses	\$ 50,447.96	\$ 50,447.96
Divided by Total Operating Units	48.00	48.00
= Unit Rate	1050.999077	1,051.00
Unit Rate	1,051.00	1,051.00
X number of units purchased	48.00	48.00
= Total Contract Amount	\$ 50,447.96	\$ 50,447.96

Unit = Example: 1 meal, 1 hour

II. A. Travel and Short-Term Training

		Entire Program	TANF Project
Mileage Reimbursement rate per mile:	\$ 0.50	\$ 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

II. C. Occupancy Costs

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

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	\$ 5,095.20	\$ 3,175.20
Postage	\$ 130.00	\$ 30.00
Participant Rental Assistance	\$ 128,675.00	\$ 33,600.00
Total Miscellaneous Costs	\$ 134,000.20	\$ 36,805.20

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

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

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Homeless Crisis Response Program- Partner	\$ 94,603.42	
ODSA CARES Homeless Crisis Response program	\$ 44,527.00	
Total Other Resources	\$ 139,130.42	\$ -



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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

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

Contractor's Information:

Name: ,
Organization: **Ashtabula County Community Action Agency**
Date: **9/16/2021 3:59:36 PM**

This search produced the following list of **6** 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
George Washington Carver Preparatory Academy	11260 Chester Road, Suite 260
George Washington Carver Preparatory Academy	2283 Sunbury Road

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

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

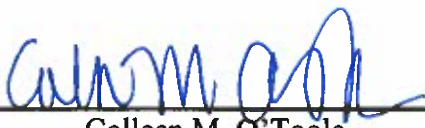
If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

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

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: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/20/2021

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 2021 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 **\$12,611.99**, 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**.



David Thomas
Ashtabula County Auditor

Date: 8/24/21

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2021 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 Beatitude House, located at: 3404 Lake Avenue, Ashtabula, Ohio 44004 (business mailing address: 238 Tod Lane, Youngstown, Ohio 44504) and whose phone number is: 330-744-3147 or 440-992-0265 (hereinafter referred to as the "Subgrantee") to provide Transitional Housing 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 Beatitude House.
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

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

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

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

- A. This Sub-Grant Agreement will be in effect from **October 1, 2021** through **September 30, 2022** 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: **\$ 75,270.00**

The unit rate is: **\$12.60 per person per night.**
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

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

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

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

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

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

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

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

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

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

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

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 3404 Lake Avenue, Ashtabula, Ohio 44004 (business mailing address: 238 Tod Lane, Youngstown, Ohio 44504).**
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.
 6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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

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

SIGNATURES:



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

9/09/21

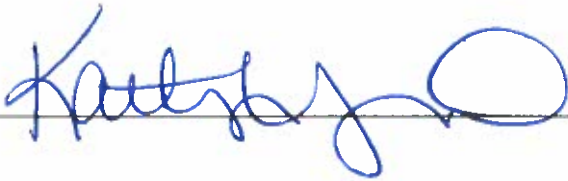
Date



Beatitude House

9-20-21

Date



9/28/2021

Date



Ashtabula County Board of Commissioners

Exhibit I

TANF PURPOSE

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

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

PREVENTION:

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

RETENTION:

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

CONTINGENCY:

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

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

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

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

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

**Section 1
Applicant Information
Attachment A**

**TANF PROGRAMS
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Beatitude House

ADDRESS: 238 Tod Lane, Youngstown, OH 44504

PHONE: (330) 744-3147

FAX: (330) 744-3991

SERVICE SITE (if different than above): A House of Blessing, Ashtabula

ADDRESS: 3404 Lake Avenue, Ashtabula, OH 44004

PHONE: (440) 992-0265

FAX: (4400) 992-0394

FEDERAL TAX I.D. NUMBER: 34-1662460

EXECUTIVE DIRECTOR/DIRECTOR: Keshia Bales, Ministry Director

PROGRAM COORDINATOR: Tammy Weatherbee

EMAIL: tweatherbee@beatitudehouse.com

FISCAL CONTACT: Cora Harshman

EMAIL: charshman@beatitudehouse.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 to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Keshia Bales SIGNATURE: Keshia Bales
(Note: original signature must be in blue ink)

TITLE: Director DATE: 6-23-21

Section 3
Program Planning and Development

Section 3: A

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.

Beatitude House, A House of Blessing Ashtabula (HBA), proposes to provide safe and secure housing for homeless individuals and families in Ashtabula County. The Transitional Housing Program of Beatitude House is a comprehensive program which uses evidenced-based, innovative, outcome-driven interventions designed to prepare our residents to obtain and maintain permanent housing in the community. We employ a multi-level approach that looks at the economic, social and emotional barriers that have limited our residents' ability to gain stability in their lives. Program services include case management, education assistance, employment assistance, financial literacy, mental health counseling, parenting programs, assistance in finding permanent housing and extended care for program graduates. Beatitude House is committed to disadvantaged individuals and families. By creating homes, providing educational opportunities and fostering healthy families, we provide them with the opportunity to transform their lives.

Beatitude House proposes to provide these services at a unit rate of \$12.60 which equals the cost of one TANF eligible person per one night stay in an individual, fully furnished family unit including utilities and all support services that come with the program. This is a slight increase over the previous rate of \$12.14 due to the fact that our fixed costs keep going up and our units are not as high as we thought they would be. This is due to several factors including several TANF eligible women entering our program who don't currently have custody of their children. While our program helps them to stabilize their housing so they can regain custody, it does take time. Other issues include apartments that are left in deplorable condition that require extensive repairs and more and more we are dealing with issues with pests including roaches and bed bugs. Both of these issues could require the unit to be out of service for several weeks. It is important to note that while we did increase our unit rate we did decrease our overall number of units and our amount requested.

Our objective is to not only provide our participants with a safe and secure place to live but also empower them to set obtainable goals for themselves. The stability of having an address instills the confidence to apply for jobs, enroll in school, and builds confidence to be responsible members of the Ashtabula community. Getting people off the street helps reduce crime, delinquency and can interrupt the cycle of generational poverty. By getting families out of the group settings of a shelter and placing them in their own apartment we also helped combat the spread of the COVID-19 virus. Beatitude House offers services for the whole family. Research supports, and our 30 years of experience confirms, that comprehensive services designed to improve self-confidence along with stable housing leads to positive and permanent outcomes.

Beatitude House will be able to meet the needs of TANF eligible participants in several ways. The homeless individuals and families served at Beatitude House often experience a number of barriers to successful permanent housing beyond being single parents of children. Many are victims of crime (domestic violence, sexual assault, abuse), are underemployed, lack an education, have a disability (mental, physical, emotional, developmental), have a criminal history, are in recovery, and are often trying to overcome generational poverty. Other local programs may have eligibility criteria such as income requirements, addiction status, criminal history restrictions, and/or mental health standing. Beatitude House has very few barriers to housing.

Beatitude House has been providing transitional housing for 30 years. While this program has always focused on the individual needs of each client our program has evolved and adapted to meet the ever changing needs of homeless families. Staff continues to receive continuing education on a variety of topics in order to stay up-to-date on evidence-based best practices. Beatitude House assigns every client a Case Manager to ensure that each person receives client-centric, comprehensive and trauma-informed care for

their entire family. This population's high barriers to permanent housing require both in-house and outsourced community resources. Many of these services are utilized in-house to provide easy access for the client. Beatitude House has been operating transitional housing under this model for 30 years. Our services must be coordinated, integrated, evidence-based, family-oriented, competent and relevant. Our Case Manager also serves as a link to other resources in the community.

Beatitude House aligns with the goals of this grant by providing homeless women and children with the opportunity to live in their own apartment in a safe and secure environment while providing them with the support they need to make positive changes in their lives.

From the very first day they enter the program, participants work with their case manager to create a housing stability plan that identifies a participant's barriers to permanent housing and begins to create action steps to remove those barriers. In addition, each participant creates her own set of personal goals. This plan is reviewed and updated every 90 days. Appropriate in-house services are offered and community resource referrals are made. As the program is comprehensive, the needs and goals of the clients are reassessed routinely and referrals for services/interventions can be made at any time. Beatitude House was also able to secure some COVID Relief grants that provided our clients with funding to all them to remove their barriers to permanent housing such as paying off old debt to the Housing Authority, Utility companies and other organizations so they could find suitable permanent housing in the community for themselves and their families. This allowed new families to move out of the local shelters and off the street into one of our individual apartments.

For participants who are separated from their children their case manager works with them to ensure they are achieving their goals. They also work with the child(ren) and other agencies to ensure a smooth transition for the family during the reunification process.

Beatitude House case managers and support staff are trained in trauma-informed care as well as motivational interviewing. All staff are trained on "Bridges out of Poverty" and its implementation program "Getting Ahead" is offered to clients to help them make the right choices about their financial situation. The "Bridges out of Poverty" curriculum provides invaluable insight into the decisions clients make in crises.

Services offered include:

Case Management: This service assists clients in managing the obstacles they face in overcoming homelessness and achieving permanent housing. These services are synchronized to make sure educational goals and services are being utilized for all members of the family. Also, the Case Manager links the family to supportive community resources. Primary to the Case Manager's task is to connect the client with any cash and non-cash benefits for which the individual may qualify.

Further, the Case Manager works with other resources to assist the client in achieving or increasing income. Beatitude House links clients with employment services and job training. All case management services help ensure clients transition to Permanent Supportive Housing.

Counseling: In many cases the individuals and families served come from backgrounds of abuse, neglect, and violence. Given their history, compounded by the experience of homelessness, these families can suffer from depression, low self-esteem, post-traumatic stress, and are plagued by fear and doubt. Personal growth, goal setting, and confidence building are necessary for the families to regain stability. These goals are supported through counseling. In Ashtabula, Beatitude House collaborates with the Community Counseling Center and Signature Health.

Group: Group support and educational sessions are held routinely and are led by staff or outside speakers on specialty areas. Topics include parenting, budgeting, credit counseling, time management, housing

issues, health and nutrition, and stress reduction. These topics are offered on an individual basis. Although all services we offer are voluntary, A House of Blessing Ashtabula's staff have a very high participation rate due to their exceptional commitment to their clients. The clients in Ashtabula are offered daily group support sessions at multiple times during the day. The routine of going to group sessions promotes the value of getting up and out of the house every day, which helps keep the clients engaged and motivated.

Services for Children: Case Managers also coordinate the needs for resident children, including advocating for their needs in the community and educational settings. These needs are assessed as a part of the intake process and are revisited routinely. Enrichment activities for the children and the families as a whole are arranged and coordinated. Play areas for the younger children and study areas for school-age kids are available to help facilitate a happy and successful experience. The children also have the opportunity to attend summer camps. Beatitude House employs a Child Wellness Coordinator who provides additional assistance to the children, when needed.

Emergency Services: All clients have access to a Beatitude House employee 24 hours a day, 365 days a year. In addition to normal work hours, all participants can access support by utilizing a 24-hour emergency number that is monitored by Beatitude House staff.

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 homeless housing in Ashtabula. According to the 2020 Ohio Poverty Report, Ashtabula County has one of the highest poverty rates in the whole state (20.3%). Despite the proximity to Lake Erie and all of the resources it brings, Ashtabula County continues to struggle economically. Ashtabula has the lowest per-capita, per-family, per-household incomes of any Ohio county by the lakeshore. Female headed households with at least one child is the largest group living in poverty. Currently nearly 40% of these families live below the poverty line. In addition, many of the women we serve have suffered multiple traumas in their lives including domestic violence. As a result of these traumas many also suffer from mental illness and substance abuse. That is why transitional housing is so important. They are able to live in a safe environment while working with their case manager to address these issues.

As of the January 2020 Point-In-Time count there were 19 homeless adults who were unsheltered, including 6 females. There were 42 people who were sheltered including 13 families. Ten of the families were residing at our transitional housing program and 3 families were staying at Homesafe (domestic violence emergency shelter). There were also 9 adults staying at Samaritan House (emergency shelter). Some of the homeless individuals were mothers who's children were in the temporary of someone else due to the homelessness. Due to COVID-19 there was no unsheltered count but there was a total of 43 sheltered individuals at various sites including 15 children. This does not include any families living in overcrowded situations with other family members or friends.

Currently, potential participants for A House of Blessing Ashtabula are accepted through the coordinated entry system in Ashtabula. The agencies that run Coordinated Entry here are Catholic Charities, Community Action and Samaritan House. We can also accept applicants for the domestic violence shelter, Homesafe. Our staff are part of the Housing Advisory Board and serve on the Prioritization committee for coordinated entry in Ashtabula.

The program, A House of Blessing Ashtabula, began in 2012 at the request of the community. Citizens concerned with the amount of homeless families in Ashtabula County began researching organizations that could help alleviate the situation. Becoming familiar with the services provided by Beatitude House in Youngstown, they sought to duplicate this successful program in their community. These citizens donated the money to open A House of Blessing Ashtabula. Since opening, we have relied on other sources of funding such as government grants, private foundations and special events.

This Beatitude House transitional housing program is the first of its kind in the area. A House of Blessing Ashtabula serves homeless families by focusing on empowering our participants to move from poverty to permanent housing and economic stability through education, counseling, and support services. There are currently ten transitional housing units (1, 2 and 3 bedroom apartments) that house up to 10 women and 10-14 children at any given time.

