RESOLUTION APPROVING SENIOR SERVICES SUBGRANT AGREEMENTS WITH VARIOUS ENTITIES FOR CHORE, HOME DELIVERED MEALS, HOMEMAKER, PERSONAL CARED, PROTECTIVE SERVICES, INDEPENDENCE & WELLNESS PROGRAMS/CONGREGATE MEALS/COMPANIONSHIP SERVICES; AND TRANSPORTATION SERVICES, CONTRACT NO'S: 22-4001-S, 22-4002-S, 22-4003-S, 22-4004-S, 22-4005-S, 22-4006-S, 22-4007-S, 22-4008-S, 22-4009-S, 22-4010-S, 22-4011-S, 22-4012-S, 22-4013-S, 22-4014-S, 22-4015-S, 22-4016-S, 22-4017-S, 22-4018-S, 22-4019-S, 22-4020-S, ACDJFS

WHEREAS, on November 2, 2021 by Resolution No. 2021-411, proposals were awarded for Senior Levy Services; and

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

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: January 1, 2022 and ending December 31, 2022

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

CHORE SERVICES:

ASHTABULA CO. COUNCIL ON AGING **Contract No.:** 22-4003-S
Provider: Ash. Co. Council on Aging, 4148 Main Ave., Ashtabula, OH 44004
Cost: **Not to Exceed, $27,706.13**

CONNEAUT HUMAN RESOURCE CENTER **Contract No.:** 22-4004-S
Provider: Conneaut Human Resource Center, 327 Mills St., Conneaut, OH 44030
Cost: **Not to Exceed, $1,960.00**

COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 22-4005-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: **Not to Exceed, $7,325.50**

HOMEMAKER SERVICES:

ASHTABULA COUNTY COMMUNITY ACTION AGENCY **Contract No.:** 22-4012-S
Provider: Ashtabula County Community Action Agency, P.O. Box 2610, Ashtabula, OH 44004
Cost: **Not to Exceed, $49,000.00**

CONNEAUT HUMAN RESOURCE CENTER **Contract No.:** 22-4013-S
Provider: Conneaut Human Resource Center, 327 Mills St., Conneaut, OH 44030
Cost: **Not to Exceed, $22,659.56**

COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 22-4014-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: **Not to Exceed, $99,807.12**

HOME DELIVERED MEALS:

COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 22-4001-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: **Not to Exceed, $230,923.28**

ASHTABULA COUNTY COMMUNITY ACTION AGENCY **Contract No.:** 22-4002-S
Provider: Ashtabula County Community Action Agency, P.O. Box 2610, Ashtabula, OH 44004
Cost: **Not to Exceed, $309,687.84**

PROTECTIVE SERVICES:
CATHOLIC CHARITIES OF ASHTABULA COUNTY **Contract No.:** 22-4011-S
Provider: Catholic Charities of Ashtabula County, 4200 Park Ave. 3rd Floor, Ashtabula, OH
Cost: **Not to Exceed, $56,868.32**

PERSONAL CARE SERVICES:
ACMC REGIONAL HOME HEALTH SERVICES **Contract No.:** 22-4015-S
Provider: ACMC Regional Home Health Services, P.O. Box 1428, Ashtabula, OH 44005
Cost: **Not to Exceed, $127,008.00**

COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 22-4016-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: **Not to Exceed, $56,743.95**

SENIOR TRANSPORTATION PROGRAM:
COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 22-4018-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: **Not to Exceed, $311,876.08**

ASHTABULA COUNTY TRANSPORTATION SYSTEM (ACTS) **Contract No.:** 22-4017-S
Provider: Ashtabula County Transportation System, 2924 Donahoe Drive, Ashtabula, OH 44004
Cost: **Not to Exceed, $70,141.34**

INDEPENDENCE & WELLNESS PROGRAMS/CONGREGATE MEALS/COMPANIONSHIP SERVICES:
CONNEAUT HUMAN RESOURCE CENTER **Contract No.:** 22-4006-S
Provider: Conneaut Human Resource Center, 327 Mills St., Conneaut, OH 44030
Cost: **Not to Exceed, $29,988.00**

COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 22-4007-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: **Not to Exceed, $75,213.04**

ASHTABULA COUNTY COMMUNITY ACTION AGENCY **Contract No.:** 22-4009-S
Provider: Ashtabula County Community Action Agency, P.O. Box 2610, Ashtabula, OH 44004
Cost: **Not to Exceed, $5,390.00**

ASHTABULA CO. COUNCIL ON AGING **Contract No.:** 22-4010-S
Provider: Ash. Co. Council on Aging, 4148 Main Ave., Ashtabula, OH 44004
Cost: **Not to Exceed, $52,606.40**

COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 22-4020-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: **Not to Exceed, $5,271.42**

GENEVA AREA SENIORS CORP. **Contract No.:** 22-4008-S
Provider: Geneva Area Seniors Corp., 62 W. Main St, Geneva, OH 44041
Cost: **Not to Exceed, $72,300.48**

Ashtabula County YMCA. **Contract No.:** 22-4019-S
Provider: Ashtabula County YMCA, 263 West Prospect Rd, Ashtabula, OH 44004
Cost: **Not to Exceed, $36,614.91**

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

ASHTABULA COUNTY COMMISSIONERS

CERTIFICATION PAGE

Resolution No. 2021-434 **November 23, 2021**

RESOLUTION APPROVING SENIOR SERVICE SUBGRANT AGREEMENTS FY2022

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

VOTE:

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

CERTIFICATE OF CLERK

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

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

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
HOME DELIVERED MEALS

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Country Neighbors Program, Inc.,** located at **39 South Maple Street, Orwell, Ohio 44076** to provide **Home Delivered Meals** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

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

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

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

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

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

   Home Delivered Meals: $230,923.28 and shall not exceed the actual cost of service.

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

$8.18 per unit of Home Delivered Meals as described in Exhibit II (subgrantee budget)
(A unit = one meal)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor on a monthly basis in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

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

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

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

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

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

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

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

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

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

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

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

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

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

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

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

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

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

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

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

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

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

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

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

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

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

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

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

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

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

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

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

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

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

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

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

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

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

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

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

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

42. **Accreditation and Compliance with Tax, License and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

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

44. **Miscellaneous Provisions**

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

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

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

SIGNATURES:

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

11/3/21
Date

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11-15-21
Date

11/29/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix V
ACJFS RFP #5-22
Ashtabula County Senior Services Levy
Home Delivered Meals
Program Description

Home Delivered Meals

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) meal will be one unit of service.
Area to be served: Ashtabula County or portions thereof.

This program serves Ashtabula County seniors age 60 and over. Funding is provided through the Ashtabula County Senior Services Levy. The program consists of services or activities designed to prepare and deliver one or more meals a day to an individual's residence to prevent institutionalization, malnutrition, and isolation. A meal must meet the standards established by the Older Americans Act and comply with the Dietary Guidelines for Americans published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture. ACJFS seeks to sustain home delivered meal services in the County to ensure that this service is available to residents who meet the eligibility criteria. Applicant proposals must demonstrate ability and experience in providing the service.

Applicants must comply with the following sections of the Ohio Administrative Code: 173-4-02, 173-4-03, 173-4-04.1 (with the exclusion of item B-4), 173-39-02.14

Applicant must be in good standing with the local health department and/or United States Department of Agriculture, as documented by attaching a copy of the most recent Ohio Department of Agriculture/Ohio Department of Health Standard Inspection Report of each preparation site and a copy of a current Food Service License for preparation sites.

July 2021

Country Neighbor Program, Inc.
Section 1
Applicant Information
Attachment A

Applicant Information

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): 39 South Maple Street

ADDRESS: Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Anita Sherman EMAIL: Anita.Sherman@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: Tina.Hansel@countryneighbor.org

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 27, 2021

July 2021

Country Neighbor Program, Inc.
Section 2 (K)
Representations, Assurances, and Certifications Document

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

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

Barbara Klingensmith, Executive Director (440)437-6311

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

Barbara Klingensmith, Executive Director (440)437-6311

The legal status of the Applicant's organization Not for Profit 501(c)(3) Organization

Date of establishment/incorporation: March of 1981

Federal Employer Identification Number (FEIN): 34-1331627

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

If yes, name of parent company: _____

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

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

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

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

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

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

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

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

ACJFS RFP #5-22
Home Delivered Meals

July 2021

Country Neighbor Program, Inc.
Section 3
Program Planning and Development

SECTION 3
COUNTRY NEIGHBOR PROGRAM, INC.

HOME DELIVERED MEALS PROGRAM
PROGRAM PLANNING AND DEVELOPMENT

A. 1. Program Description and Proposed Service

Country Neighbor is proposing to provide 31,560 hot home delivered meals for 185 unduplicated individuals residing throughout the southern half of Ashtabula County at a unit rate of $8.18 representing a 1% increase. The increase is necessary due to the rising cost of operations and the need to offer more competitive wages in today's job market. This is the first unit rate increase request since 2018. We held off increasing our rate for as long as we possibly could.