3. Experience of Applicant in administering the proposed services

Beatitude House has been providing housing and support services to homeless women for 30 years, beginning with four units of transitional housing in Youngstown in 1991. Since then, the organization has expanded several times and has adapted to the changing needs of the community, all while staying true to the mission to serve homeless women and children. Currently, 47 individuals and families are being served in Northeast Ohio by Beatitude House every day.

Beatitude House has received multiple government grants for the Mahoning County & Ashtabula locations for many years including HUD, ODOD, OHFA, ESG, CDBG and TANF. As compliance is key, Beatitude House consistently and promptly submits All required reports to document proper use of funds, as well as achieving goals and meeting deadlines.

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

Since 2012, A House of Blessing Ashtabula has served 131 women and 168 children. In the fiscal year that just ended we served 41 people, 18 adults and 23 children. Of the 18 adults served last year, 13 reported experiencing domestic violence and 7 were fleeing a domestic violence at the time they moved into our homes. The 23 children included 12 under the age of 5, and 8 between 5-12 years old. These are such fragile ages and having a safe secure home has a monumental impact on their lives.

Beatitude House works to stabilize families, and end the cycle of poverty and homelessness. The Ohio Balance of State (areas not in larger cities) Continuum of Care requires that 83% of participants exit to permanent housing. Ashtabula's House of Blessing continues to meet or exceed housing exit measures. Last year 100% of participants obtained permanent housing.

Family reunification is a very important goal of this program. Many of our women have lost temporary custody of their children due to being homeless. Our case manager works with the mom and the CSB worker to allow the families to be reunited as soon as possible. We had 3 families reunite with their children during the fiscal year. We also had 4 other families with children's services involvement who avoided having their children removed by being here at Beatitude House.

We propose we will serve approximately 37 individuals during this grant period.

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

Gathering and monitoring information keeps us engaged in the needs of our clients and provides resources to evaluate the effectiveness of our programs. Information is gathered and maintained throughout the family's participation at Beatitude House. Collateral information is tracked. Case plans are monitored and

evaluated throughout the client's involvement. Statistical and demographic information is maintained in our program database and reviewed routinely.

Information is also logged into the national Homeless Management Informational System (HMIS) database that tracks certain goals and objectives created by The Department of Housing and Urban Development (HUD). While this program does not receive any HUD funds we do receive funding from the state through the Ohio Department Service Agency (ODSA) Supporting Housing Program. This program follows the same goals and objectives as HUD and we are required to report on our progress of these goals every six months.

Beatitude House also utilizes client satisfaction surveys for all transitional housing clients upon exit from the program. Information on the surveys is completely confidential unless the client requests assistance completing the survey from a staff member. Data collected through the surveys is compiled and the aggregated data is shared with members of the housing committee and the Ashtabula advisory committee and used to improve programing.

Beatitude House recently started using a new case management and database software called Apricot that will allow us to greatly increase our efficiency. The software is cloud based and HIPPA compliant. Currently we are using this systym to directly input case notes. Eventually the client's Housing Stability Plan will be directly uploaded into the system and will be tracked and monitored by staff. In addition, all client outcomes will be tracked in the system allowing for easy report generation. Staff will be able to email clients through the secure system, which is beneficial when the client's phones are turned off and contacted is limited. Utilization of this software system will ultimately allow staff to work more effectively and efficiently with their clients.

Staff members are trained in motivational interviewing and have the ability to assess each case based upon their presenting needs. Obstacles and goals for program completion are identified upon entry into the program and are monitored weekly for modification (if needed) and progress. Interaction with clients is trauma-informed and has the flexibility to evolve.

Identified client barriers and obstacles are recorded and successful completion of goals are documented utilizing the new case management software.

Participant demographics including geographic area served and client characteristics are collected. The number of participants exiting to permanent housing and earned income at exit will be tracked.

6. Days and hours program is available.

Our staff is available and services are offered during normal business hours but clients have access to a Beatitude House employee 24 hours by utilizing a 24-hour emergency number that is monitored by staff on a rotating basis.

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.

Below is a list of our last 5-year funding sources. We do not assign a unit rate to the funding sources.

Year	Grant	Amount
2016	Ohio Dept. Services Agency (ODSA)	\$54,540.00

2016	Ohio Office of Community Development	\$33,700.00
2016	Northwest Charitable Foundation	\$2,500.00
2016	Dominion Foundation	\$5,000.00
2016	United Way Ashtabula	\$12,145.00
2016	Sisters of Charity Foundation	\$7,000.00
2016	Berlin Fund	\$5,000.00
2016	E.M. Barr Charity Trust	\$3,000.00
2016	Peace Race Foundation	\$1,000.00
2016	Ashtabula Foundation: Geneva Youth Philanthropy	\$500.00
2016	Youngstown Foundation	\$412.50
2016	Ashtabula Foundation	\$225.00
2016	Roger & Gloria Jones Charitable Fund	\$500.00
2016	Northwood Reality Services Charitable Foundation	\$410.00
2017	Ohio Dept. Services Agency (ODSA)	\$54,253
2017	Episcopal Community Services	\$5,000.00
2017	Sisters of Charity	\$10,000.00
2017	Northwest Charitable Foundation	\$2,500.00
2017	United Way Ashtabula	\$12,998.00
2017	United Way Donor Designations	\$4,914.00
2017	Ashtabula Foundation: Geneva Youth Philanthropy Board	\$750.00
2017	Ashtabula Foundation: A-Tech Youth Philanthropy Board	\$1,075.00
2017	Ashtabula Foundation	\$250.00
2017	Youngstown Foundation	\$1,895.00
2017	Peace Race Foundation	\$500.00
2017	Cathleen A. Conroy Charitable Foundation	\$750.00
2017	Robert S. Morrison Foundation	\$1,000.00
2018	Episcopal Church Diocese Ashtabula	\$5,000.00
2018	United Way Ashtabula	\$7515.00
2018	United Way Donor Designations	\$2592.00
2018	Ashtabula Foundation: Geneva Youth Philanthropy Board	\$750.00
2018	Ashtabula Foundation: St. Johns Youth Philanthropy Bd.	\$600.00
2018	Ohio Dept. Services Agency (ODSA)	\$60,000
2018	Ashtabula Foundation	\$20,000.00 Roof Repair*
2018	Capri Cafaro	\$25,000 Roof Repair*
2018	Nassief Car Dealer and Toyota Match program	\$10,000 Roof Repair*
2018	Robert S. Morrison Foundation	\$20,000.00 Roof repair*
2019	Episcopal Diocese	\$5,000
2019	Ursuline Sisters of Youngstown	\$5,000
2019	Saybrook United Methodist Church	\$1,000
2019	Greg & Anne M. Stolfer	\$1,000
2019	Helen Nassief Family Trust	\$2016
2019	Paul & Tina Spingler	\$2,000
2019	Joseph & Mary Kay Delpriore	\$10,000
2019	Rick & Kimberly Ryel	\$2,000
2019	Zonta International	\$2,500
2019	Ohio Dept. Services Agency (ODSA)	\$54,360
2019	George & Elizabeth Pavlov	\$5,000
2019	Ashtabula Foundation: St. Johns Youth Philanthropy Bd.	\$600
2019	Ashtabula Foundation	\$4,500

2019	United Way Ashtabula	\$9,313
2019	United Way Donor Designations	\$1,431
2019	Masternick Foundation	\$20,000
2019	Dominion energy Charitable Foundation	\$2,500
2019	Raskob Foundation	\$20,000
2019	F Ralph & Mary T Fagert Foundation	\$2,000
2020	Ursuline Sisters of Youngstown	\$8,000
2020	Joe & Mary Kay Delpriore	\$10,000
2020	Helen Nassief Family Trust	\$1,000
2020	Capri Cafaro	\$3,000
2020	Frank Dixon	\$5,000
2020	David Stuart	\$2,000
2020	Philip Cracraft	\$1,000
2020	Tom & Mary Fleming	\$10,000
2020	Grand River Academy Youth Philanthropy	\$2,500
2020	Dominion Energy Charitable Foundation	\$2,500
2020	Robert S. Morrison Foundation	\$20,000
2020	Conrad Hilton Fund	\$10,000
2020	Ashtabula Foundation (COVID-19)	\$10,000
2020	Ashtabula Foundation: Zonta	\$1,000
2020	John & Denise York Foundation	\$5,000
2020	John D Finnigan Foundation	\$2,000
2020	Florence Simon Beecher Foundation	\$2,000
2020	Ohio Dept. Services Agency (ODSA)	\$54,360
2020	United Way Ashtabula	\$15,700
2020	UW – donor designated	\$1,703

*In 2018 we had to replace the roof on our Ashtabula building for \$113,000. These donations were restricted to the roof repair and were a one-time donation.

Exhibit II

Attachment B Provider Budget

**Applicant Budget
Summary**

Applicant: House of Blessing Ashtabula	
Date From: October 1, 2021	To: September 30, 2022

	Program	TANF
I. Staff		
A. Salaries	\$ 170,719.00	\$ 36,000.00
B. Payroll-Related Expenses	\$ 55,251.00	\$ 9,800.00
Total Staff Costs	\$ 225,970.00	\$ 45,800.00
II. Operations		
A. Travel and Short-Term Training	\$ 1,475.00	\$ 500.00
B. Consumable Supplies	\$ 8,615.00	\$ 1,900.00
C. Occupancy Costs	\$ 43,720.00	\$ 18,170.00
D. Contract and Professional Services	\$ 13,775.00	\$ 1,000.00
E. Other - Miscellaneous	\$ 31,642.00	\$ 7,900.00
Total Operational Costs	\$ 99,227.00	\$ 29,470.00
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ 325,197.00	\$ 75,270.00
IV. Minus Other Program Resources	\$ 249,927.00	\$ -
Total Program Costs	\$ 75,270.00	\$ 75,270.00

Budget Computation

Total Operating Expenses	\$ 75,270.00	\$ 75,270.00	
Divided by Total Operating Units	5,975.00	5,975.00	
= Unit Rate	12.59748954	12.60	
Unit Rate	12.60	12.60	
X number of units purchased	5,975.00	5,975.00	
= Total Contract Amount	\$ 75,270.00	\$ 75,270.00	

II. A. Travel and Short-Term Training

	Entire Program		TANF Project	
Mileage Reimbursement rate per mile:	\$ -	\$ 1,375.00	\$	500.00
Short-Term, Training	\$ -	\$ 100.00	\$	-
Total Travel and Short-Term Training		\$ 1,475.00	\$	500.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	\$ 1,640.00	\$ 400.00
Cleaning Supplies	\$ 300.00	\$ 100.00
Appartment Supplies	\$ 4,000.00	\$ 600.00
Technology	\$ 2,675.00	\$ 800.00
Total Consumable Supplies	\$ 8,615.00	\$ 1,900.00

II. C. Occupancy Costs

	Entire Program		TANF Program	
Rent	\$	4,100.00	\$	2,070.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage				
Maintenance and Repairs	\$	11,200.00	\$	5,500.00
Utilities (if not included in rent) must be itemized				
Heat	\$	3,220.00	\$	1,200.00
Electric	\$	11,700.00	\$	4,800.00
Water	\$	9,500.00	\$	2,600.00
Telephone	\$	4,000.00	\$	2,000.00
Sewer				
Other (identify)				
Other (identify)				
Total Occupancy Costs	\$	43,720.00	\$	18,170.00

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Case Management Software renewal	\$ 3,075.00	\$ 500.00
Professional Services - Audit, etc	\$ 10,700.00	\$ 500.00
Total Contract & Services Costs	\$ 13,775.00	\$ 1,000.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Program Expense-Education supplies, direct services for clients	\$ 5,337.00	\$ 3,000.00
Insurance	\$ 3,950.00	\$ 800.00
IT Services	\$ 1,100.00	\$ 500.00
General Mangement	\$ 17,300.00	\$ 3,000.00
Postage & Printing	\$ 3,955.00	\$ 600.00
Total Miscellaneous Costs	\$ 31,642.00	\$ 7,900.00

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

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

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Donations / Events	\$ 102,427.00	
Foundations	\$ 75,000.00	
Ohio Development Services Agency	\$ 60,000.00	
United Way	\$ 12,500.00	
Total Other Resources	\$ 249,927.00	\$ -



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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

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

Contractor's Information:

Name: ,
Organization: **Beatitude House**
Date: **9/16/2021 1:54:12 PM**

This search produced the following list of 4 possible matches:

Name/Organization	Address
Beam, Matthew	847 Magnolia St
Beaman, Sonia	20703 Donnybrook Road
Beasley, Kaszinave L	5671 Folchi Dr. #4
Beaver, Chris	110 State Route 56 NW

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.

Signature Page

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

Approved as to Legal Form Only:

By: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/60/202

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 2021 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 **\$18,817.50**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Beatitude House**.