It is not uncommon to receive an average of 5 home delivered meals requests on a weekly basis. We have just recently had to implement a wait list in home delivered meals, again. As of today, we have 8 waiting.

We are projecting voluntary contributions in the amount of $7,000 and rebates on food purchased at $350. During the pandemic, we have seen an increase in voluntary contributions as compared to the last several years which we had experienced dramatic decreases.

All meals are packaged in a plastic type tray which is dual oven approved, either microwave or conventional oven. The tray is also freezer safe. It is not hot to the touch unlike the aluminum trays. The lidding is a clear plastic that is heat sealed with a special machine. The participants have expressed a great deal of satisfaction with our delivery system.

Client needs, likes and dislikes are considered when planning the menu. All meals are labeled with the ingredients, production date, and consume by date. If it is a "special" meal, the client's name is put on a post-it note by the driver so they know who that meal has been specially prepared for.

In 2020, Country Neighbor has expanded from four routes to seven meal routes which cover the southern 3 tiers of townships. Two additional routes go into northern Trumbull County. The Trumbull County routes, at times, deliver to Ashtabula County clients on their way into northern Trumbull County.

Generally, after a referral is received, assessments are completed within 2 to 3 days. Unless there is a waiting list, clients can usually expect service to begin within 24 to 48 hours, after the assessment process. Even if we have a waiting list, clients are still assessed so that we can complete the Prioritization Checklist

to determine their placement on the list. We always try to serve the Priority 1's as quickly as possible.

Some people are short term participants, dependent upon health conditions but others have been on the program for an extended period of time. Each individual situation is unique.

The home delivered meal program does more than "just" meet the client's nutritional need. It provides daily contact with individuals who, often times do not have anyone else to check on them. It also provides a warm, friendly smile and conversation in many lonely, isolated lives of our south county neighbors. Over the years, our drivers have found clients who have fallen, suffered a serious illness, or even passed on.

2. Need for the Service

Statistical data for Ashtabula County indicates that we are 79th out of 88 (1 being the best and 88 the worst) for factors that impact health outcomes. We also have the 6th highest rate of seniors below 200% of poverty among Ohio's 88 counties. Add in the fact that our senior population is growing at an alarming rate and estimates indicate that we will be approximately 35% more or less by 2030. Together these factors are driving the high demand for senior services in Ashtabula County now and in the future. Malnutrition among the senior population is on the forefront at an increased rate, as well.

In 2020/2021, we experienced a tremendous increase in home delivered meal requests. We know the pandemic played a large role in the service requests. Our senior population became more aware of the services available in the County.

We were fortunate to receive CARES funding from Direction Home of Eastern Ohio in 2020 ($41,723.10) and 2021 ($77,102.90) to help ease the strain. This funding provided meals for an additional 49 unduplicated individuals who would be on a waiting list. As we all know, this funding is a result of the pandemic and will end at some point.

The need continues! We had to implement a waiting list for home delivered meals, again. As of today, we have 8 individuals, priority 1 and/or 2 on the list with 4 more assessments being completed by the LPN this week.

3. Experience of the Applicant

Country Neighbor has prepared and delivered hot meals throughout Ashtabula County for well over 27 years. Prior to the passage of the Ashtabula County Senior Services Levy, home delivered meals were nonexistent in the southeastern

quadrant of Ashtabula County and were extremely limited in the southwestern corner of the county.

For the past 9 years, Country Neighbor has been a Summer Food for Children sponsor funded through the Ohio Department of Education. We prepare and deliver lunches for children in the southern half of Ashtabula County during the summer months.

We are monitored by PASSPORT, USDA, Ohio Department of Education, Ohio Department of Agriculture, and the Ashtabula County Health Department.
I believe given the number of years we have been providing home delivered meals, congregate, and more recently, the children's Summer Food Program, we are very experienced in providing meals to individuals.

4. **Statistics of Past Performance**

From January 2020 to December 2020, Country Neighbor delivered 25,632 ACSSL meals to 183 individuals and traveled 51,700 miles throughout "south county". Our average mile per meal is 2.02 miles which indicates that our client base is spread throughout the southern half of the county, not in a concentrated populated area.

See chart for past performance.

Below is a chart depicting Country Neighbor's performance from January 2020 through December 2020 with units and clients served in each township.

Service Area Township, Village, City	Units Provided & Unduplicated Age 60 to 75	Proposed Units & Clients To Be Served 60 to 75	Units Provided & Unduplicated Age 75+	Proposed Units & Clients To Be Served 75+
Andover	3,764/18	3,500/17	5,529/28	5,550/28
Cherry Valley	3/1	50/1	377/3	400/3
Colebrook	271/4	275/3	642/6	650/7
Dorset	171/1	175/1	501/3	500/3
Hartsgrove	41/1	50/1	315/5	325/5
Lenox	0/0	50/1	0/0	50/1
Morgan	1,224/7	1,300/7	1,246/6	1,300/6
New Lyme	187/2	150/1	1,014/8	1,050/9
Orwell	2,554/13	2,750/12	3,766/21	3,988/21
Richmond	477/3	500/3	440/3	500/4
Rome	852/5	850/5	1,440/8	1,475/8
Trumbull	0/0	50/1	446/2	500/2
Wayne	0/0	50/1	260/2	275/2
Williamsfield	1,516/12	1,738/10	1,567/11	1,944/11
Windsor	169/3	265/3	1,217/7	1,300/8

5. **Days and Hours Program Is Available**

All the meals are home cooked and prepared at our Orwell facility, Monday through Friday. Country Neighbor Food Service kitchen staff operate in graduated shifts beginning at 6:00 a.m., with the last person ending their day at 3:00 p.m. Drivers begin delivering meals at approximately 9:15 a.m. Office

hours for Country Neighbor are 7:00 a.m. to 5:00 p.m.

6. **Client Intake**

   a. **Method of Intake**

   Prior to starting services, a complete Service Intake and Assessment tool is completed by the LPN via face-to-face contact in the client's home.

   b. **Intake Process in Detail**

   The Intake Assessment includes name, address, telephone number, date of birth, demographics, financial information, ADL/IADL, service plan, and emergency protocol. All clients will be requested to sign a Release of Information and HIPPA Form. Home delivered meal service will begin within 24 to 48 hours of completed assessment if a waiting list does not exist.

   During the assessment, all clients are assigned a priority number based on a point system from a Nutritional Risk Checklist. Copy of Home Delivered Meal Checklist is included in our RFP packet. Priorities range from Level 1 which is greatest need to Level 5 which is the lowest priority. If we must implement a waiting list only those with a priority number of 1 or 2 are placed on the list. Those with 3 or higher are told they do not qualify at this point, however if their circumstances change, to call the office for a re-evaluation.

   When clients are on a waiting list, the In-Home Services Supervisor will track by spreadsheet the individual's name, date of assessment, priority level, birth date and township. Clients of greatest need are the first ones removed from the waiting list. Referrals from Adult Protective designated as "Priority" are put into service immediately. Country Neighbor staff tries to eliminate a waiting list as soon as a slot becomes available.

   Our experience with all In-Home Services is that the health of our participants is substantially frailer with frequent hospitalizations. Sometimes these become extended with rehabilitation stays or institutionalization (long term or short term). Therefore, the units of services in these programs tend to fluctuate. The need for In-Home Services, including home delivered meals continues to outpace the available funding.

   The drivers are in the homes 5 days per week. They become very familiar with the client's health status. Drivers must physically see the individuals when they deliver the meal. They recognize and immediately report to their supervisor if someone is in a situation that needs attention.

They also report if an individual's health status improves or if a client has family who moves into the home. There is constant communication between the drivers and the office staff so that as situations occur we address them. Therefore, clients are almost assessed daily.

Also, if clients receive homemaker or personal care, the LPN performs in home Supervisory visits, as required by the service specs. If there are no changes reported in a 185-day period, the assessor will do a status update either via the telephone or in home, depending upon the client's situation. If services are no longer appropriate, clients are discharged from the program. Generally, clients will discharge themselves as health status warrants.

c. Client Intake Tool

Client Intake Tool included in RFP.

7. Source and Amounts of Federal, State, And Local Funding For Home Delivered Meals

Country Neighbor is a PASSPORT provider for home delivered in Ashtabula County. PASSPORT serves a very limited number of the population. Less than 1% of our meals are PASSPORT. In 2020, we received $10,887.50 to provide 1,675 meals. The maximum approved rate from PASSPORT is $6.50 per meal, per Medicaid waiver program.

However, in 2020, due to the pandemic, we received $41,723.10 in CARES funding from Direction Home of Eastern Ohio to assist with home delivered meals. The allocation provided 5,151 additional meals at a unit rate of $8.10.

In 2021, we received more CARES funding from Direction Home of Eastern Ohio for additional home delivered meals. We were fortunate to receive an additional $77,102.90 to serve 9,519 meals at a unit rate of $8.10. Currently, we are serving 42 unduplicated individuals with this funding.

In 2020/2021, we also received $23,814 in Title XX funds for home delivered meals which provided 2,940 meals for 18 unduplicated individuals at a unit rate of $8.10. The priority population for this funding is those individuals under 60 with a medical need for the service. Again, this funding is extremely limited.

8. Service Collaboration/Coordination

Country Neighbor works with the social service agencies, Veterans Administration, Ashtabula County Job & Family Services staff, hospitals, and

physician's offices located throughout Ashtabula County. With home delivered meals, Community Action provides the meals in the north and Country Neighbor provides meals in the south. When addressing the central area of the county, we look to see which agency may be the better fit for the specific situation, taking into consideration such things as waiting lists and distance from current clients.

B. Specific Measurable Objectives

Country Neighbor is a multi-purpose community center providing a focal point for services to assist individuals and families by providing a "service support system" enabling seniors to stay in their home for as long as possible without jeopardizing health and safety issues.

The home delivered meal program does more than "just" meet the client's nutritional need. It provides daily contact with individuals who, often times do not have anyone else to check on them or have family not living close by. It also provides a warm, friendly smile and conversation in many lonely, isolated lives of our elderly neighbors.

The home delivered meals program provides a "safety check" for their wellbeing. Over the years, our drivers have found clients who had fallen, suffered a serious illness, or have passed away during the night or weekend. We are able to dispatch emergency medical assistance and provide notification to family members of the crisis situations.

Measurable Objective:

- To provide 31,560 hot, homecooked nutritious meals for 185 seniors 60 and older residing in southern Ashtabula County

Impact:

- Seniors receiving meals will eat a well-balanced, nutritious meal at least once per day
- Evidence shows older adults need more dietary protein foods to support good health, promote recovery from illness and maintain functionality

Strategies:

- Complete Intake and Assessment documents prior to start of service
- Daily delivery documentation completed by office staff and drivers
- Ongoing supervisory visits by LPN to determine health status of clients

C. Organizational Structure

Country Neighbor began in 1977 and was incorporated in March of 1981. The

mission of the organization is help people remain independent by providing supportive services enhancing their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, personal care, prescription assistance, emergency food, rental/utility assistance, socialization, education, and wellness activities.

Generally, our service area consists of the southern most 15 townships in Ashtabula County and the northern most 20 townships in Trumbull County.

The Ashtabula County Food Bank (Country Neighbor) serves 18 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2020, we distributed over 2 million pounds of food to the partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Direction Home of Eastern Ohio, Ashtabula County Job & Family Services, Ohio Department of Job and Family Services, United States Department of Agriculture, Trumbull County Senior Services Levy, and the United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meet monthly, generally, the last Monday of each month. **(List attached)**

An Organizational Chart is attached.

D. Provider/Staff Qualifications

1. Staff Associated with the Home Delivered Meals Program

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the project. She has been with the organization since 1983.

Assistant Director: Directly responsible for fiscal responsibilities, payroll, financial reporting processes of the program and the human resources function of staff training schedules and benefit activities of the agency. Also assist the Executive Director with the day-to-day operations of the program.

Administrative Assistant/Bookkeeper: Assist the Assistant Director with fiscal responsibilities, payroll, financial reporting, clerical duties, reporting, etc.

In-Home Services Supervisor: Is responsible for the implementation of the program. She reports to the Executive Director and is responsible for ensuring home visit/assessment completion with the customers in partnership with the LPN and the Registered Nurse. Assists the Executive Director with the overall

implementation of the program and employee management.

Receptionist: Perform all clerical responsibilities, answers telephone, directs clients, and filing of records of central filing system.

Data Support/Backup Receptionists: Covers the desk and telephone when the receptionist is not available. Responsible for the daily clerical responsibilities of the home delivered meals program, such as data collection/entry into the data base, run daily delivery sheets for drivers, review of daily service delivery sheets and completion/accuracy of client files

LPN Assessor: Responsible for the initial assessments and ongoing reassessment process.

Facility Maintenance: Responsible for cleaning and maintenance of kitchen area.

Drivers: Responsible for the daily delivery of meals to clients' homes. Training in meal service and delivery is required.

Food Service Supervisor: Her responsibilities include but are not limited to, assisting with menu planning, supply ordering, meal preparation, safety/proper food handling procedures, inventory control, supervision of service staff and assist with quality assurance.

Food Service Assistants: Assist the Food Service Supervisor with the daily preparation of meals.

Job Descriptions Attached

2. Employee Training Program

Country Neighbor Program, Inc. will provide orientation, initial and ongoing training for food service and delivery staff utilizing the following outline. Food service personnel will receive not less than 4 hours per year of specific training related to food handling, preparation and service, as well as blood borne pathogens training. The Food Service Supervisor and her backup assistant are trained and certified in ServeSafe.

Delivery drivers will receive training specific to food handling, temperature monitoring and emergency response, in addition to their ongoing driving/vehicle inspection training, Distracted Driving and the Defensive Driving Training.

3. Capacity of Volunteers in the Program

Country Neighbor uses volunteers and OWF workers in the kitchen in limited capacity, for example dishwashing. Due to the food regulations, workers come and go and we do not have the ability to "train" them, as required.

Due to the time commitment of the daily routes and the ongoing training requirement, it has been difficult to have volunteer delivery staff on an ongoing basis, therefore, we do not use volunteers in our delivery program.

EXHIBIT II

ACJFS RFP #5-22
Home Delivered Meals

July 2021

Country Neighbor Program, Inc.
Section 4
Applicant Budget
(Attachment B)

Applicant Budget

Summary

Applicant: Country Neighbor Program, Inc. (Home Delivered Meals) Revised	
Date From: January 1, 2022	**To: December 31, 2022**

		Amount
I. Staff		
A. Salaries	$	115,069.00
B. Payroll-Related Expenses	$	12,343.00
Total Staff Costs	$	127,412.00
II. Operations		
A. Travel and Short-Term Training	$	1,075.00
B. Consumable Supplies	$	90,095.00
C. Occupancy Costs	$	5,480.00
D. Contract and Professional Services	$	7,150.00
E. Other - Miscellaneous	$	7,261.28
Total Operational Costs	$	111,061.28
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	100.00
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	100.00
Sub- Total of All Costs	$	238,573.28
IV. Minus Other Program Resources	$	7,650.00
Total Program Costs	$	230,923.28

Budget Computation

Total Operating Expenses	$	230,923.28
Divided by Total Operating Units		28,230.00
= Unit Rate	$	8.18

Unit Rate	$	8.18
X number of units purchased		28,230.00
= Total Contract Amount	$	230,923.28

Unit = 1 mile

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$77,500	Annual	4.00%	$ 3,100.00
Assistant Director	$50,000	Annual	4.00%	$ 2,000.00
Administrative Assistant/Bkkp	$33,280	Annual	8.01%	$ 2,665.00
In-Home Services Supervisor	$30,160	Annual	10.00%	$ 3,016.00
Receptionist I	$22,880	Annual	2.08%	$ 475.00
Data Support/Backup Recpt	$49,920	Annual	2.50%	$ 1,250.00
LPN Assessor	$27,300	Annual	12.82%	$ 3,500.00
RN Supervisor	$ 2,475.00	Annual	5.05%	$ 125.00
Facility Maintenance	$ 10,400.00	Annual	19.23%	$ 2,000.00
Delivery Drivers	$ 111,240.00	Annual	37.79%	$ 42,038.00
Food Service Supervisor	$ 30,160.00	Annual	62.00%	$ 18,700.00
Food Service Assistants	$ 58,240.00	Annual	62.16%	$ 36,200.00
Total Salaries				$ 115,069.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 8,803.00
Worker's Compensation	$ 2,590.00
Unemployment Insurance	$ 500.00
Retirement Expenses	$ 175.00
Hospitalization	$ -
Other (Life Insurance)	$ 275.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 12,343.00

II. A. Travel and Short-Term Training

	Amount	
Mileage Reimbursement rate per mile: .56 per mile	$	950.00
Short-Term, Training	$	125.00
Total Travel and Short-Term Training	$	1,075.00

II. B. Consumable Supplies

Type	Amount	
Office Supplies	$	725.00
Cleaning Supplies	$	120.00
Other *(Fuel)*	$	9,250.00
Other *(Food/Nonfood)*	$	80,000.00
Total Consumable Supplies	$	90,095.00

II. C. Occupancy Costs

	Amount	
Rent	$	1,200.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	$	150.00
Utilities (if not included in rent) must be itemized		
Heat	$	900.00
Electric	$	1,800.00
Water	$	500.00
Telephone	$	570.00
Sewer	$	-
Other *(Garbage)*	$	360.00
Other *(identify)*		
Total Occupancy Costs	$	5,480.00

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

Identify Each Contract of Service	Amount	
Audit	$	1,500.00
D & O Insurance	$	350.00
Liability Insurance	$	500.00
Vehicle Insurance	$	2,650.00
Technology	$	1,800.00
Employee Testing	$	250.00
Contract Labor	$	100.00
Total Contract & Services Costs	$	7,150.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount	
Licensure	$	250.00
Advertising	$	50.00
Dues & Subscriptions	$	75.00
Equipment Maintenance & Repair	$	361.00
Vehicle Maintenance & Repair	$	6,500.00
Miscellaneous Expense	$	25.28
Total Miscellaneous Costs	$	7,261.28

III. Equipment

A. Equipment Depreciation

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

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

Item	Quantity	Amount
Delivery Bags/Coolers Replacements	3	$ -
Packaging Equipment Replacements		$ 100.00
Total Small Equipment Purchases		$ 100.00

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Participant Contributions	$ 7,250.00
Rebates	$ 400.00
Total Other Resources	$ 7,650.00

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor c
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program Inc.**
Date: **11/12/2021 10:13:38 AM**

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

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lawrence County Educational Service Center	304 N. 2nd Street
Lawrence County Schools Council of Governments	304 N. 2nd Street
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes 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 aw 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 Subgrant agreement between Ashtabula County Job & Family Services and **Country Neighbor Programs, Inc.** for **Home Delivered Meals** programs

Approved as to Legal Form Only:

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

Date: 10/28/2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
HOME DELIVERED MEALS

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Ashtabula County Community Action Agency,** located at **4200 State Road, Ashtabula, Ohio 44004** to provide **Home Delivered Meals** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

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

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

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

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

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

Home Delivered Meals: **$309,687.84** and shall not exceed the actual cost of service.