David Thomas
Ashtabula County Auditor

Date: _____

6/24/21

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2021 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 Abstinence Education for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

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

RECITALS:

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

DEFINITIONS:

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

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

ARTICLE I ~ PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES:

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

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from October 1, 2021 through September 30, 2022 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: \$36,409.00.
The unit rate is: \$ 71.07 per staff contact hour.
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

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

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

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

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

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

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

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

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

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 Park Avenue, Third floor, Ashtabula, Ohio 44004.**
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

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

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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

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

SIGNATURES:



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

9/09/21

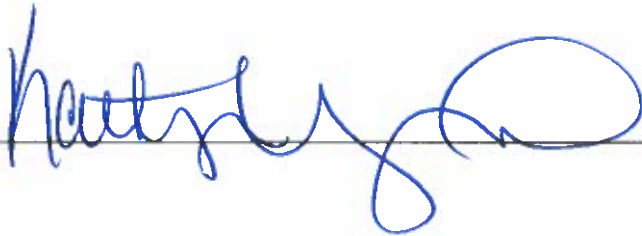
Date



Catholic Charities of Ashtabula County

9/16/21

Date



9/28/2021

Date



Ashtabula County Board of Commissioners

Exhibit I

TANF PURPOSE

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

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

PREVENTION:

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

RETENTION:

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

CONTINGENCY:

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

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

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

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

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

ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Catholic Charities of Ashtabula County – Abstinence Education

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

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

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: N/A

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill Valentic

PROGRAM COORDINATOR: Lynn West EMAIL: lynnw@doyccacorg

FISCAL CONTACT: Jim 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 Department of Job & 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 an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

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

TITLE: Executive Director DATE: 7/16/21

Section 3 – Risk Avoidance (Abstinence) Education TANF Program Program Planning and Development

A. Program Description

(1) Proposed service

The Risk Avoidance Program's primary objective is to help youth abstain from sexual activities until marriage and to maintain healthy, mutually monogamous marriages as adults. This program is a multi-intervention effort targeting sixth grades, junior high and high school students with a message of abstinence as the only certain way to avoid out-of-wedlock pregnancy and sexually transmitted diseases; the program also addresses other risky behaviors such as utilization of drugs, tobacco, and alcohol as young people in the United States use alcohol and other drugs at high rates. Adolescents are more likely to engage in high-risk behaviors, such as unprotected sex, when they are under the influence of drugs or alcohol. Data (2017) released from the Centers for Disease Control and Prevention (CDC) indicated that of those teenagers who had had sexual intercourse during the last three months, 19% drank alcohol or used drugs before their last sexual intercourse.

Educators present a five-day curriculum in the 6th through 8th grades, and up to a 10-day curriculum in high schools, to introduce and reinforce abstinence as a life-style choice. The curriculum is provided in a way to help students learn to say "no" to risky behaviors while at the same time say "yes" to their health, life and goals for the future. The course is designed to encourage communication between parents and their children on the issues of sex, drugs and social values.

Catholic Charities of Ashtabula County (CCAC) utilizes the Alliance for Healthy Youth's Responsible Social Values Program curriculum for middle and junior high school students. represent®, a curriculum developed by Operation Keepsake, Inc., is utilized for high school students. Both curricula have been designated as medically accurate, are evidence-based, and have been approved by the Ohio Department of Health. *Summaries of the research are included.*

Operation Keepsake, Inc. shares, "The program is fun, highly visual, and interactive. Through the program, students evaluate the benefits of pursuing positive life sequencing—education, college or technical school, marriage, and then children. The program provides students with the knowledge and skills necessary to effectively communicate with the necessary assertiveness to develop healthy and conflict-free relationships."

Students are educated about the short-term and long-term consequences of their actions. For example, a teenage girl giving birth to a child has a less likely chance of graduating from high school. Poverty rates are highest among those without a high school education and lowest among those with a bachelor's degree or more. The greatest reduction in the risk of poverty happens when people get their high school degrees. Greater educational attainment indicates the ability to earn more money over the years. Therefore, the risk of poverty is lower for those who are more educated. Being married to someone with a full-time, year-round job reduces the risk of poverty for a family far below average. If both husband and wife work full-time, year-round, the risk nearly vanishes.

Research from the Brookings Institution (2013) shows that of American adults who followed three simple rules: at least finish high school, get a full-time job and wait until age 21 to get married and have children, only about 2 percent are in poverty and nearly 75 percent have joined the middle class (defined as earning around \$55,000 or more per year). There are surely influences other than these principles at play, but following them guides a young adult away from poverty and toward the middle class.

This program meets the following TANF purposes:

- End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
- Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies;
- Encourage the formation and maintenance of two-parent families.

2) Need

Teen pregnancy is closely linked to a host of other critical social issues—poverty and income, overall child well-being, out-of-wedlock births, responsible fatherhood, health issues, education, child welfare, and other risky behavior. *Preventing Teen Pregnancy: Why It Matters* asks what the chances are of a child growing up in poverty if (1) the mother gave birth as a teen, (2) the parents were unmarried when the child was born, and (3) the mother did not receive a high school diploma or GED. The responses indicate:

- That if one of these things happen, the chance is 27%
- That if two of these things happen, the chance is 42%
- That if three of these things happen, the chance is 64%

According to the U.S. Department of Health and Human Services, parenting at any age can be challenging, but it can be particularly difficult for adolescent parents. Childbearing during adolescence negatively affects the parents, their children, and society. Compared with their peers who delay childbearing, teen girls who have babies are:

- Less likely to finish high school;
- More likely to rely on public assistance;
- More likely to be poor as adults; and
- More likely to have children who have poorer educational, behavioral, and health outcomes over the course of their lives than do kids born to older parents.

Teen childbearing costs U.S. taxpayers billions of dollars due to lost tax revenue, increased public assistance payments, and greater expenditures for public health care, foster care, and criminal justice services

Clearly, preventing teen pregnancy is a highly effective and efficient way to reduce poverty and improve overall child and family well-being.

**CATHOLIC CHARITIES OF ASHTABULA COUNTY
ACDJFS RFP #2-21**

Although teen birth rates for ages 15-19 have declined in Ashtabula County, the following statistics, from the Robert Wood Johnson Foundation's County Health Rankings, indicate that the teen birth rate in Ashtabula County remains higher than the state and national rates:

Location	2010-2016	2012-2018
Ashtabula County	37	33
Ohio	28	24
United States	32.1	23

The Ashtabula County Health Needs Assessment, released in 2012, reports the following alarming statistics:

- More than one third of Ashtabula County youth have had sexual intercourse, increasing to 62% for those ages 17 and over
- 29% of youth had participated in sexting, increasing to 41% of those ages 17 and over
- 31% of youth have viewed pornography, increasing to 44% of males
- Of those youth who were sexually active in their lifetime, 53% had multiple partners; 10% of Ashtabula County youth had 4 or more partners
- Of those youth who were sexually active, 25% had done so by the age of 13; 41% had done so by the age of 15
- The average age of onset of sexual activity was 14.7 years old
- Of all high school youth, 10% were sexually active by the age of 13
- 14% of sexually active youth used drugs or alcohol before their last sexual encounter, increasing to 18% for those over the age of 17

3) Experience

CCAC has been providing risk avoidance education in the county schools for over 18 years. The current educator has 18 years of experience as a sexual risk avoidance educator. She has achieved certification as a Sexual Risk Avoidance Specialist. Lynn West is the current supervisor of the program and has also achieved certification as a Sexual Risk Avoidance Specialist.

4) Statistics

Historically, between 2,000 and 3,000 students receive risk avoidance education during the course of a school year. Challenges to providing service in the schools include the reduction of health and physical education classes in some school districts. Recently, with varying school options, CCAC has adapted to provide the curriculum in the schools utilizing technology and online teaching methods. CCAC has remained flexible and attempted to accommodate the needs of the schools while school authorities implemented adaptations and decisions. CCAC will work with each district to determine the best fit for the program, and will strive to continue to serve as many students as possible.

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The chart below indicates the total number of students served in each school district during the past three school years.

School District	2017-2018 students served	2018-2019 Students Served	2019-2020 Students Served	2020- 2021 Served	2021- 2022 Projected
Ashtabula Area City Schools	975	867	556	578	921
Buckeye Local Schools	672	731	590	68	702
Conneaut Area City Schools	326	347	343	172	337
Geneva Area City Schools	0	0	0	0	0
Jefferson Area Local Schools	426	451	342	98	437
Pymatuning Valley School District	343	330	339	60	337
St. John School	166	169	42	98	167
TOTAL	2,908	2,923	2,260	1,074	2,901
Students charged to PRC	1,425	1475	1750	415	1,450

5) **Monitoring and evaluation**

During the school year, when the educator is in the classroom, the opportunity to complete an instructor/program evaluation at the conclusion of the program is offered to teachers. Below are the responses from the 2019-20 evaluations:

- 100% of respondents felt that the educator established a good rapport with the students
- 100% of respondents felt that the program met the needs of the school's environment
- 100% of respondents felt that the educator was able to capture and hold students' interest
- 100% of respondents felt that student involvement was encouraged
- 100% of respondents felt that the curriculum successfully communicated the abstinence message

Listed below are some of the teacher comments in response to the question, "What message or part of the program do you feel was most beneficial for your students?"

- For High School teachers if there are materials that can be taught, explored, or built upon before and after the program. I would like to engage and continue my students concerns and questions.
- Perhaps more visuals for students who learn visually.
- Mrs. White is very professional and always does a very good job dealing with these difficult topics. Great Job!!
- Instructor very engaging and interacts extremely well with students.
- Jen does an amazing job teaching this very important curriculum each year. You are lucky to have her!

CATHOLIC CHARITIES OF ASHTABULA COUNTY
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- Talking about healthy relationships & exit plans when relationships become unhealthy.
- The interaction with students! Mrs. White does a wonderful job!
- Recognizing unacceptable relationship behavior.
- I think the idea of setting goals – looking ahead makes you balance broom.
- It was a combination of the week: The 2 videos were well received.
- I just want to acknowledge the work Jennifer does with these kids. It would be hard for me to think of anyone who could do a better job. I always have total confidence with her in front of the classroom, from her presentation to reigning the kids in when they get rambunctious.

Listed below are some of the student responses when asked, “What is one change that you will make in your life as a result of this program?”

- I will say no to bad invitations-female, 6th, BMS.
- Making smarter decisions when I am in a relationship-male, 11 male, 6th, BMS
- I will stay away from alcohol, drugs, cigarettes and I will save sex till after marriage-female, 7th, BMS
- I will be more careful with my decisions-female, 7th, BMS
- No smoking or drinking. Stay away from unhealthy relationships-female, 8th, BMS
- I am going to continue to value and respect myself before anyone else. Continuing to be strong willed in my belief of abstinence of risky behaviors-female, 8th, BMS
- To be smart and safe life decisions-male, 9th, LHS
- To leave people alone who don't respect me-male, 9th, LHS
- To wait for things-female, 9th, JHS.
- Saving any sexual activity until marriage, male, 9th, JHS
- I will know how to abstain from the abusive relationships and how to find them-female, 9th, JHS
- One change that I'll make is choose better friends and never disrespect my parents-female, 6th, CMS.
- I Make sure I have responsible, good friends-female, 6th, CMS
- Don't hang out with people who do drugs-male, 6th, CMS
- I will make sure to not have sex until married-male, 8th, CMS.
- Setting boundaries and prevent an unhealthy future/relationship-female, 8th, CMS
- To approach people differently-male, 8th, CMS
- Not to give in because there are consequences that could change my life-female, 10th, EHS.
- I will learn to be more like myself and balance myself out-male, 10th, EHS
- Decide how I will understand how to communicate with people –female, 10th, EHS
- Focus more on improving myself-male, 10th, EHS
- Think more-male, 10th, EHS
- Will respect myself when others try to persuade me-female, 7th, PVMS
- Be nice to everyone-female, 7th, PVMS
- To change my life into not doing anything bad-female, 8th, PVMS
- I will know better how to deal with a relationship-male, 8th, PVMS
- Listen and abstain from risk behaviors-male, 7th, JJH
- 100% know what I want as limits/boundaries-female, 8th, JJH
- Choices I make, now knowing the consequences-female, 8th, JJH
- One change is that I'll look at my future other than the present-female, 7th, JJH

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When the educator is in the classroom, students are given a pre-test on the first day of the program, and then a post-test on the last day of the program. Results from a large sample of students include:

In response to a multiple choice answer stating the definition of abstinence:

- Pre-test reflected 56.95% of students responded with a correct answer
- Post-test reflected 72.92% of students responded with a correct answer

In response to a question asking if students thought abstaining from sexual activity until marriage is a healthy choice:

- Pre-test reflected 74.38% of students responded yes
- Post-test reflected 87.11% of students responded yes

In response to a question asking what things could happen if one decided to have sexual activity before marriage:

- Pre-test reflected 88.27% of students gave the best possible answers
- Post-test reflected that 91.54% of students gave the best possible answers

Academic program evaluations for each of the curriculum follow this section.

6) Days and hours program is available

Program planning and administration of the Risk Avoidance Program takes place at the agency office, 4200 Park Avenue, Third Floor, Ashtabula, Ohio. The Agency has office hours from 8:30 am – 5:00 pm on Monday through Friday, however when providing service in the schools, the educator must adhere to the particular school's schedule.

Delivery of service during the COVID-19 pandemic had being adapted to address new guidelines when providing instruction to the students. CCAC is anticipating in-class instruction in the Fall 2021, however still prepared to deliver the curriculum online instruction if necessary.

7) Sources and amounts of program funding

The source of Federal, State and local funding received during the last five years is outlined in the following chart:

Source	2015	2016	2017	2018	2019	2020
Catholic Charities	4,000	11,688	7,578	5,133	5,133	5,133
PRC/TANF	31,510	36,699	29,422	33,909	36,409	36,409

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Title V (Federal→ODH→Local agency)	20,169	23,279	24,226	21,138	21,000	27,306

8) In collaboration with the curriculum creators Alliance for Healthy Youth, Akron, Ohio, CCAC worked to develop and deliver an online version of the SRA curriculum. Catholic Charities of Ashtabula County explored and implemented a new method to deliver SRA programming to meet the needs of teachers and students in Ashtabula County during the COVID-19 Pandemic. The development of this online curriculum may be part and/or an alternative to curriculum delivery at the beginning of the 2021/22 school year as we navigate a return to normalcy following the COVID-19 pandemic.

The health and safety of our staff, school faculty and students is our main priority. CCAC is requiring the program's educator to adhere to the guidelines required by the local school districts as well as any directives from the Ohio Department of Health.

Exhibit II

**Applicant Budget
Summary**

Applicant: Catholic Charities of Ashtabula County - Risk Avoidance	
Date From: October 2020	To: September 2021

	Program	TANF
I. Staff		
A. Salaries	\$ 37,665.00	\$ 21,527.00
B. Payroll-Related Expenses	\$ 9,223.00	\$ 5,272.00
Total Staff Costs	\$ 46,888.00	\$ 26,799.00
II. Operations		
A. Travel and Short-Term Training	\$ 1,025.00	\$ 585.00
B. Consumable Supplies	\$ 6,450.00	\$ 3,685.00
C. Occupancy Costs	\$ 3,975.00	\$ 2,270.00
D. Contract and Professional Services	\$ 4,700.00	\$ 2,684.00
E. Other - Miscellaneous	\$ 675.00	\$ 386.00
Total Operational Costs	\$ 16,825.00	\$ 9,610.00
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ 63,713.00	\$ 36,409.00
IV. Minus Other Program Resources	\$ 27,306.00	\$ -
Total Program Costs	\$ 36,407.00	\$ 36,409.00

Budget Computation

Total Operating Expenses	\$ 63,713.00	\$ 36,409.00
Divided by Total Operating Units	896.50	512.30
= Unit Rate	71.06860011	71.07
Unit Rate	71.07	71.07
X number of units purchased	896.50	512.30
= Total Contract Amount	\$ 63,714.26	\$ 36,409.00

Unit = Example: 1 meal, 1 hour

1 hour staff contact

II. A. Travel and Short-Term Training

	Entire Program		TANF Project	
Mileage Reimbursement rate per mile:	\$ -	\$ 850.00	\$ 485.00	
Short-Term, Training	\$ -	\$ 175.00	\$ 100.00	
Total Travel and Short-Term Training		\$ 1,025.00	\$ 585.00	

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	\$ 450.00	\$ 260.00
Cleaning Supplies	\$ -	\$ -
Other (identify) Program Supplies	\$ 1,000.00	\$ 570.00
Other (identify) Minor Equipment	\$ 5,000.00	\$ 2,855.00
Total Consumable Supplies	\$ 6,450.00	\$ 3,685.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	\$ 3,700.00	\$ 2,110.00
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	\$ 150.00	\$ 85.00
Sewer		
Other (identify) Alarm	\$ 125.00	\$ 75.00
Other (identify)		
Total Occupancy Costs	\$ 3,975.00	\$ 2,270.00

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Auditor	\$ 650.00	\$ 370.00
Technology	\$ 600.00	\$ 344.00
Other Contract Service Fees	\$ 3,450.00	\$ 1,970.00
Total Contract & Services Costs	\$ 4,700.00	\$ 2,684.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Postage	\$ 240.00	\$ 137.00
Advertising	\$ 10.00	\$ 6.00
Printing & Publications	\$ 50.00	\$ 29.00
Other Technological	\$ 150.00	\$ 86.00
Computer Software Support	\$ 200.00	\$ 114.00
Other Misc.	\$ 25.00	\$ 14.00
Total Miscellaneous Costs	\$ 675.00	\$ 386.00

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

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

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Ohio Adolescent Heath Center (ODH)	\$ 17,084.00	
Ohio Adolescent Heath Center (ODE)	\$ 10,222.00	
Total Other Resources	\$ 27,306.00	\$ -

22-1004

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery



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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

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

Contractor's Information:

Name: ,
Organization: **Catholic Charities of Ashtabula County**
Date: **9/16/2021 2:42:02 PM**

This search produced the following list of **10** possible matches:

Name/Organization	Address
African Refugee Educational and Cultural Services	3800 Sullivant Avenue
Anew Educational Services	11470 Euclid Ave. #170
Anew Educational Services	11470 Euclid Avenue #170
Education Recruiting Services	4601 E. 5th Avenue
Educational Institute of Learning and Innovation	2935 Lafeuille Avenue
Greater Educational Service Center, Phoenix Village Academy P2	5455 North Marginal Road, Suite 521
Greater Educational Service Center, Phoenix Village Academy S1	5455 North Marginal Road, Suite 521
HOME-Hands on Math/Reading Education	5437 Maple Canyon Avenue
Lawrence County Educational Service Center	304 N. 2nd 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.

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: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/10/2021

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 2021 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 **\$9,102.25**, 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**.



David Thomas
Ashtabula County Auditor

Date: 5/22/21

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2021 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Catholic Charities of Ashtabula County, located at: 4200 Park Avenue, Third floor, Ashtabula, Ohio 44004 and whose phone number is: 440-992-2121 (hereinafter referred to as the "Subgrantee") to provide Financial Literacy Program for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

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

RECITALS:

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

DEFINITIONS:

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

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

ARTICLE I ~ PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES:

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

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from **October 1, 2021** through **September 30, 2022** 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: **\$ 2,500.14.**

The unit rate is: **\$ 62.41 per hour of service.**
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

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

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

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

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

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

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

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

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

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 Park Avenue, Third floor, Ashtabula, Ohio 44004.**
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.
 6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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

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

SIGNATURES:



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

9/09/21

Date



Catholic Charities of Ashtabula County

9/16/21

Date



9/28/2021

Date



Ashtabula County Board of Commissioners

Exhibit I

TANF PURPOSE

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

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

PREVENTION:

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

RETENTION:

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

CONTINGENCY:

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

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

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

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

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

ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

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

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

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

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: N/A

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill Valentic

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

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

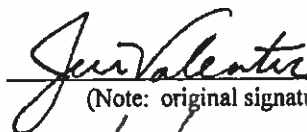
TERMS AND CONDITIONS

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 Department of Job & 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 an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Jill Valentic

SIGNATURE: _____



(Note: original signature must be in blue ink)

TITLE: Executive Director

DATE: _____

7/16/21

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

A. Program Description

(1) Proposed service

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

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

All referrals to the program are from the Department of Job & Family Services. Financial Literacy services are provided in a confidential face-to-face session with a HUD-Certified Counselor from our agency. Catholic Charities of Ashtabula County is the only HUD-certified agency in the county. If a special circumstance prevents the client from traveling to the office, a telephone or zoom session may take place. During a budget counseling session, the caseworker and client review the total financial situation. A budget analysis, spending habits, debt review and an action plan are completed. The action plan includes goals and steps needed to achieve the goals. Follow up services will be determined by the action plan. Initial assessments usually last about 60 minutes; with follow up sessions also lasting 30 to 60 minutes.

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

Our HUD-Certified Counselor will work closely with the client to help reach toward stability in the household. Our counselor will assist the client develop a realistic budget along with an action plan that will help develop goals toward financial stability for the household. Additionally, referrals to other programs at CCAC and/or other partner agency programs in the community. Our HUD-Certified Counselor will advocate and assist the client with making referrals connections and obtaining key information that will assist in building the household toward financial stability.

(2) Need

When the current financial environment for consumers in this country is considered, the need for financial literacy education is greater than ever. Financial experts generally agree that having a household budget is sound financial management, however only a minority keep close track of their typical monthly expenses. The National Foundation for Consumer Credit released the following results from its 2018 Consumer Financial Literacy Survey:

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

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

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

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

Research reflects a link between educational attainment and poverty. Poverty rates are significantly lower for those individuals who have a bachelor degree or higher. Data from the latest census in Ashtabula County reports the median income for those with less than a high school education is \$20,073; for those with a high school education, the median income rises to \$24,979, and for those with a bachelor's degree, the level increases to \$38,189. According to the 2016 American Community Survey, only 13.1% of Ashtabula County residents over the age of 25 have a bachelor's degree or higher; compared to Ohio's rate of 26.7%, and the national rate of 30.3%. This evidence clearly demonstrates that in order to care for a family and sustain self-sufficiency, it is necessary to achieve certain educational and job status achievements.

In 2018, the Ohio United Way released its ALICE® (Asset Limited, Income Constrained, Employed) Report. The data revealed that 18% of Ashtabula County households were at or below the federal poverty level, and another 28% of households earned more than the Federal Poverty Level, but less than the basic cost of living for the county. As a result, Ashtabula County households are struggling to afford basic necessities– food, shelter, clothing, medicine, heat, water and electricity. Households are more likely to be seeking

immediate assistance with the hope of preventing future and/or additional crisis like eviction/ foreclosure, shut-offs and/or food insecurity. Moreover, the need for a support system to assist and guide them in the overwhelming process. As our clients move out of their crisis, we begin to work on stability, thus the reason for clients to meet with our financial literacy counselor from our agency.

According to the latest American Community Survey statistics from the U.S. Census Bureau, in Ashtabula County, 14.2% of all families, and 19.6% of all people, live below the federal poverty line, however for those families with related children under the age of 5 only, the poverty rate increases to 36.7% and for those families with a female head of household, no husband present, and children under the age of 5 only, the poverty rate is a staggering 48.5%. According to an article published by the Department of Health and Human Services, poverty and unemployment show strong associations with child maltreatment, particularly neglect. Financial problems have often been cited as a reason for divorce. Spouses or financial partners are encouraged to attend the budget session together.

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

A recent United Way of America study states, "Research shows that savings and assets reach far beyond economics to impact family, health and education outcomes. According to a report published by the Center for Social Development, married couples with savings and assets are less likely to divorce, experience domestic violence, smoke, or suffer from chronic illnesses. Children of parents with savings and assets are better prepared to succeed in school and are more likely to go to college."

(3) Experience

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

(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

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ACDJFS RFP #2-21**

2015-2016	24
2016-2017	36
2017-2018	22
2018-2019	26
2019-2020	20
2020-2021	Served 23 received serves (Projecting 30 clients by Sept 2021)
2021-2022	30 Projection

It is understood that the amount of funding each client may access through PRC is substantially less than in the earlier years, resulting in fewer clients returning to ACDJFS for another assist and therefore not pursuing the need to follow-through with the budgeting session. CCAC has expressed a willingness to explore any potential options, which could increase the number of referrals to the Agency.

(5) Monitoring

After the completion of services, clients were contacted via telephone to answer questions about their situation and experience. Following are some of the outcomes:

- 87% of clients reported that they are following the budget prepared at the appointment 100% of clients reported that they were current with their rent/mortgage.
- 63% of clients reported that they were current with their utilities.
- 88% 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.

(6) Days and hours of program

Catholic Charities of Ashtabula County's office hours are 8:30 am -5:00 pm Monday through Friday. Special arrangements are made for clients who need appointments outside of regular business hours.

COVID-19

Catholic Charities of Ashtabula County Financial Literacy Program services are available by appointment and continue deliver programming to meet the needs of potential clients in need in Ashtabula County during the COVID-10 Pandemic. To ensure ultimate safety for the client, most PRC application process will be conducted over the phone or via Zoom meeting.

The health and safety of our staff and clients is our main priority. CCAC is requiring in the Family Services Caseworker to adhere to the guidelines provided as a directive from

CATHOLIC CHARITIES OF ASHTABULA COUNTY
ACDJFS RFP #2-21

the State of Ohio as listed below to help prevent the spread of illness if in person with clients. The following are required actions if an in-person appointment is scheduled:

- All clients are screened first over the phone with the COVID-19 Screen Survey
- Temperature check is taken prior to start of appointment.
- Client is given a mask; client will sanitize hands
- Maintain a safe distance of 6 feet from others when possible
- Frequent handwashing and use of hand sanitizer
- Avoid touching eyes, nose and mouth
- Exercise respiratory etiquette, such as utilizing a tissue or coughing into upper sleeve and not hands
- Refrain from sharing materials that are touched by the client.
- Stay home if feeling ill and avoid close contact with those that are sick
- The Family Services Caseworker must wear mask when meeting with clients in-person.

(7) Program funding

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

Source	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021*
PRC/TANF	\$2,042.64	\$1,248	\$1475.24	\$1,134	\$1305.00 23 referrals
Unit Rate	\$56.74	\$56.74	\$56.74	\$56.74	\$56.74

* Contract has served 52% of the 2020-2021 contract



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: 04/14/2021 REFERRAL FROM: ANOLA G. HANNA

[REDACTED] [REDACTED]
Client's last name First name

[REDACTED] [REDACTED] [REDACTED]
Address City Zip Code

[REDACTED]
Phone Number

[REDACTED]
Client's Employer or Source of Income

Special instructions or additional notes:

B. 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 employes 18 employees and manages between 50-100 volunteers annually between all programming. The Finance and Audit Committee meets monthly while other committees meet as needed.

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

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

The 2021 Organizational Chart is included.