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

$8.10 per unit of Home Delivered Meals as described in Exhibit II (subgrantee budget)
(A unit = one meal)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

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

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

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

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

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

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

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

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

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

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

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

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

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

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

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

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

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

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

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

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

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

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

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

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

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

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

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

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

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

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

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

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

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

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

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

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

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

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

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

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

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

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

44. **Miscellaneous Provisions**

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

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

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

SIGNATURES:

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

11/3/2021
Date

Judith Barris, Executive Director
Ashtabula County Community Action Agency

11/15/21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix I
ACJFS RFP #5-22
Ashtabula County Senior Services Levy
Home Delivered Meals
Program Description

Home Delivered Meals

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) meal will be one unit of service.
Area to be served: Ashtabula County or portions thereof.

This program serves Ashtabula County seniors age 60 and over. Funding is provided through the Ashtabula County Senior Services Levy. The program consists of services or activities designed to prepare and deliver one or more meals a day to an individual's residence in order to prevent institutionalization, malnutrition, and isolation. A meal must meet the standards established by the Older Americans Act and comply with the Dietary Guidelines for Americans published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture. ACJFS seeks to sustain home delivered meal services in the County to ensure that this service is available to residents who meet the eligibility criteria. Applicant proposals must demonstrate ability and experience in providing the service.

Applicants must comply with the following sections of the Ohio Administrative Code: 173-4-02, 173-4-03, 173-4-04.1 (with the exclusion of item B-4), 173-39-02.14

Applicant must be in good standing with the local health department and/or United States Department of Agriculture, as documented by attaching a copy of the most recent Ohio Department of Agriculture/Ohio Department of Health Standard Inspection Report of each preparation site and a copy of a current Food Service License for preparation sites.

ACJFS RFP #5-22
Home Delivered Meals

July 2021

Section 1
Applicant Information
Attachment A

Attachment A
Applicant Information Page

Applicant Information

AGENCY / ORGANIZATION NAME: Ashtabula County Community Action Agency – Home Delivered Meal

ADDRESS: PO Box 2610, Ashtabula, Ohio 44005-2610

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

SERVICE SITE (if different than above): ACCAA State Road Building

ADDRESS: 4200 State Road, Ashtabula, Ohio 44004

PHONE: 440-998-3244 FAX: 440-998-0973

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Judith Barris

PROGRAM COORDINATOR: Diana Brook EMAIL: dbrook@accaa.org

FISCAL CONTACT: Renee Sherman EMAIL: rsherman@accaa.org

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

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

TITLE: Executive Director DATE: July 29, 2021

ACJFS RFP #5-22
Home Delivered Meals

July 2021

Section 2 (K)
Representations, Assurances, and Certifications Document

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Ashtabula County Community Action Agency

Company Address: PO Box 2610, Ashtabula, OH 44005-2610

Telephone Number: 440-997-5957 FAX: 440-992-3319

The name and telephone number of the person(s) who has the authority to submit Proposal:
Alissa Holdson- 440-990-1721
Diana Brook- 440-990-1778

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

Judith Barris- 440-997-5957

The legal status of the Applicant's organization 501 c 3

Date of establishment/incorporation: 1965

Federal Employer Identification Number (FEIN): 34-1059824

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

If yes, name of parent company: _____

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

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

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

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

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

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

The Applicant certifies it is a drug-free work place? __X Yes ____ No

The Applicant certifies it is not delinquent on any Federal debt? __X Yes ____ No

Section 3
Program Planning and Development

Ashtabula County Community Action Agency
Senior Services Levy – FY 2022 Home Delivered Meal Program
Section 3 - Program Planning and Development

A. Program Description

1. The ACCAA Home Delivered Meal Program provides fresh, nutritious meals to homebound seniors, ages 60 and older, who cannot obtain or prepare nutritious meals for themselves on a daily basis due to poor physical or mental health. The delivery of these meals to older individuals enables them to remain in the familiarity of their homes in spite of their limitations and prevents premature institutionalization, malnutrition and isolation. ACCAA offers a client-centered approach to this meal service that allows seniors to choose the type of entrée (hot, frozen or special diet) and delivery schedule (daily, weekly or combination.) Meal delivery drivers conduct safety and wellness checks of the seniors with each delivery. Research studies consistently show that the provision of home delivered meals, especially on a daily delivery cycle, improves the health and well-being of seniors and is less costly than long-term facility care.

The Ashtabula County Community Action Agency (ACCAA) prepares meals daily at its kitchen facility located in Jefferson, Ohio. The nutritious meals meet the standards established by the Older Americans Act and comply with the Dietary Guidelines for Americans published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture. ACCAA has registered dietitians on staff that develop and review the menus for compliance to these standards. Experienced cooks in the agency's food service program prepare the meals each morning and package them using an automated heat-sealing system. The meals are then packed by route and delivered to homebound individuals by a team of meal delivery drivers in the northern half of Ashtabula County.

The ACCAA kitchen is licensed as a frozen food establishment through the Ohio Department of Agriculture and prepares all frozen meals provided to seniors. Frozen meals are used for supper, weekend and holiday meals. They are also available for clients who are not home to accept the daily meal delivery due to dialysis and other medical appointments. Clients who opt for a weekly delivery or combination delivery schedule also receive these frozen meals.

A choice of entrées is available to seniors. Seniors can choose to receive the daily hot meal or a frozen meal. All meals are prepared with no added salt and sugar free options are available when requested. The ACCAA kitchen is certified by the state of Ohio to provide therapeutic renal diets for clients with a doctor's prescription. Renal diets are the most requested special diet. Other requests for special diets are considered, if received. These varied entrée options allow the program to meet individual dietary preferences and restrictions of participating seniors.

A choice of delivery schedules is also available. Seniors may choose to receive a daily delivery of hot or cold meals - Monday through Friday, a one-time weekly delivery of one hot meal and four frozen meals or a different combination of hot and frozen meals. Currently, eighty-nine percent (89%) of seniors participating in the program have chosen the daily delivery schedule, seven percent (7%) have chosen to receive two or more deliveries per week and only four percent (4%) have chosen to receive a weekly delivery. The choice to receive the daily delivery is usually made because of the safety and wellness checks

conducted by the drivers on each individual receiving the meals and the convenience of receiving a ready-to-eat meal.

Daily contact with the drivers is an important component of the program and cannot be overstated. These frequent contacts help to reduce the isolation experienced by many seniors. Drivers also identify minor changes in a senior's physical or mental state. Once detected, the senior's emergency contact is notified of the change in condition. Detecting small health issues early and receiving medical attention in a timely manner helps to prevent more serious emergency situations later. When drivers encounter a senior in a serious level of distress, 9-1-1 is contacted immediately and the driver waits with the senior until EMS arrives. On average, one senior per week is found by the drivers to be in some level of distress. Research also exists to document the importance of the daily contact with drivers. Numerous studies, such as the *More Than a Meal* pilot research study conducted by Brown University's Center for Gerontology and HealthCare Research, show that seniors receiving daily meal deliveries experience improved mental health, improved physical health, have less feelings of isolation and loneliness, experience a reduction in falls, feel safer in their homes and have a higher likelihood of eating healthy than seniors receiving weekly deliveries of frozen meals.

When weather or an emergency condition does not permit deliveries, frozen and shelf stable meals are provided to clients. During the emergency COVID-19 shut down ordered by Governor DeWine this past year, the program continued to provide meals to clients. In order to reduce the number of exposures and protect clients and staff, deliveries were temporarily restricted to one day per week. Each client received one fresh meal and four frozen or shelf stable meals. Drivers were provided with facemasks, face shields, gloves and hand sanitizer for deliveries. Reusable facemasks were also made available to seniors. Social distancing was practiced at each delivery. To ensure the continued safety of clients, daily wellness check phone calls were made to all clients on non-delivery days of the week. Funding sources implemented other precautionary measures including waivers for signature requirements, home visits and other paperwork. Once Governor DeWine lifted restrictions, the program resumed weekly deliveries. Due to the sustained pandemic situation, precautions involving personal protective equipment, social distancing and signature waivers have been maintained and continue to be practiced with each delivery.