Exhibit II

**Applicant Budget
Summary**

Applicant: Catholic Charities of Ashtabula County - Financial Literacy	
Date From: October 2021	To: September 2022

	Program	TANF
I. Staff		
A. Salaries	\$ 1,249.00	\$ 1,249.00
B. Payroll-Related Expenses	\$ 743.24	\$ 743.24
Total Staff Costs	\$ 1,992.24	\$ 1,992.24
II. Operations		
A. Travel and Short-Term Training	\$ 27.50	\$ 27.50
B. Consumable Supplies	\$ 82.69	\$ 82.99
C. Occupancy Costs	\$ 249.30	\$ 249.30
D. Contract and Professional Services	\$ 90.00	\$ 90.00
E. Other - Miscellaneous	\$ 58.27	\$ 58.27
Total Operational Costs	\$ 507.76	\$ 508.06
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ 2,500.00	\$ 2,500.30
IV. Minus Other Program Resources	\$ -	\$ -
Total Program Costs	\$ 2,500.00	\$ 2,500.30

Budget Computation

Total Operating Expenses	\$ 2,500.00	\$ 2,500.30
Divided by Total Operating Units	40.06	40.06
= Unit Rate	62.41	62.41
Unit Rate	62.41	62.41
X number of units purchased	40.06	40.06
= Total Contract Amount	\$ 2,500.14	\$ 2,500.30

Unit = Example: 1 meal, 1 hour

II. A. Travel and Short-Term Training

	Entire Program	TANF Project
Mileage Reimbursement rate per mile: \$ -	\$ -	\$ -
Short-Term, Training	\$ 27.50	\$ 27.50
Total Travel and Short-Term Training	\$ 27.50	\$ 27.50

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	\$ 76.42	\$ 76.72
Cleaning Supplies	\$ -	\$ -
Other (identify) Program Supplies	\$ -	\$ -
Other (identify) Other Supplies	\$ 6.27	\$ 6.27
Total Consumable Supplies	\$ 82.69	\$ 82.99

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	\$ 219.00	\$ 219.00
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	\$ 24.75	\$ 24.75
Sewer		
Other (identify) Alarm	\$ 5.55	\$ 5.55
Other (identify)		
Total Occupancy Costs	\$ 249.30	\$ 249.30

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Auditor	\$ 20.00	\$ 20.00
Technology	\$ 50.00	\$ 50.00
Other Contract Service Fees	\$ 20.00	\$ 20.00
Total Contract & Services Costs	\$ 90.00	\$ 90.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Postage & Shipping	\$ 24.60	\$ 24.60
Advertising	\$ -	\$ -
Other Technological	\$ 3.00	\$ 3.00
Other Printing & Publications	\$ -	\$ -
Computer Software & Support	\$ 30.67	\$ 30.67
Other Misc.	\$ -	\$ -
Total Miscellaneous Costs	\$ 58.27	\$ 58.27

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	\$ -	\$ -

22-1005

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery



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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

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

Contractor's Information:

Name: ,
Organization: **Catholic Charities of Ashtabula County**
Date: **9/16/2021 2:42:02 PM**

This search produced the following list of **10** possible matches:

Name/Organization	Address
African Refugee Educational and Cultural Services	3800 Sullivant Avenue
Anew Educational Services	11470 Euclid Ave. #170
Anew Educational Services	11470 Euclid Avenue #170
Education Recruiting Services	4601 E. 5th Avenue
Educational Institute of Learning and Innovation	2935 Lafeuille Avenue
Greater Educational Service Center, Phoenix Village Academy P2	5455 North Marginal Road, Suite 521
Greater Educational Service Center, Phoenix Village Academy S1	5455 North Marginal Road, Suite 521
HOME-Hands on Math/Reading Education	5437 Maple Canyon Avenue
Lawrence County Educational Service Center	304 N. 2nd 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.

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: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/10/2021

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 2021 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 **\$625.04**, 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**.



David Thomas
Ashtabula County Auditor

Date: _____



TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2021 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Catholic Charities of Ashtabula County, located at: 4200 Park Avenue, Third Floor, Ashtabula, Ohio 44004, and whose phone number is: 440-992-2121 (hereinafter referred to as the "Subgrantee") to provide Opening Doors Parenting Program for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

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

RECITALS:

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

DEFINITIONS:

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

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

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

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

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from **October 1, 2021** through **September 30, 2022** 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: **\$ 11,813.15**
The unit rate is: **\$ 24.03 per class hour.**
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

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

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

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

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

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

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

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

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:
 - a. Fiscal and accounting procedures;
 - b. Accounting records;
 - c. Internal control over cash, real and personal property, and other assets;
 - d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
 - e. Source documentation; and
 - f. Cash management.
2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s) Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to Executive Director of Subgrantee at: 4200 Park avenue, Third Floor, Ashtabula, Ohio 44004.
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.
 6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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

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

SIGNATURES:



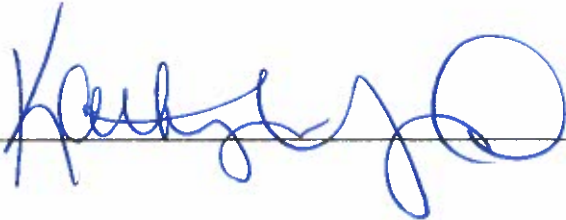
Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

9/09/21
Date



Catholic Charities of Ashtabula County

9/16/21
Date



9/28/2021
Date



Ashtabula County Board of Commissioners

Exhibit I

TANF PURPOSE

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

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

PREVENTION:

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

RETENTION:

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

CONTINGENCY:

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

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

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

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

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

ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Catholic Charities of Ashtabula County – Opening Doors Program – Parenting Class

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

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

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: N/A

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill Valentic

PROGRAM COORDINATOR: Lynn West EMAIL: lynnw@doyccacorg

FISCAL CONTACT: Jim 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 Department of Job & 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 an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

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

TITLE: Executive Director DATE: 7/16/21

**Section 3 -- Opening Doors
TANF Program
Program Planning and Development**

A. Program Description

(1) Proposed Service

Opening Doors is an evidence-based, comprehensive 10-session parent leadership and advocacy training program developed for low income parents with children ages 0 to 5. The program is based on the premise that enhancing parenting skills early in a child's life leads to economic and societal benefits. The facilitator enhances parents' learning by presenting materials in an interactive way, encouraging involvement and discussion.

Currently, to protect the safety of the educator, participants and speakers, the sessions are delivered virtually utilizing Zoom technology on Tuesdays from 5:30-7:30 pm. Catholic Charities of Ashtabula County (CCAC) anticipates the return to in-person groups Fall 2021. All class participants join each session meeting from an appropriate location, facilitating safe engagement with the group and its presenters. Each week's session has a different objective, and some weeks include an invited speaker to present on the week's topic.

The Program Supervisor, or designee, meets with each potential participant prior to the first class. An agency assessment/application and a PRC application are both completed. PRC applications are faxed to Ashtabula County Job and Family Services for approval or denial. Participants who are not TANF-approved are not denied access to the program; another funding source pays for their participation. There is no cost to any participant.

An overview of each session:

Session 1 - "I Am My Child's First Teacher; Our Home, My Child's First School"

This is the introduction to the Opening Doors curriculum, goals, and objectives. Parents are introduced to the concepts of being their child's first teacher and the home as their child's first school. The importance of parent engagement in their child's education and parent leadership are also discussed.

Session 2 - "Reaching Family Success"

This session focuses on how parents take on the role of leaders in the home by practicing family values, establishing good communication, employing positive discipline, goal setting, and achieving a family action plan. During this session, parents will be more willing to take advantage of everyday opportunities to cultivate the healthy growth of their children and families.

Session 3 - "My Child Grows"

In this session, parents will understand their fundamental role in supporting their child's holistic development. Parents will become familiar with the developmental milestones for children and increase their capacity to respond to their child's needs. The facilitator will present existing resources and services in the local community for the early detection, intervention, and support of children with special needs.

Session 4 - "My Child Talks"

In this session, parents will explore how language develops in children and examine the different stages and appropriate expectations for each age and developmental stage. Emphasis is placed on a parent's critical role in the language development of their child. The advantages of bilingualism will be also discussed.

Session 5 - "Let's Continue Opening Doors"

In this session, parents will gain awareness on the importance of reading to their children at an early age. Parents will become familiar with valuable resources in their community, discuss the importance of reading, and get information about filing for the Earned Income Tax Credit.

Session 6 - "Our Health is First: Part I"

In this session, parents will discuss the importance of balanced nutrition and exercise. They will find out how to promote healthy habits at home and receive information about health programs available in their local community.

Session 7 - "Our Health is First: Part II"

In this session, parents will explore ways of taking care of their own mental and emotional well-being, as well as that of their child's. The facilitator will also introduce concepts and share ideas on how to promote a child's healthy socio emotional development.

Session 8 - "Let's Go to School"

In this session, parents will understand how choosing a child care provider or an early education program is an important decision in their child's life. Parents will not only examine how to choose a quality early education program in their community, but also how to communicate with a child care provider or an early education teacher. In addition, the value and benefits of a preschool education will be explored. In this session, parents will make a commitment to advocate for their child's education and for high quality early learning programs.

Session 9 - "Advocating for Our Future"

In this session, parents will discuss their rights and responsibilities in the public education system and the process to change policies. Parents will also become knowledgeable on how to strengthen their leadership and advocacy skills to problem solve and face challenges in a variety of settings in their community.

Session 10 - "Yes We Can!"

This session is a very special celebration where parents may give testimony about the positive changes they are making in their homes, schools, and community. Opening Doors will honor each participant with a certificate for their participation, recognizing their commitment to lead and advocate on behalf of children.

An evaluation of Opening Doors, conducted by UC Berkeley, shows the following results:

- Develops parents' knowledge of their rights and responsibilities in relation to their child's education
- Increases knowledge and confidence in parenting by setting and meeting family goals
- Connects parents to resources and services that support healthy families
- Shows parents how to navigate systems (e.g. health care, public schools)
- Prepares parents to advocate on behalf of their children
- Builds community support systems in their neighborhoods

Opening Doors meets the TANF goal of providing assistance to needy families with children so that they can live in their own home or the homes of relatives. Opening Doors is a referral source for families trying to maintain custody or regain custody and may be working with Children Services and/or Juvenile Court. If the latter is the case, Catholic Charities of Ashtabula County (CCAC) provides a copy of the reunification plan as part of the application process.

(2) Need

According to the latest American Community Survey statistics from the U.S. Census Bureau, in Ashtabula County, 14.2% of all families, and 18.7% of all people, live below the federal poverty line, however for those families with related children under the age of 5 only, the poverty rate increases to 36.7% and for those families with a female head of household, no husband present, and children under the age of 5 only, the poverty rate is a staggering 48.5%. According to an article published by the Department of Health and Human Services, poverty and unemployment show strong associations with child maltreatment, particularly neglect.

Ashtabula County's unemployment rate is typically above both the state and national rates. In response to the COVID-19 Pandemic experienced worldwide, the unemployment rate had increased dramatically. In April 2020, the unemployment rate jumped from 6.3% (March 2020) to a staggering 15.8%, compared to Ohio's rate of 13.7% (May 2020), and the national rate of 13%. The unemployment rate in April, 2021 is 5.2%, which is slightly lower than the national average of 6.1% for the same time period.

According to the Department of Health and Human Services – Administration for Children and Families, parental substance abuse is reported to be a contributing factor for between one- and two-thirds of maltreated children in the child welfare system. Research supports the association between substance abuse and child maltreatment. For example:

- A retrospective study of maltreatment experience in Chicago found children whose parents abused alcohol and other drugs were almost three times likelier to be abused and more than four times likelier to be neglected than children of parents who were not substance abusers.
- A Department of Health and Human Services study found all types of maltreatment, and particularly neglect, to be more likely in alcohol-abusing families than in non-alcohol-abusing families.

Substance abuse can interfere with a parent's mental functioning, judgment, inhibitions, and protective capacity. Parents significantly affected by the use of drugs and alcohol may neglect the needs of their children, spend money on drugs instead of household expenses, or get involved in criminal activities that jeopardize their children's health. In 2018, Ashtabula County Children Services Board *Year in Review* reported that 34 babies under the age of one were removed from their homes due to parental drug use. Also, studies suggest that substance abuse can influence parental discipline choices and child-rearing styles. CCAC collaborates with all community agencies, including Ashtabula County Children Services, Juvenile Court, Attorneys and Mental Health Agencies to ensure that their clients have access to the Opening Doors Parenting Program.

The Ashtabula County Health Needs Assessment, released in 2019, revealed that about 23% of adults were considered binge drinkers, as compared to binge drinking rates of 19% for Ohio and 17% for the United States. The rate of adult marijuana use reported for 6 months prior to the survey for those with income under \$25,000 in Ashtabula County was 7%. For respondents under the age of 30, the rate increased to 18%. According to 2018 state data, the county had 35 opiate doses per capita, which put it in the same league as many of the state's southern counties, where abuse of prescription pain medication is a major public health problem. Many of the Opening Doors participants, either had previously or, are currently struggling with addiction issues.

Adverse Childhood Experiences (ACEs) include childhood abuse, neglect, and exposure to other traumatic stressors. In Ashtabula County, 23% of adults had three or more ACEs in their lifetime, increasing to 30% of those with incomes less than \$25,000.

Additionally, the program will give parents a better understanding of steps that they can take to ensure their child is ready to enter Kindergarten. Opening Doors stresses the importance of early child education. According to Dr. Bernard P. Dreyer, past president of Academic Pediatric Association, "After the first three, four, five years of life, if you have neglected that child's brain development, you can't go back." Early learning can be a stepping stone for life-long learning. Education is a key to staying out of poverty as the poverty rate decreases for those with a high school diploma and drops significantly for those with a bachelor's degree.

3) Experience

Opening Doors is a national initiative of Families in Schools (FIS), an organization based in Los Angeles, California. Catholic Charities USA received funding from a national foundation to offer certification to local agency employees interested in providing the program. In late 2013, a caseworker from Catholic Charities of Ashtabula County received certification to become a facilitator and trainer. The first class of Opening Doors graduated in June 2014, and the Agency has been facilitating classes ever since. Although experience with Opening Doors is relatively new, CCAC has provided a case management and material assistance First Step program for parents with young children for many years.

The Opening Doors educator has been facilitating sexual risk avoidance education for county students for over fifteen years, so she has significant experience in a classroom environment. She is a certified Sexual Risk Avoidance Specialist and is a Ohio Certified Prevention Specialist Assistant through the State of Ohio *Ohio Chemical Dependency Professional Board*. Certificates enclosed.

4) Statistics

Since its implementation in Ashtabula County, Opening Doors has enrolled participants as below:

Period	Number of 10-week sessions	*Number enrolled	Percent completing at least 80% of the classes
2014	3	42	64%
2014-2015	4	42	62%
2015-2016	4	69	72%
2016-2017	4	84	72%
2017-2018	4	59	75%

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2018-2019	4	55	55%
*2019-2020	2	36	44%
2020-2021 forecasting	3	* 45	73%
2021-2022 Goal	3	41	75%

*Class size varies year to year based on the amount of referrals from Social service agencies, Ashtabula County Juvenile Court and Ashtabula County Children Services. We have found a gradual reduction in referrals to the program within the past two contract cycles.

** Currently in session with a virtual summer session. Our March 2020 class was cancelled due to the COVID-19 pandemic however referrals and application were low.

*** This number reflects the number participants to date. There are currently 20 applicants registered for the session that begins July 13, 2021. All in virtual format.

Program continues to work closely with Children Services, Juvenile Court, Mental Health Agencies, Community Action/211 and other referral sources to ensure those in need of a parenting class have access to this service.

The service area of the 2020-2021 participants:

	Graduates	Current Applicants
Andover	0	1
Ashtabula	13	4
Conneaut	4	6
Rock Creek	1	0
Geneva	2	1
Jefferson	0	1
Rock Creek	1	0
Williamsfield	1	0
Total	22	13

Catholic Charities of Ashtabula County (CCAC) is proposing to offer 2-3 10-week sessions in the upcoming contract year. Each 10-week session projects 10-12 participants to enroll, for a total of 24 to 36 total participants. While it is unknown what referrals will be TANF eligible, the program forecasts that at least 50% of its participants would meet TANF eligibility.

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2018-2019	4	55	55%
*2019-2020	2	36	44%
2020-2021 forecasting	3	* 45	73%
2021-2022 Goal	3	50	75%

*Class size varies year to year based on the amount of referrals from Social service agencies, Ashtabula County Juvenile Court and Ashtabula County Children Services. We have found a gradual reduction in referrals to the program within the past two contract cycles.

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5) Monitoring and evaluation system

In an effort to utilize an evidence-based tool, the Opening Doors Program began utilizing the Protective Factors Survey (PFS). The primary purpose of the Protective Factors Survey is to provide feedback to agencies for continuous quality improvement and evaluation purposes. The survey results are designed to help agencies measure changes in protective factors and identify areas where workers can focus on increasing individual family protective factors. The results are entered into a data base, which summarizes the data.

The following is an overview of the PFS:

Overview of the Protective Factors Survey

Though there are numerous instruments designed to measure individual protective factors, there is not currently a single instrument that assesses *multiple protective factors* against child abuse and neglect. In 2004, The FRIENDS National Resource Center for Community-Based Child Abuse Prevention began a project to develop a Protective Factors Survey (PFS) for its network of federally-funded Community Based Child Abuse Prevention (CBCAP) programs. This project was initiated to help programs better assess changes in *family protective factors*, a major focus of prevention work.

The PFS is a product of the FRIENDS Network in collaboration with the University of Kansas Institute for Educational Research and Public Service. The instrument was developed with the advice and assistance of researchers, administrators, workers, and experts specializing in family support and maltreatment and psychological measurement. The survey has undergone three national field tests.

Purpose and Use

The PFS is designed for use with caregivers receiving child maltreatment prevention services. The instrument measures protective factors in five areas: family functioning/resiliency, social support, concrete support, nurturing and attachment, and knowledge of parenting/child development. Workers can administer the survey before, during, or after services.

The primary purpose of the Protective Factors Survey is to provide feedback to agencies for continuous improvement and evaluation purposes. The survey results are designed to provide agencies with the following information:

- A snapshot of the families they serve
- Changes in protective factors
- Areas where workers can focus on increasing individual family protective factors

The PFS is not intended for individual assessment, placement, or diagnostic purposes. Agencies should rely on other instruments for clinical use.

Description

The Protective Factors Survey is a pencil and paper survey. The survey takes approximately 10-15 minutes to complete. The instrument is divided into two sections, the first section to be completed by a program staff member and the second section to be completed by the program participant. The participant portion of the survey contains the core questions of the survey. In the demographic section, participants are asked to provide details about their family composition, income, and involvement in services. In the family protective factors section, participants are asked to respond to a series of statements about their family, using a seven-point frequency or agreement scale. The following table provides a brief summary of the multiple protective factors covered in the survey.

Protective Factor	Definition
Family Functioning/ Resiliency (5 items)	Having adaptive skills and strategies to persevere in times of crisis. Family's ability to openly share positive and negative experiences and mobilize to accept, solve, and manage problems.
Social Support (3 items)	Perceived informal support (from family, friends, and neighbors) that helps provide for emotional needs.
Concrete Support (3 items)	Perceived access to tangible goods and services to help families cope with stress, particularly in times of crisis or intensified need.
Child Development/ Knowledge of Parenting (5 items)	Understanding and utilizing effective child management techniques and having age-appropriate expectations for children's abilities.
Nurturing and Attachment (4 items)	The emotional tie along with a pattern of positive interaction between the parent and child that develops over time.

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The results from recent PFS survey data:

Category	Improved Score
Family functioning	51.92%
Social/emotional support	48.08%
Concrete support	49.04%
Nutrition and attachment	34.95%
Knowledge of parenting:	
There are many times when I don't know what to do as a parent	43.27%
I know how to help my child learn	37.5%
When I discipline my child, I lose control	20.19%

At the conclusion of each in-person session, parents are asked to list "take aways" that were helpful for them. Below are some of the responses, previously recorded exactly as written:

- Playing with your kids is key and nutrition s important.
- Communication with children, nutrition in their diet and playing helps them lean.
- Budgeting helps the family save money.
- The library is a great family resource
- I have a bigger toolbox for parenting and I know many more supportive services.
- I learned a few things I didn't know and refreshed my memory on things that are important in a child's development.
- I got more education on how to be a parent to my children and each and every guest speaker taught me something.

Parents are also given a survey at the conclusion of the program. Results from previous in-person conducted cohorts include:

- 93% of parents felt that their parenting skills had strengthened
- 100% feel confident in their ability to raise their child.
- 100% of parents feel confident being their child's advocate.

Offering the group online during COVID-19 has assisted with eliminating some of the barriers experienced by participants while attempting to attend an in-person group. One of the barriers with past class participation has been transportation; especially in the winter months when walking and riding a bicycle are often not options. Virtual classes has added convenience as well as reducing the need for childcare for our participants.

In order to allow for those who begin and do not complete the full course, or only attend several sessions, billing is proposed on a per person, per class, hourly unit rate.

6) Days and hours of program

Catholic Charities of Ashtabula has office hours from 8:30am-5:00 pm on Monday through Friday, however Opening Doors is offered at a time that is most convenient for the participants. Participants are able to contact program supervisor via phone, email, virtually or by appointment to answer questions and provide materials. Sessions have previously been offered on Tuesdays from 5:30pm – 8:00 pm in a location in Ashtabula, OH. Due to the COVID-19 pandemic, CCAC has adapted the Opening Doors Parenting Program in zoom format from 5:30pm to 7:30pm.

In the future, Catholic Charities of Ashtabula County will be considering adaption of the Opening Doors program to best serve the parents in Ashtabula County. CCAC is exploring the possibility that offering sessions via Zoom as well as in person may be a more effective way to reach the greatest number of parents in need in the county by reducing and/or eliminating the barriers to participation in the group.

Post COVID-19

In the future, Catholic Charities of Ashtabula County Opening Doors Parenting Program may schedule in-person sessions groups to meet the parenting needs in Ashtabula County during the COVID-10 Pandemic.

The health and safety of our staff and participants is our main priority. CCAC is requiring the instructor and participants to adhere to the guidelines provided as a directive from the Federal and State of Ohio to help prevent the spread of illness. All will adhere to the following guidelines for the Opening Doors Parenting Program if in-person.

- upon entering the classroom, all clients are screened using the COVID-19 Screen Survey
- Temperature check is taken prior to start of class
- Participants are given a mask and will sanitize hands
- All participants will be seated 6-feet from all other participants
- Class session will not exceed 10 individuals
- Frequent handwashing and use of hand sanitizer will be suggested
- Avoid touching eyes, nose and mouth
- Exercise respiratory etiquette, such as utilizing a tissue or coughing into upper sleeve and not hands
- Refrain from sharing materials that are touched by the Participant and instructor. All will have their own set of written tools.
- All meals will be individually packaged.
- Participants will be asked to stay home if feeling ill and/or avoid close contact with those that are sick.
- All must wear a mask unless there is proof of vaccination.
- All areas will be sanitized upon leaving education room.

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7) Sources and amounts of funding for the service

Source	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Catholic Charities	\$12,239	\$9,231	\$15,346	\$14,036	\$14,036	\$7,018
PRC/TANF	\$11,526	\$9,588	\$13,420	\$14,036	\$14,036	\$7,018 *
Unit Rate	\$22.03	\$24.03	\$24.03	\$24.03	\$24.03	\$24.03

Program start-up was in 2014. Since there was no history of a similar program, projecting time, expenses and attendance for the initial unit rate was difficult, and adjusted accordingly.

*Program request was reduce to reflect current class participant enrollment trend.

Exhibit II

**Applicant Budget
Summary**

Applicant: Catholic Charities of Ashtabula County - Opening Doors	
Date From: October 2021	To: September 2022

	Program	TANF
I. Staff		
A. Salaries	\$ 12,286.00	\$ 7,371.40
B. Payroll-Related Expenses	\$ 4,832.00	\$ 2,863.77
Total Staff Costs	\$ 17,118.00	\$ 10,235.17
II. Operations		
A. Travel and Short-Term Training	\$ 37.50	\$ 22.50
B. Consumable Supplies	\$ 528.68	\$ 317.78
C. Occupancy Costs	\$ 613.88	\$ 310.33
D. Contract and Professional Services	\$ 975.22	\$ 487.61
E. Other - Miscellaneous	\$ 877.87	\$ 439.76
Total Operational Costs	\$ 3,033.15	\$ 1,577.98
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ 20,151.15	\$ 11,813.15
IV. Minus Other Program Resources	\$ 8,338.00	\$ -
Total Program Costs	\$ 11,813.15	\$ 11,813.15

Budget Computation

Total Operating Expenses	\$ 11,813.15	\$ 11,813.15
Divided by Total Operating Units	491.60	491.60
= Unit Rate	24.03	24.03
Unit Rate	24.03	24.03
X number of units purchased	491.60	491.60
= Total Contract Amount	\$ 11,813.15	\$ 11,813.15

Unit - Example: 1 meal, 1 hour

II. A. Travel and Short-Term Training

	Entire Program		TANF Project			
Mileage Reimbursement rate per mile:	\$	-	\$	10.00	\$	6.00
Short-Term, Training	\$	-	\$	27.50	\$	16.50
Total Travel and Short-Term Training	\$		\$	37.50	\$	22.50

II. B. Consumable Supplies

Type	Program Consumable Supplies		TANF Consumable Supplies	
Office Supplies	\$	76.40	\$	46.00
Cleaning Supplies	\$	-	\$	-
Other (identify) Program Supplies	\$	446.00	\$	268.00
Other (identify) Other Supplies	\$	6.28	\$	3.78
Total Consumable Supplies	\$	528.68	\$	317.78

II. C. Occupancy Costs

	Entire Program		TANF Program	
Rent	\$	585.00	\$	293.00
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	\$	25.00	\$	15.00
Sewer				
Other (identify) Alarm	\$	3.88	\$	2.33
Other (identify)				
Total Occupancy Costs	\$	613.88	\$	310.33

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Transportation	\$ -	\$ -
Auditor	\$ 108.35	\$ 54.17
Technology	\$ 122.87	\$ 61.44
Other Contract Service Fees	\$ 744.00	\$ 372.00
Total Contract & Services Costs	\$ 975.22	\$ 487.61

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Food - Program Support	\$ 466.67	\$ 233.34
Postage	\$ 20.00	\$ 10.00
Advertising	\$ 20.00	\$ 10.00
Printing & Publications	\$ 10.00	\$ 5.00
Other Technological	\$ 326.13	\$ 163.07
Other Misc.	\$ 5.00	\$ 3.00
Computer Software	\$ 30.07	\$ 15.35
Total Miscellaneous Costs	\$ 877.87	\$ 439.76

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
Catholic Charities	\$ 8,338.00	
Total Other Resources	\$ 8,338.00	\$ -



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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

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

Contractor's Information:

Name: ,
Organization: **Catholic Charities of Ashtabula County**
Date: **9/16/2021 2:42:02 PM**

This search produced the following list of **10** possible matches:

Name/Organization	Address
African Refugee Educational and Cultural Services	3800 Sullivant Avenue
Anew Educational Services	11470 Euclid Ave. #170
Anew Educational Services	11470 Euclid Avenue #170
Education Recruiting Services	4601 E. 5th Avenue
Educational Institute of Learning and Innovation	2935 Lafeuille Avenue
Greater Educational Service Center, Phoenix Village Academy P2	5455 North Marginal Road, Suite 521
Greater Educational Service Center, Phoenix Village Academy S1	5455 North Marginal Road, Suite 521
HOME-Hands on Math/Reading Education	5437 Maple Canyon Avenue
Lawrence County Educational Service Center	304 N. 2nd 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.