The preparation of meals by ACCAA instead of purchasing them from a caterer has enabled the agency to efficiently control costs when purchasing and preparing quality raw food for the meals. It has also allowed the program to tailor meals to the likes and dislikes of clients. Preparing meals at the Jefferson facility keeps Senior Services Levy dollars in the county and supports the local economy as opposed to paying an out-of-county vendor. Because of significant increases in raw food, labor and health insurance costs due to the pandemic, the unit rate for a home delivered meal has increased from $7.92 to $8.10 per meal for fiscal year 2022.

To ensure the efficient delivery of quality meals, client satisfaction is routinely monitored through informal and formal means. Informally, each meal delivery driver asks participants daily about the most recent meal they have consumed. These comments are documented and submitted to the Health and Nutrition Services Director and the ACCAA Food Service Manager. A formal satisfaction survey is conducted annually with all meal recipients to evaluate the quality of the meals and the service delivery. Feedback from the home delivered meal clients is used to develop future menus/recipes, improve the delivery of

service and to measure the overall impact of the service on the lives of seniors participating in the program.

A copy of the Customer Satisfaction Survey is included in the grant application.

2. The most recent census data shows that 19.6 percent of Ashtabula County's residents are age 65 and older. This figure is projected to increase significantly due to our aging population. Projections by the Scripps Gerontology Center at Miami University indicate that this segment of the population will increase to 25.8 percent or 25,445 individuals by the year 2030. Moreover, the population aged 85 and over is projected to increase significantly until the year 2050. In order to meet the needs of this growing senior population, a strong network of agencies and service providers is needed to help older individuals maintain independence and quality of life.

In the area of senior nutrition, such a network exists between funders and service providers. Due to its large geographic size, Ashtabula County is divided into two service areas. This division of service areas helps to ensure the efficient and cost effective delivery of meals. ACCAA serves seniors in the northern half of Ashtabula County while the Country Neighbor Program provides meals to seniors in the southern part of the county. This partnership works very well to ensure continuity of service throughout the county.

3. ACCAA has provided the Home Delivered Meal program for more than fifty (50) years in the county. ACCAA is currently the home delivered meal provider for several funding sources including: Ashtabula County Senior Services Levy, PASSPORT, Ohio Home Care, Title XX, and the Older Americans Act (Title III-C2.) ACCAA has been awarded the Older Americans Act funding (Title III-C2) through the year 2023.

4. The table below shows the number of meals and the unduplicated number of seniors who received meals through Senior Services Levy funding for the period of 1/1/2020 – 12/31/2020.

Ashtabula County Community Action Agency
Home Delivered Meal Statistics

Service Area Township, Village or City	Ages 60 - 75 Served in 2020 Units	Ages 60 - 75 Served in 2020 Unduplicated Clients	Ages 60 - 75 *Proposed 2022 Units*	Ages 60 - 75 *Proposed 2022 Unduplicated Clients*	Ages 76+ Served in 2020 Units	Ages 76+ Served in 2020 Unduplicated Clients	Ages 76+ *Proposed 2022 Units*	Ages 76+ *Proposed 2022 Unduplicated Clients*
Ashtabula City	4,896	31	*5,320*	*40*	6,530	30	*5,320*	*40*
Ashtabula Township	837	7	*931*	*7*	2,995	17	*2,660*	*20*
Austinburg Township	124	1	*133*	*1*	521	4	*532*	*4*
Conneaut City	2612	13	*1,596*	*12*	4,733	26	*4,256*	*32*
Denmark Township	130	2	*133*	*1*	0	0	*133*	*1*
Dorset	278	2	*133*	*1*	0	0	*266*	*2*
Geneva City	1,158	7	*1,197*	*9*	2,723	13	*2,128*	*16*
Geneva-on-the-Lake	0	0	*133*	*1*	129	2	*266*	*2*
Geneva Township	288	1	*133*	*1*	588	3	*665*	*5*

Harpersfield Township	0	0	133	1	162	2	399	3
Jefferson Township	175	1	532	4	774	3	931	7
Jefferson Village	957	4	665	5	1,080	10	1,330	10
Kingsville Township	175	2	399	3	204	2	3\99	3
Lenox Township	0	0	0	0	411	3	399	3
Monroe Township	0	0	133	1	32	3	399	3
Morgan Township	0	0	133	1	0	0	133	1
New Lyme	0	0	133	1	280	1	133	1
North Kingsville Township	57	1	133	1	1,129	6	798	6
Pierpont Township	163	1	133	1	281	2	532	4
Plymouth Township	393	2	133	1	511	3	665	5
Richmond Township	304	2	133	1	203	1	133	1
Rock Creek	178	2	266	2	0	0	399	3
Saybrook Township	1,768	7	1,330	10	1,161	9	1,995	15
Sheffield Township	0	0	0	0	752	4	798	6
Trumbull Township	246	1	133	1	0	0	133	1
Totals	**14,739**	**87**	**14,098**	**106**	**25,199**	**144**	**25,802**	**194**

5. The days and hours of meal deliveries for the Home Delivered Meals program are Monday through Friday, between 10:00 a.m. and 1:00 p.m. All meals are prepared, packaged and distributed from the agency's kitchen located at the Giddings Park Hall, 104 East Jefferson Street, Jefferson, Ohio, 44004. The kitchen is open from 6:30 a.m. until 3:30 p.m., Monday through Friday.

6. Referrals to the program are received from various sources—self-referrals, relatives, friends, neighbors, ministers, hospital nurses, social workers, Adult Protective Services, and senior centers. Referrals are responded to within 24 hours during the regular business week. An initial interview is conducted by phone to determine the urgency of the request, collect basic information, perform a nutrition checklist/assessment, determine preliminary eligibility and identify emergency contacts. If the need is immediate, a meal is ordered and delivered no later than the next day. If the need is not immediate, the referred senior will receive a meal two days after the telephone interview or when requested. The individual is temporarily enrolled in the Home Delivered Meals program until a home visit is conducted. An appointment for the home visit is scheduled within two weeks. This visit allows for further assessment of the need for meals and the completion of program paperwork. Additional needs that may require referrals to other programs and services are also identified. If the senior is not able to prepare regularly his or her own meals, lacks any other support to acquire nutritious meals, and is not able to attend a senior dining site due to physical or emotional difficulties, the individual will continue to receive home delivered meals. When a wait list exists for meals, the person's name and nutrition checklist/assessment score and other factors are recorded for prioritization. As openings become available, individuals with the highest priority scores are added to the program in chronological order.

The home delivered meal is often an integral part of a comprehensive package of in-home services. Referrals to other social service or health care agencies are frequently made during the initial interview

and home visit. If additional needs are identified during the assessment process, information about the 2-1-1 Information and Referral service is provided to the individual.

Adult Protective Service clients referred for meals and identified as priority by ACDJFS will be served immediately regardless of a wait list. All APS clients will be assessed for nutritional risk and program eligibility every ninety days to determine continued need/eligibility for program services. All other meal recipients will be assessed at least annually and after any significant interruption in service.

Copies of the customer intake and assessment tools are included in this application.

7. Please refer to the attached chart for funding and unit rate information for the past five years.

8. ACCAA believes in the importance of fostering strong collaborative relationships with key stakeholders including community service providers, governmental entities, funding sources and others that serve seniors in our county. An example of this is the coordination of the delivery of meals between ACCAA and the Country Neighbor Program. ACCAA is funded to serve customers in the northern half of the county and CNP is the provider of meals in the southern half. When clients live along the service borders, both agencies work together to determine the most efficient delivery route for those customers. The agency also coordinates with other community partners including Adult Protective Services, Catholic Charities, Regional Home Health, the Village of Jefferson, hospice providers, senior centers, libraries, churches, physicians and hospitals in providing meals. ACCAA is a member of various collaborative networks and councils that address issues that affect seniors such as the Ashtabula County Transportation Advisory Committee, Ashtabula County Housing Council, Ashtabula County Health Assessment Committee, Second Chance, Ashtabula County Public Advisory Team, Building Resiliency Together, AIM Higher and the Broadband Taskforce.

The ACCAA Home Delivered Meal Program also participates in other community activities including the Lunch-n-Learn Library program for home delivery of books to seniors, the HALO program and the All County Senior Picnic.

B. Provide specific measurable objectives which reflect what the organization expects to achieve and the impact of the services on the well-being of clients over the course of the funding cycle.

The ACCAA objectives for Fiscal Year 2022 are:

1. Three hundred (300) unduplicated seniors will receive 39,900 home delivered meals.
2. Ninety percent (90%) of the seniors receiving meals will indicate that they feel the home delivered meal service has helped them to remain in their homes and avoid institutionalization.
3. Ninety percent (90%) of the seniors receiving meals will indicate that they feel the home delivered meal service has helped them to maintain or improve their health status.

These objectives will be measured using the Delivery Route Sheets that document receipt of the meals and the Customer Satisfaction Surveys that are conducted annually.