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: Colleen M. O'Toole
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/10/2021

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 2021 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 **\$2,953.29**, 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**.



David Thomas
Ashtabula County Auditor

Date: 4/22/21

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2021 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: 7232 Justin Way, Mentor, Ohio 44060) 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.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from October 1, 2021 through September 30, 2022 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: \$ 9,820.08.
The unit rate is: \$98.20 per one unit/hour of education.
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

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

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

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

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

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

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

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

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

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 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.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

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

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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

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

SIGNATURES:



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

9/13/21
Date



Signature Health, Inc.

9/21/21
Date



Ashtabula County Board of Commissioners

9/28/2021
Date

Exhibit I

TANF PURPOSE

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

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

PREVENTION:

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

RETENTION:

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

CONTINGENCY:

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

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

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

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

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

Section 3
Program Planning and Development
Pregnancy Prevention Education

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 \$9,820.08.

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 more than 12,000 people – the majority students and teens – each year. The program also has an active social media presence on several platforms – Facebook, Twitter, and Instagram.

Programming supported by this application will be delivered in a classroom setting, and primarily to high school students. Program format combines lecture and activity based learning, with occasional use of audiovisual aides. **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. **Day Two-Three** covers STI/HIV. The youth begin the lesson with an activity that simulates the spread of an STI through the community. Other activities may also be incorporated. Lesson plans for two of the most commonly used activities for this program are included in Appendix G. Once complete, the staff provide an overview of the most common STI's, how they are transmitted, treated and ways they can be avoided. The project will incorporate pre and post tests to measure increased knowledge as a result of the program. 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, 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 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 currently supporting the proposed services primarily with unrestricted funds, and will be able to offer services immediately should funding be awarded. The team is hopeful this application will result in consistent support for a much needed service. Approval of this application will ensure services continue as well as enable potential expansion.

Staff of Signature Health’s reproductive health services program participate in numerous countywide groups, such as Family and Children First Council’s Advisory Committee, Health Needs Assessment Committee/Community Health Improvement Plan Committee, County Prevention Coalition, Building Resiliency Together Coalition, and the Maternal Child Health Committee. This provides ample 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 Children’s Services, Turning Point, and Harbor Ridge.

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. 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 Power to Decide, formerly known as the National Campaign to Prevent Teen and Unplanned Pregnancy, nearly 171,674 teens aged 15-19 gave birth in 2019 across the United States; a rate of

17.4 births per 1,000 compared with 18.8 in 2017, and 61.8 in 1991. Although Ohio's teen birth rates are slightly higher than the national average, rates continue to decrease with 18.8 per 1,000 females 15-19 years of age in 2019 compared with 18.9 in 2018, 20.8 in 2017 and 38.9 in 2005.

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 Robert Wood Johnson Foundation's County Health Rankings (see Appendix B), cumulative data from 2013-2019 show a birth rate of 30/1,000 females aged 15-19 years in Ashtabula County, compared to 22 in the state.

The 2019 Youth Risk Behavior Surveillance System reported 38% of 15-19 year olds have had sex at least once in their lifetime, 27% have had sexual intercourse in the past three months, but 46% did not use a condom. Longitudinally, condom use among adolescents has decreased nine percent from 2003 to 2019. 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). Even though rates of chlamydia infection are lower in Ashtabula County than in the State (377.1 vs. 561.9 per 100,000 persons in 2019), rates have increased from 299.1 to 377.1 per 100,000 persons between 2015 and 2019 (Ohio Department of Health). 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.

There are other providers of prevention education in Ashtabula County. Catholic Charities provides Sexual Risk Avoidance programming, and the Board of Mental Health & Recovery Services supports the provision of the Botvin Life Skills program in schools. While both of these programs are important and valuable for youth, neither program includes discussion of contraception and risk reduction, which is critically important, particularly for the estimated nearly 40% of youth who choose to be sexually active. 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. Overall in Ohio, 43% of the total 2,037,697 births have been to unmarried women. In Ashtabula, 48.7% of births during the same time period were to unmarried women. For comparison purposes, that percentage in 2002 was nearly 39. 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 clients 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. In the past year, 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. In the coming school year, staff hope to provide programming in Conneaut Schools and A—Tech, and will pursue relationships with Geneva and Jefferson Schools as well. We anticipate no limitations in meeting the conditions of participation, service specification standards, and terms of the contract for this service. A letter of support from Edgewood High School’s Health & Physical Education teacher is included in Appendix H.

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. Despite the restrictions imposed by the COVID pandemic, members of the Education team provided 38 units of programming to 316 unduplicated participants. For this application, the project is proposing 100 units, at a cost of \$98.20 per unit, with hopes of reaching 700 unduplicated recipients.

Monitoring and Evaluation System: As stated earlier in this application, participants will complete pre and posttests to measure changes in knowledge. The project will submit a summary of outcomes based on pre and posttest results midway through and at the end of the year. The pre/posttest document, 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 2016 and March 2021), funding dedicated to educational programming in Ashtabula County has been minimal, as mentioned elsewhere in this application. Sources include Personal Responsibility Education Program (PREP), 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 D 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 dedicated to providing primary medical care, mental health services, and substance abuse services to adults, children, adolescents, and families. Promising immediate access to clients and referral sources, 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 abuse.

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. New clients are usually seen within 24 hours of a referral, including evaluation by a psychiatrist. The care received at Signature Health is comprised of best practice approaches and the clinical team includes psychiatrists, nurse practitioners, individual and family therapists, social workers, addiction specialists and case managers.

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 as follows: Signature Health puts good health within reach to all of our community members through comprehensive mental health, medical, and support services essential for optimizing the well-being of mind and body.

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 allows 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 a result, Signature Health is currently expanding into primary care and pediatrics. The agency's long-term vision includes providing dentistry, obstetrics, and vision care.

In 2017, the Family Planning Association of Northeast Ohio, Inc. became a division of Signature Health. This division provides the community with medical services, counseling, and education related to sexual and reproductive health in Lake, Geauga, and Ashtabula 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 able to serve more people in more communities.

In 2019, Signature Health's location on West 25th officially moved to Lakewood.

Signature Health is primarily funded through billing for medical services to Medicaid, 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, ADAMHS Boards in Lake, Ashtabula, Cuyahoga, and Geauga Counties, as well as community foundations.

Currently, the agency employs approximately 700 staff members, located in 8 offices and 3 residential facilities. A 3rd residential facility in Mentor – the C.H. Everett Clinic – was scheduled to open in the Spring of 2020, but opening was suspended due to the coronavirus pandemic until this Fall. Orca House has suspended operations for the same reason and is expected to reopen next year.

Offices:

- ❖ Willoughby: 38882 Mentor Avenue, Willoughby, Ohio 44094; (440) 953-9999
- ❖ Ashtabula: 4726 Main Avenue, Ashtabula, Ohio 44004; (440) 992-8552
- ❖ Painesville: 462 Chardon Street, Painesville, Ohio 44077; (440) 853-1501
- ❖ 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
- ❖ Ashtabula Family Planning: 510 West 44th Street, Suite 2, Ashtabula, Ohio 44004; (440) 992-5953

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

Signature Health is governed by a Board of Trustees drawn from the organization's service area. The Board meets monthly on the fourth Wednesday. A Table of Organization and a Board Roster are included in Appendix E. Please note that 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..

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 are included in Appendix F.

- Community Education Specialist – Kelsey Weed joined the organization in September 2020, and is responsible for patient and community education programming and outreach, representing the agency on county collaboratives, in-service education as appropriate, and participating in social media account maintenance and posting. Ms. Weed will be the primary provider of the services proposed by this application.
- Sexual & Reproductive Health Education Manager – Stacy Noyes, Ed.D., has been with Signature Health for eight years and is responsible for managing the organization’s efforts related to sexual & reproductive health education, both in the community and within clinics. In 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 Chief Operating Officer. 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: All newly hired employees of Signature Health are required to attend and complete a new employee orientation at the agency’s Mentor location. Signature Health provides new hires two-three full days of corporate orientation & training followed by specific on-site education. On-site education includes orientation & training specific to a new hire’s employment location & role. Signature Health currently provides 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. Additionally, Signature Health offers hand-on in person training including but not limited to BLS (Basic Life Support), CPI (Crisis Prevention Institute) Nonviolent Crisis Intervention, and ALICE Active Shooter Response Training. Signature Health offers a series of workshops at its corporate location for employees to receive CEU & CME along with additional training opportunities as they arise or a need is identified.

All new staff working with the sexual and reproductive health program receive orientation/training from their supervisor and other relevant staff as appropriate. A checklist to document this orientation/training is included in the item G of Section 2 - Required Documents. Additionally, throughout the year various inservice presentations are delivered at staff meetings. Some of these are conducted regularly and are listed on the Annual Work Schedule also included in Section 2.G, which additionally includes quality assurance measures. 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 inservice programs (see Section 2.G). Licensed and certified staff must remain up-to-date on all required trainings. Signature Health has a Credentialing Specialist on staff who monitors the credentials of current staff members and makes sure all necessary training is obtained.

Exhibit II

Section 4
Applicant Budget
Attachment B

Pregnancy
Prevention
Education

**Applicant Budget
Summary**

Applicant: Signature Health	<i>Pregnancy Prevention Education</i>
Date From: October 1, 2021	To: September 30, 2022

	Program	TANF
I. Staff		
A. Salaries	\$ -	\$ 7,473.96
B. Payroll-Related Expenses	\$ -	\$ 1,346.12
Total Staff Costs	\$ -	\$ 8,820.08
II. Operations		
A. Travel and Short-Term Training	\$ -	\$ 1,000.00
B. Consumable Supplies	\$ -	\$ -
C. Occupancy Costs	\$ -	\$ -
D. Contract and Professional Services	\$ -	\$ -
E. Other - Miscellaneous	\$ -	\$ -
Total Operational Costs	\$ -	\$ 1,000.00
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ -	\$ 9,820.08
IV. Minus Other Program Resources	\$ -	\$ -
Total Program Costs	\$ -	\$ 9,820.08

Budget Computation

Total Operating Expenses	\$ -	\$ 9,820.08
Divided by Total Operating Units		100.00
= Unit Rate	#DIV/0!	98.20
Unit Rate	#DIV/0!	98.20
X number of units purchased		100.00
= Total Contract Amount	#DIV/0!	\$ 9,820.08

Unit = Example: 1 meal, 1 hour

Unit = 1 hour

II. A. Travel and Short-Term Training

	Entire Program		TANF Project	
Mileage Reimbursement rate per mile:	\$	0.50	\$	1,000.00
Short-Term, Training	\$	-	\$	-
Total Travel and Short-Term Training	\$	-	\$	1,000.00

II. B. Consumable Supplies

Type	Program Consumable Supplies		TANF Consumable Supplies	
Office Supplies	\$	-	\$	-
Cleaning Supplies	\$	-	\$	-
Other (<i>identify</i>)	\$	-	\$	-
Other (<i>identify</i>)	\$	-	\$	-
Total Consumable Supplies	\$	-	\$	-

II. C. Occupancy Costs

	Entire Program		TANF Program	
Rent				
Usage allowance/depreciation @ rate of original acquisition 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 (<i>identify</i>)				
Other (<i>identify</i>)				
Total Occupancy Costs	\$	-	\$	-

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	\$ -	\$ -

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	\$ -	\$ -



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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

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

Contractor's Information:

Name: ,
Organization: **Signature Health**
Date: **9/16/2021 2:02:14 PM**

This search produced the following list of 1 possible matches:

Name/Organization	Address
2 B Natural by Design Enterprises, Inc.	2059 Big Tree 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.

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: 
Colleen M. O'Toole
Ashtabula County Prosecutor

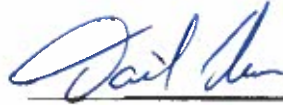
Date: 9/13/2021

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 2021 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 **\$2,455.02**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Signature Health, Inc.**



David Thomas
Ashtabula County Auditor

Date: 9/22/21

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2021 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: 7232 Justin Way, Mentor, Ohio 44060) 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.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from **October 1, 2021** through **March 31, 2022** 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: **\$ 13,299.44.**
- The unit rate is: **\$265.99 per one patient visit (counseling, testing & supplies).**
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

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

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

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

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

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

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

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

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

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

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

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

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

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 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.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

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

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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

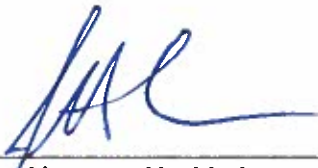
Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:



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

9/13/21
Date



Signature Health, Inc.

9/21/21
Date



9/28/2021
Date



Ashtabula County Board of Commissioners

Exhibit I

TANF PURPOSE

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

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

PREVENTION:

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

RETENTION:

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

CONTINGENCY:

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

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

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

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

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

Section 3
Program Planning and Development
Family Planning Services

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 100 family planning visits with a requested \$26,598.88. The project visits are 7.5% of the total visits forecasted for this location for the year. Therefore, the percentage of staff time for the budget reflects that percentage of salaries.

The activities proposed in this application are education and clinical services related to reproductive health Services will be provided at Signature Health, Inc.'s Family Planning offices at 510 W. 44th Street, Suite 2 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. Many 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. Concerns beyond the scope of agency protocol are referred either to Signature Health's primary medicine or infectious disease departments, or to local private physicians.

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 Family Planning 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.

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, the percentage of all births to unmarried women was 40% in 2019, an increase over the 39.6% in 2018, and the highest level since 2015. In Ohio, the rate was slightly higher, at 43.6%, a slight increase over 2017. This is a disturbing statistic; 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 significant 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 clients to more effectively utilize their contraception 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 100 PRC visits for clients living up to 175% of the federal poverty level (FPL), with special emphasis on unmarried women. During each of the 12 months of the project, the first 8 eligible clients will receive PRC services. Applications will be kept on file at the SH family planning offices and a monthly billing and roster will be sent to ACDJFS. Eligible visits will be only those for pre-pregnancy family planning services.

A chart is opened for each new client and maintained for as long as they desire services, and for several years thereafter, as required by law. Regular chart review/audit is conducted by agency staff.

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 175% FPL.

Staff of Signature Health's reproductive health services program staff sit on numerous countywide groups, such as Family and Children First Council's Advisory Committee, Health Needs Assessment Committee/Community Health Improvement Plan Committee, County Prevention Coalition, Building Resiliency Together Coalition, and the Maternal Child Health Committee. This provides ample 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 Children's Services, Turning Point, and Harbor Ridge. All of these activities

provide opportunities to market agency services. Informational posters have been hung in a variety of locations around the county as well to make information about services available to the public. Finally, a significant number of new clients indicate they heard about the family planning program from current and/or former clients.

Signature Health, Inc. is currently providing the proposed services with PRC funds, as well as other funds. Therefore, should the ACDJFS 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 2020, Signature Health's family planning program provided services to 897 individuals, or 14% of the total women in need. That means 5,533, or 86% of those in need of care didn't access services at Signature Health/Family Planning, 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. See Appendix A for a map showing levels of need and women served in Ohio counties.

The document in Appendix B illustrates several disturbing statistics, although there are improvements since 2016. The Robert Wood Johnson Foundation's County Health Rankings rank Ashtabula County 73rd in terms of health outcomes, which is worse than the ranking of 64th in 2019. In terms of health factors, there has a one point increase in ranking from 83th in 2019 to 82nd in 2021. Eleven percent of adult county residents continue to be uninsured, compared with seven percent in the state, an increase of three percentage points between 2020 and 2021, unfortunately. Twenty-seven (27) percent of children in Ashtabula County live below 100% of the Federal Poverty Level, compared to 18% in Ohio overall. The rate of teen births per 1,000 females aged 15-19 years was 30, and has been gradually decreasing over time, as is occurring nationally. The rate per 1,000 for the state of Ohio was 22. 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. Overall in Ohio, 43% of the total 2,037,697 births have been to unmarried women. In Ashtabula, 48.7% of births during the same time period were to unmarried women. For comparison purposes, that percentage in 2002 was nearly 39. 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 clients to help them time and space pregnancies for improved individual, family, and financial health.

Births to teens and young women are also a concern for Ashtabula County, and typically are nonmarital. According to the 2020 County Health Rankings document (Appendix B), the teen birth rate for Ashtabula County is 30 per 1,000 females aged 15-19, compared to 22 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 the Journal of Adolescent Health, attributes the declines in teen pregnancy rates almost entirely to the use of more effective contraception.

Experience of Applicant: Signature Health's Sexual & Reproductive Health Services division is in its 51st 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 clients 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 2020, the family planning program provided care to 897 individuals in Ashtabula County, 79.2% of whom reported living at or below 150% of Federal Poverty Level, and 25.6% of whom were uninsured.

Program's Past Performance/Projected Number of Clients to be Served: As mentioned in the previous paragraph, Signature Health's Family Planning program has been partnering with the ACDJFS for the provision of PRC supported family planning services for 22 years. Dollar amounts available for funding since 2008 have gradually declined from a high of \$39,000 to the current \$20,000. The unit rate for a visit has increased during that time from \$66 to \$100. Number of visits supported by PRC has declined over that same time period from 591 to 200. Due to the COVID pandemic, the project has had difficulty reaching the proposed number of visits in the current grant year. Because the number of eligible patients has been decreasing and the project has struggled to meet the projected visits over the last couple of years, the number of projected visits for the coming year is 100. The request for funding is \$26,598.88, which reflects actual staff costs to administer the project. Other 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 clients 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 audit. Long-term objectives, since the project is only for one year and the measurements are unique to each patient, will not be able to 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. Between May of 2020 and April of 2021, 116 LARCs were provided to patients at the agency's Ashtabula Family Planning site. Appendix C 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 either of FPA/Signature Health's sites, we expect to provide the majority of PRC services at 510 W. 44th Street, Suite 2, Ashtabula. Hours of operation are 10:30am-7:00pm Monday, and 8:00am-4:30pm Tuesday thru Friday. Actual clinic hours are held on Monday, Tuesday, and Thursday. On

Wednesday and Friday, a staff person is typically onsite answering phones between 8:00 am and 4:30 pm. If staff cannot be at the Ashtabula site, phones are usually being answered at the Painesville site and patients are able to call that location. 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 2016 and June 2021), the FPA/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, the Ashtabula Foundation (utilized in some years for patient visits, and others for community education), the George Gund Foundation (supporting teen clinics), Personal Responsibility Education Program (PREP) (for specific educational programming only), and Title V CFHS funds. Appendix D 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. Funding from the Ashtabula Foundation was in the form of a grant, but based on the proposed number of visits, the unit rate was \$100.00 per visit. There was no unit rate associated with any other funds.

It's worthwhile to note that what has been the family planning program's primary source of funding for its family planning services for 40+ years was drastically reduced effective April 1, 2016. Due to circumstances beyond the FPA's control and not of its making, agency-wide Title X funds were decreased from \$536,000 to \$190,000. Funds for Ashtabula County were reduced from approximately \$167,000 to \$45,000. These funds have increased to a total of \$344,199 (\$98,838 for Ashtabula County) for the April 1, 2021-March 31, 2022 grant year. While support from this funding source has increased, the project is still only receiving 64% of what it was in 2016, and costs continue to increase. This funding decrease makes PRC support more critical than ever for the clients served by Signature Health's family planning program.

B. Organizational Structure

History of the Applicant Organization: Signature Health is a community-based Federally Qualified Health Center dedicated to providing primary medical care, mental health services, and substance abuse services to adults, children, adolescents, and families. Promising immediate access to clients and referral sources, 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 abuse.

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. New clients are usually seen within 24 hours of a referral, including evaluation by a psychiatrist. The care received at Signature Health is comprised of best practice approaches and the clinical team includes psychiatrists, nurse practitioners, individual and family therapists, social

workers, addiction specialists and case managers.

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 as follows: Signature Health puts good health within reach to all of our community members through comprehensive mental health, medical, and support services essential for optimizing the well-being of mind and body.

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 allows 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 a result, Signature Health is currently expanding into primary care and pediatrics. The agency's long-term vision includes providing dentistry, obstetrics, and vision care.

In 2017, the Family Planning Association of Northeast Ohio, Inc. became a division of Signature Health. This division provides the community with medical services, counseling, and education related to sexual and reproductive health in Lake, Geauga, and Ashtabula 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 able to serve more people in more communities.

In 2019, Signature Health's location on West 25th officially moved to Lakewood.

Signature Health is primarily funded through billing for medical services to Medicaid, 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, ADAMHS Boards in Lake, Ashtabula, Cuyahoga, and Geauga Counties, as well as community foundations.

Currently, the agency employs approximately 700 staff members, located in 8 offices and 3 residential facilities. A 3rd residential facility in Mentor – the C.H. Everett Clinic – was scheduled to open in the Spring of 2020, but opening was been suspended due to the coronavirus pandemic until this Fall. Orca House has suspended operations for the same reason and is expected to reopen next year.

Offices:

- ❖ Willoughby: 38882 Mentor Avenue, Willoughby, Ohio 44094; (440) 953-9999
- ❖ Ashtabula: 4726 Main Avenue, Ashtabula, Ohio 44004; (440) 992-8552
- ❖ Painesville: 462 Chardon Street, Painesville, Ohio 44077; (440) 853-1501
- ❖ 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
- ❖ Ashtabula Family Planning: 510 West 44th Street, Suite 2, Ashtabula, Ohio 44004; (440) 992-5953

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

Signature Health is governed by a Board of Trustees drawn from the organization's service area. The Board meets monthly on the fourth Wednesday. A Table of Organization and a Board Roster are included in Appendix E. Please note that 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.

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 are included in Appendix F.

- 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. Current Associate Medical Director for Reproductive Health Services is Dianne Rafferty, who has eighteen years of service with the organization and is a Certified Nurse Practitioner (CNP).
- 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 – performs clerical duties at front desk; assists in clinic by interviewing, instructing, and exiting patients; graduate of Medical Assistant School preferred. There are two Medical Assistants staffing the Ashtabula location and both function as Patient Services Representative (front desk) as well. Diane Coy has been with the organization for 25.5 years; Doreen Barlow for 24.
- 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 Director of Primary Care. 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: All newly hired employees of Signature Health are required to attend and complete a new employee orientation at the agency's Mentor location. Signature Health provides new hires two-three full days of corporate orientation & training followed by specific on-site education. On-site education includes orientation & training specific to a new hire's employment location & role. Signature Health currently provides 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. Additionally, Signature Health offers hand-on in person training including but not limited to BLS (Basic Life Support), CPI (Crisis Prevention Institute) Nonviolent Crisis Intervention, and ALICE Active Shooter Response Training. Signature Health offers a series of workshops at its corporate location for employees to receive CEU & CME along with additional training opportunities as they arise or a need is identified.

All new staff working with the sexual and reproductive health program receive orientation/training from their supervisor and other relevant staff as appropriate. A checklist to document this orientation/training is included in the item G of Section 2 - Required Documents. Additionally, throughout the year various inservice presentations are delivered at staff meetings. Some of these are conducted regularly and are listed on the Annual Work Schedule also included in Section 2.G, which additionally includes quality assurance measures. 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 inservice programs (see Section 2.G). Licensed and certified staff must remain up-to-date on all required trainings. Signature Health has a Credentialing Specialist on staff who monitors the credentials of current staff members and makes sure all necessary training is obtained.

Exhibit II

Section 4
Applicant Budget
Attachment B
Family Planning
Services

**Applicant Budget
Summary**

Applicant: Signature Health	<i>Family Planning Services</i>
Date From: October 1, 2021	To: September 30, 2022

	Program	TANF
I. Staff		
A. Salaries	\$ -	\$ 21,701.11
B. Payroll-Related Expenses	\$ -	\$ 4,897.78
Total Staff Costs	\$ -	\$ 26,598.88
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	\$ -	\$ 26,598.88
IV. Minus Other Program Resources	\$ -	\$ -
Total Program Costs	\$ -	\$ 26,598.88

Budget Computation

Total Operating Expenses	\$ -	\$ 26,598.88
Divided by Total Operating Units		100.00
= Unit Rate	#DIV/0!	265.99
Unit Rate	#DIV/0!	265.99
X number of units purchased		100.00
= Total Contract Amount	#DIV/0!	\$ 26,598.88

Unit = Example: 1 meal, 1 hour

Unit - 1 visit

II. A. Travel and Short-Term Training

	Entire Program		TANF Project
Mileage Reimbursement rate per mile:	\$ -	\$ -	\$ -
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 (<i>identify</i>)	\$ -	\$ -
Other (<i>identify</i>)	\$ -	\$ -
Total Consumable Supplies	\$ -	\$ -

II. C. Occupancy Costs

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

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	\$ -	\$ -



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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

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

Contractor's Information:

Name: ,
Organization: **Signature Health**
Date: **9/16/2021 2:02:14 PM**

This search produced the following list of 1 possible matches:

Name/Organization	Address
2 B Natural by Design Enterprises, Inc.	2059 Big Tree 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.

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: Colleen M. O'Toole
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/13/2021

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 2021 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 **\$6,649.74**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Signature Health, Inc.**



David Thomas
Ashtabula County Auditor

Date: 9/22/21