In order to measure the impact of the services provided during FY20, customer satisfaction surveys were distributed to 388 home delivered meal clients. Of that number, one hundred sixty-five (165) clients

completed and returned a survey. The results of the survey and delivery route sheets indicate the following impact of services provided during this previous funding cycle.

FY20 Objective #1: Three hundred five (305) unduplicated seniors will receive 43,844 home delivered meals. Results: This objective was revised since the Levy funded 39,900 meals for fiscal year 2020 and not 43,844 as anticipated. Results for FY20 were two hundred thirty-one (231) unduplicated seniors received 39,938 meals. The agency exceeded the number of funded meals; however, the number of unduplicated seniors was lower than projected. The COVID-19 pandemic caused the majority of seniors receiving meals to remain homebound for safety reasons and not miss meals or take themselves off the program. The homebound seniors stayed on the program for a longer duration than in past years.

FY20 Objective #2: Ninety percent (90%) of the seniors receiving meals will indicate that they feel the home delivered meal service has helped them to remain in their homes and avoid institutionalization. Results: One hundred fifty-four (154) of the 165 survey respondents answered this question. Of the 154 respondents to this question, 136 (88.3%) felt that receiving home delivered meals helped them to remain in their homes. Eighteen of the 154 clients responding (11.7%) felt that the meals did not help them to remain in their homes.

FY20 Objective #3: Ninety percent (90%) of the seniors receiving meals will indicate that they feel the home delivered meal service has helped to maintain or improve their health status. Results: This question was modified to ask if the seniors felt that receiving home delivered meals kept them healthy and safe during the COVID-19 pandemic. One hundred forty-six (146) of the 165 survey respondents answered this question. Of the 146 respondents, 141 (96.6%) indicated that receiving the home delivered meals helped them to feel safe during the pandemic. Four of the 146 clients responding (2.7%) answered no and one client (.07%) indicated maybe.

C. Organizational Structure

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

Community Action has five (5) divisions: Housing & Energy, Head Start, Health & Nutrition Services, Community Development and Admin/Fiscal/Planning. The Home Delivered Meals Program is located in the Health & Nutrition Services Division. The Director of the Health & Nutrition Services division reports directly to the agency Executive Director. Reporting to the Division Director is the Senior Services Program Coordinator. Reporting to the Senior Services Program Coordinator are the Client Service Specialist, the Client Service Specialist/Assessor, the Client Service Specialist/Billing Clerk and the Meal Delivery Drivers. Organizational charts are included as attachments.

The main source of ACCAA's financial support is local, state, and federal grants, as well as some private contributions.

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

A current roster of the ACCAA Board of Directors is included in this grant application.

D. Provider/Staff Qualifications

1. Passionate, experienced and dedicated are some of the words that describe the ACCAA staff involved with the Home Delivered Meal Program. The Project Director has 38 years of social service program/administrative experience and is responsible for the overall program direction, compliance, budgeting and reporting of the program. The Senior Services Program Coordinator reports to the Project Director.

The Senior Services Program Coordinator is responsible for managing the day-to-day operations of all Senior Nutrition Program activities, including the Home Delivered Meal Program. The Client Service Specialist, the Client Service Specialist/Assessor, the Client Service Specialist/Billing Clerk and the Meal Delivery Drivers report directly to the Senior Services Program Coordinator. The Senior Services Program Coordinator is certified as a ServSafe Level II Food Manager.

The CSS/Billing Clerk is responsible for all billing and various program reports and has worked in the program for five years. The Client Service Specialists are responsible for the processing of program referrals and conducting home visits to determine eligibility for services. The Client Service Specialists also act as substitutes for the Meal Delivery Drivers. The Client Service Specialists are certified as ServSafe Level I Food Handlers.

Most of the personnel in the Home Delivered Meal Program are involved in delivery of the meals to the customers. There are currently ten routes, each staffed by a Meal Delivery Driver. All Meal Delivery Drivers are certified as ServSafe Level I Food Handlers and are responsible for compliance with food safety procedures involved with packaging, delivery and monitoring of food temperatures. Years of program experience among the drivers range from one to 12 years.

Others with responsibility in this program include: the Executive Director, the Administrative and Fiscal Directors, the IT Director, the Executive and Administrative Assistants and fiscal staff.

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

2. New agency staff members meet monthly for the first twelve months of employment as part of the agency onboarding program. Topics specific to ACCAA are covered such as agency policies and procedures, agency programs and the agency mission. Other topics presented include ethics, cultural diversity, time management, trauma informed care, community resources, communication, and professionalism. Mid-level

staff members participate in quarterly education and training sessions to foster and promote better leadership skills. Agency staff members are also required to participate in the *Bridges out of Poverty* training.

Each new Senior Nutrition employee attends training that is specific to program responsibilities and needs. Training topics covered with new employees include ServSafe food handling procedures, record keeping and documentation, code of ethics, HIPAA regulations and confidentiality, body mechanics, emergency procedures, mandatory reporting, universal/pandemic precautions, safe driving practices and program policies/procedures. New SNP staff members shadow the coordinator and other experienced staff members who work in the same position. New staff members begin to work independently when they can demonstrate competency with all job duties.

Throughout the year, mandatory in-service trainings are provided for all staff. These trainings include topics that pertain to seniors and the provision of home delivered meals.

3. Volunteers assist with the preparation/packaging of meals, and other activities related to the operation of the program. During FY 2019, thirty-three (33) volunteers worked 2,271 hours in the Home Delivered Meal Program. In FY 2020, three volunteers worked a total of 96 hours before the COVID-19 pandemic occurred and the kitchen was closed to non-essential workers. In the past month, the program has re-opened the kitchen to allow interested individuals to volunteer with the preparation and packaging of meals.

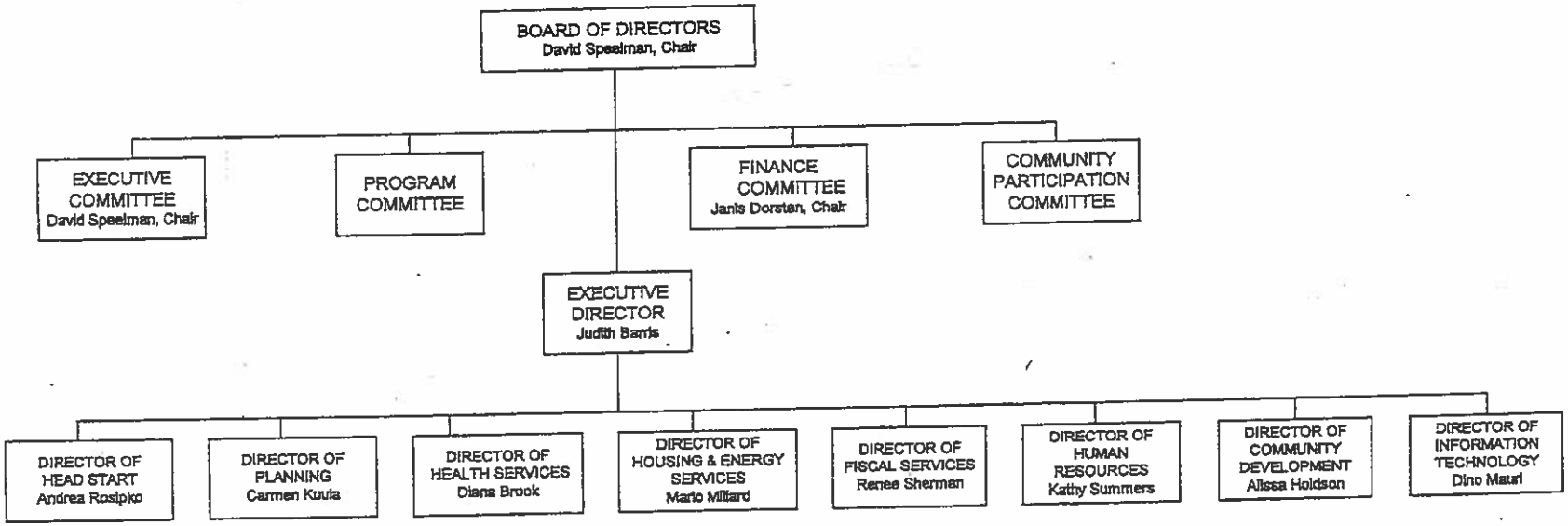
ACCAA

Home Delivered Meals Five Year Funding Report

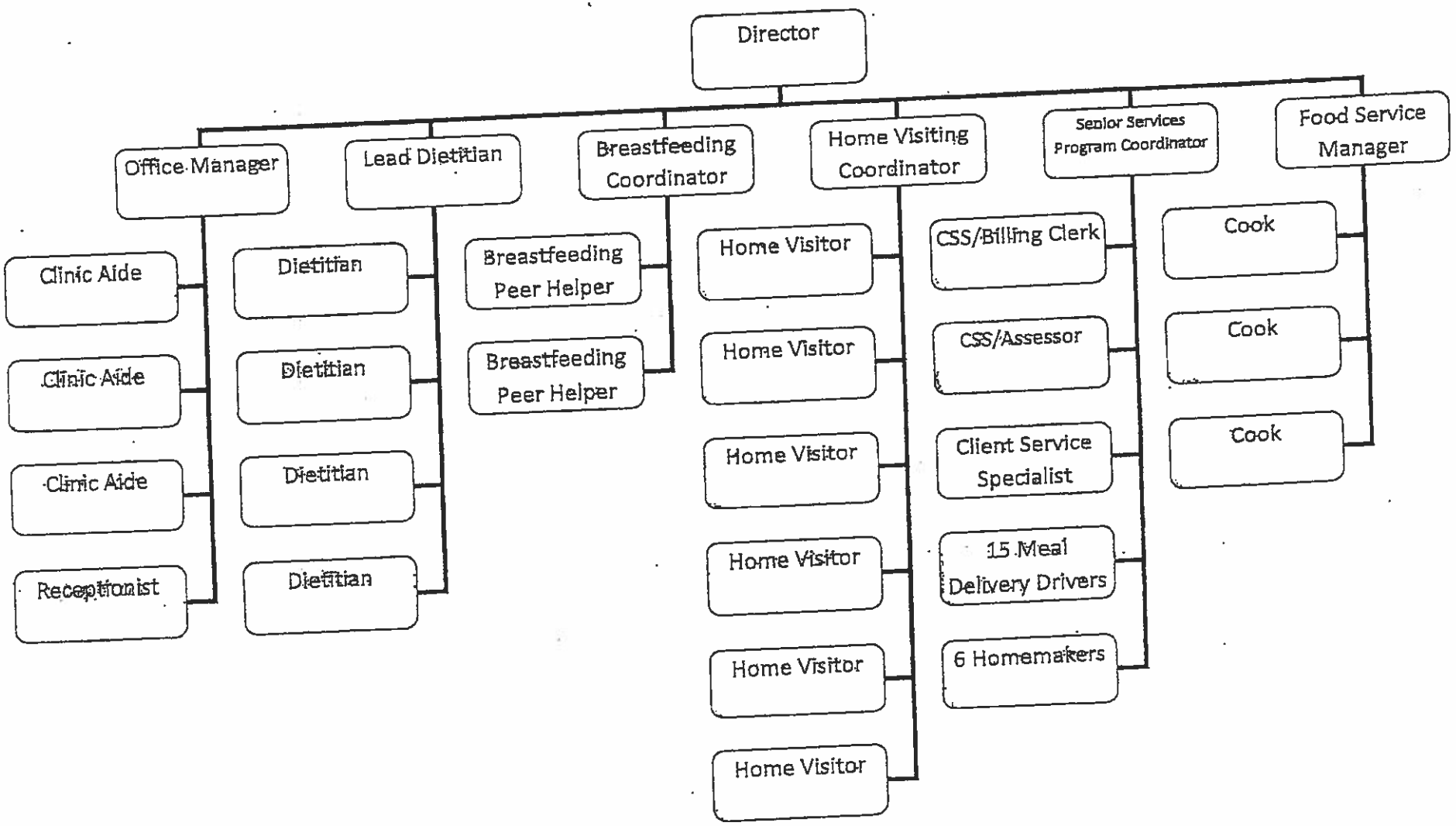
	2021		2020		2019		2018		2017	
Source	Amount	Unit Rate	Amount	Unit Rate	Amount	Unit Rate	Amount	Unit Rate	Amount	Unit Rate
Area Agency on Aging	$ 176,790	$ 6.61	$ 214,713	$ 6.61	$ 121,780	$ 6.61	$ 117,223	$ 6.61	$ 134,719	$ 6.61
Passport	$ 125,000	$ 6.50	$ 125,000	$ 6.50	$ 110,000	$ 6.50	$ 110,000	$ 6.28	$ 105,000	$ 6.28
Ohio Home Care	$ 1,900	$ 6.50	$ 1,670	$ 6.50	$ 1,027	$ 6.50	NA	$ 6.99	NA	$ 6.99
Senior Levy	$ 316,008	$ 7.92	$ 316,008	$ 7.92	$ 316,008	$ 7.92	$ 346,368	$ 8.00	$ 352,293	$ 8.10
Title XX	$ 16,056	$ 7.92	$ 16,056	$ 7.92	$ 16,056	$ 7.92	$ 16,057	$ 8.00	$ 16,057	$ 8.10

ASHTABULA COUNTY COMMUNITY ACTION AGENCY

July 2021



Health and Nutrition Services Division



Revised 7-2019

community action
Helping People. Changing Lives.

Administrative Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

2021 Board of Directors

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Preston Watkins	Ashtabula Area Ministerial Alliance Private Sector
Ms. Lori Pawlowski	Ashtabula County Medical Center Private Sector
Mr. Paul Bolino	Community Counseling Center- ACCHDO Liaison Private Sector
Georgia Klemencic	Growth Partnership for Ashtabula County Private Sector
Mrs. Mary Kay Gersin	City Manager, Geneva Public Sector
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Ms. Annette Griffin	County Commissioner JP Ducro Public Sector
Ms. Renee Howell, Secretary	County Commissioner Katherine Whittington Public Sector
Dr. Debra Barrickman	Ashtabula Area City School Board Public Sector

Continued

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

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

Ashtabula County Community Action Agency
Board of Directors- Page 2

Ms. Tania Burnett	Children's Services Low Income Sector
Ms. Raechal Towner	Head Start Policy Council Low Income Sector
Mr. David Speelman, Chairperson	United Way of Ashtabula County Low Income Sector
Mr. Ron Loos, Vice-Chairperson	Seniors of Ashtabula County Low Income Sector
Ms. Janis Dorsten, Treasurer	Ashtabula Area Board of Realtors Low Income Sector

Job Description

POSITION: Health and Nutrition Services Director

RESPONSIBLE TO: Executive Director

LEVEL/SALARY RANGE: 10

EMPLOYMENT STATUS: Regular, Full Time, Exempt

POSITIONS SUPERVISED: Office Manager, Lead Certifier, Senior Services Coordinator, Home Visiting Program Coordinator, Breastfeeding Coordinator and WIC Breastfeeding Peer Helpers

PRIMARY WORK SITE: Health and Nutrition Services Division

GENERAL RESPONSIBILITIES:

Responsible for all functions within the Health and Nutrition Services Division, particularly as related to grant applications, budget design, service provision, and all aspects of future program development and implementation.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Direct supervision of the Office Manager, Lead Certifier, SNP Coordinator, Home Visiting Program Coordinator, Breastfeeding Coordinator and Breastfeeding Peer Helpers. Responsible as Contract Manager for the Help Me Grow and MIECHV Home Visiting Programs.

Works closely with coordinators and managers to plan and develop customer-focused service programs.

Represents the ACCAA to funding sources, other service agencies, political sub-divisions and the community-at-large.

Ensures compliance with all applicable state and federal laws and regulations.

Interacts with government and professional organizations to advocate legislative and policy changes.

Plans direction Division is going: implement reorganization.

Evaluates new and existing funding sources and programs. Develops and submits grant applications.

Represents division programs to Agency Board of Trustees as requested by Executive Director, updating on program and financial changes.

Advises and assists the Executive Director with all matters affecting the financial operations of the Agency, providing information or materials and performing other such duties as required.

Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions.

SKILLS AND QUALIFICATIONS:

Demonstrated ability to administer a whole program or a portion of a program by: creative deployment of resources; design of the plan/implement/assessment process; and proficient oral and written communication skills.

Will sometimes be required to work evenings, weekends and holidays, and to respond to emergency situations. Required to travel to Agency facilities and community locations. Overnight travel will be required. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

Must comply with ACCAA Drug Free Workplace policy.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____

Signature Date

Revised: 8/18

JOB DESCRIPTION

POSITION: Senior Services Program Coordinator

RESPONSIBLE TO: Health and Nutrition Services Director

LEVEL/SALARY RANGE: 8

EMPLOYMENT STATUS: Regular, Full Time

POSITION SUPERVISES: Site Supervisors, Meal Delivery Drivers, Customer Service Specialist, Billing Clerk, Assessor, Homemakers

GENERAL RESPONSIBILITIES:

Works with the Division Director to implement and monitor senior services in accordance with the Agency mission. Assures compliance with Agency, SNP and Homemaker Services policies and procedures. Coordinates and supervises the daily operations of the senior programs. Monitors customer caseload and billing compliance.

DUTIES AND RESPONSIBILITIES:

1. Effectively supervises staff working in the Senior Nutrition and Homemaker Services Programs. This includes managing daily operations, providing support/motivation and monitoring staff performance.
2. Participates in the hiring process.
3. Develops, presents and maintains training schedules for SNP and Homemaker staff As required.
4. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
5. Serves as contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery.
6. Participates in preparation of grant applications or budget revisions as required.
7. Assures compliance with all applicable internal and external guidelines, requirements and regulations.
8. Represents the Agency at special events, health fairs, meetings and workshops to promote the Senior Nutrition Program, Homemaker Service and ACCAA.
9. Ensures quality service to customers and resolves customer issues and/or concerns.
10. Recruits, supports and trains program volunteers.

11. Substitutes for staff members as needed.
12. Ensures program and staff compliance with all food and physical safety issues related to the Senior Nutrition Program and Homemaker Service Program. Reports all safety incidents/concerns as required.
13. Attends staff meetings and trainings as required.
14. Maintains customer confidentiality as required by ACCAA and funding sources.
15. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will possess at least an Associate's degree in the fields of social/human service, food service management, or business management or possess 2 to 3 years of equivalent work experience. Candidates with Bachelor's degree preferred. Candidates with degrees in other fields may be considered. Must possess supervisory/management experience or demonstration of comparable skills. Must possess excellent computer skills. Must have knowledge of or ability to effectively learn all necessary computer software and database programs.

Candidate must demonstrate ability to work with seniors, low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 40 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____

Signature Date

Reviewed: 5/20

JOB DESCRIPTION

POSITION: Client Service Specialist

RESPONSIBLE TO: Senior Services Program Coordinator

LEVEL/SALARY RANGE: 6

EMPLOYMENT STATUS: Regular, Part Time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:

Works with Agency staff to ensure SNP and Homemaker services are delivered in accordance with the Agency mission.

DUTIES AND RESPONSIBILITIES:

1. Enrolls customers in the appropriate SNP program. Conducts home visits as part of the enrollment process. Maintains appropriate client files and documentation.
2. Answers and routes in-coming phone calls when in office.
3. Enters data in ServTracker and other software programs as required.
4. Substitutes for HDM Drivers and Site Managers. The Customer Service Specialist is the first substitute scheduled.
5. Documents and maintains customer waiting lists.
6. Works with program staff to ensure quality service to customers and helps to resolve customer issues and/or concerns.
7. Assists with SNP staff, Homemaker Service staff, OWF, Mature Services and volunteer trainings as required.
8. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
9. Serves as a contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery.
10. Performs all aspects of the job in compliance with applicable internal and external guidelines, requirements and regulations.
11. Represents the Agency at special events, health fairs, meetings and workshops to promote the Senior Nutrition Program, Homemaker Service and ACCAA.
12. Substitutes for other staff members as needed.
13. Observes and follows all safety policies and procedures related to the Senior

Nutrition and Homemaker Service programs. Reports any unsafe conditions, accidents, injuries and near injuries to the SS Coordinator.

14. Attends staff meetings and trainings as required.
15. Maintains customer confidentiality and abides by code of ethics as required by ACCAA and funding sources.
16. Cross trains with other SNP positions as required.
17. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and possess at least an Associate's degree in the fields of social, human services or business management and/or possess 2 to 3 years of equivalent work experience in the fields of social, human services or a related field. Must be proficient in general computer use. Must have knowledge of or ability to master utilization of all necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation that can be used for meal delivery and home visits, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 50 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

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Signature Date

Revised 8/2018

JOB DESCRIPTION

POSITION: Client Service Specialist/Assessor

RESPONSIBLE TO: Senior Services Program Coordinator

LEVEL/SALARY RANGE: 5

EMPLOYMENT STATUS: Regular, Full Time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:

Works with Agency staff to ensure Homemaker services are delivered in accordance with the Agency mission.

DUTIES AND RESPONSIBILITIES:

1. Enrolls customers in the Homemaker Service and SNP programs. Conducts home visits as part of the enrollment process. Provides on-going client assessments as required by funding sources. Maintains appropriate client files and documentation.
2. Answers and routes in-coming phone calls when in office.
3. Enters data in ServTracker and other software programs as required.
4. Substitutes for Homemakers and SNP Delivery Drivers, if needed.
5. Documents and maintains client waiting lists.
6. Works with program staff to ensure quality service to clients and helps to resolve client issues and/or concerns.
7. Assists with other senior program staff, OWF, Mature Services and volunteer trainings as required.
8. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
9. Serves as a contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery.
10. Performs all aspects of the job in compliance with applicable internal and external guidelines, requirements and regulations.
11. Represents the Agency at special events, health fairs, meetings and workshops to promote the Homemaker Services Program and ACCAA.
12. Substitutes for other staff members as needed.
13. Observes and follows all safety policies and procedures related to the Homemaker

Services and SNP programs. Reports any unsafe conditions, accidents, injuries and near injuries to the SS Coordinator.

14. Attends staff meetings and trainings as required.
15. Maintains customer confidentiality and abides by code of ethics as required by ACCAA and funding sources.
16. Cross trains with other senior program positions as required.
17. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and possess at least an Associate's degree in the fields of social, human services or business management and/or possess 2 to 3 years of equivalent work experience in the fields of social, human services or a related field. Must be proficient in general computer use. Specifically, candidate must be proficient in Excel and Microsoft Word.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation that can be used for meal delivery and home visits, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 50 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____

Signature Date

Revised 8/2018

JOB DESCRIPTION

POSITION: Client Service Specialist/Billing Clerk

RESPONSIBLE TO: Senior Services Program Coordinator

LEVEL/SALARY RANGE: 5

EMPLOYMENT STATUS: Part Time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:

Works with Agency staff to ensure SNP and Homemaker services are delivered in accordance with the Agency mission.

DUTIES AND RESPONSIBILITIES:

1. Prepare and submits invoices to Homemaker and Senior Nutrition Program funding sources for reimbursement.
2. Enrolls customers in the SNP program. Conducts home visits as part of the enrollment process. Maintains appropriate client files and documentation.
3. Prepares customer donation statements. Posts customer donations and reconciles bank statements.
4. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
5. Monitors receipt of payments from funding sources and customers.
6. Resolves customer issues related to donations and private pay accounts.
7. Answers and routes in-coming phone calls.
8. Enters data in software programs as required.
9. Works with program staff to ensure quality service to customers and helps to resolve customer issues and/or concerns.
10. Assists with SNP staff, Homemaker staff, OWF, Mature Services and volunteer trainings as required.
11. Serves as a contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery.
12. Performs all aspects of the job in compliance with applicable internal and external guidelines, requirements and regulations.
13. Represents the Agency at special events, health fairs, meetings and workshops to

promote the Senior Nutrition Program, Homemaker Service Program and ACCAA.

14. Substitutes for other staff members as needed including site managers and drivers.
15. Observes and follows all safety policies and procedures related to the Senior Nutrition Program. Reports any unsafe conditions, accidents, injuries and near injuries to the SS Coordinator.
16. Attends staff meetings and trainings as required.
17. Maintains customer confidentiality and abides by code of ethics as required by ACCAA and funding sources.
18. Performs client assessments via telephone or home visits as required.
19. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and possess at least an Associate's degree in the fields of social, human services or business management and/or possess 2 to 3 years of equivalent work experience in the fields of social, human services or a related field. Must be proficient in general computer use. Must have knowledge of or ability to master utilization of all necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation that can be used for meal delivery and home visits, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 50 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____

Signature Date

Revised 8/2018

Job Description

POSITION: Meal Delivery Driver

RESPONSIBLE TO: Senior Services Program Coordinator

LEVEL/SALARY RANGE: 1

EMPLOYMENT STATUS: Part Time

PRIMARY WORK SITE: Assigned Food Service Kitchen or Dining Site

GENERAL RESPONSIBILITIES:

- Deliver meals to individual homes as assigned.
- Use proper food handling techniques.
- Follow standard safety precautions.
- Accurately complete all necessary paperwork.
- Effectively handle emergency situations.
- Report unusual conditions/occurrences to Senior Services Program Coordinator.
- Adhere to the PASSPORT code of ethics and ACCAA confidentiality policy.
- All employees are required to obey all safety policies and procedures, and report all unsafe conditions, accidents, injuries and near injuries to their supervisor or designee.
- Perform other related tasks.

SKILLS/QUALIFICATIONS:

- Able to relate well with customers, staff and the public.
- Confidentiality in all aspects of program operation must be maintained.
- Must be able to follow both verbal and written directions and have the ability to work as a team member.
- Valid driver's license and automobile insurance required. Driving record must meet Agency standards.
- Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.
- Position requires ability to bend, climb stairs and lift up to 80 lbs.
- All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.
- Must comply with ACCAA Drug Free Workplace Policies

- Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times.
- Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

Signature _____ Date _____

Revised: 8/18

community action
Helping People. Changing Lives.

Health and Nutrition Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Diana Brook
Health and Nutrition Director

JOB DESCRIPTION

POSITION:	**Receptionist**
CLASSIFICATION:	**Human Services**
LEVEL:	**4**
EMPLOYMENT STATUS:	**Full Time (40 HOURS) Full Year (52 WKS)**
RESPONSIBLE TO:	**Office Manager**
SUPERVISES:	**None**
PRIMARY WORK SITE:	**3225 Lake Avenue, Ashtabula**

BASIC FUNCTION: To ensure service to employees and the public by answering in-coming telephone calls and receiving and referring calls to appropriate locations. Receive and assist with visitors in the program office with courteous, knowledgeable and prompt service.

MAJOR RESPONSIBILITIES AND KEY TASKS:

- Receive, route and/or transfer telephone calls to locations as outlined by procedure.
- Receive and transfer of messages, verbal and written, in a clear concise manner.
- Receive and assist Health & Nutrition clients, employees and visitors.
- Respond to the informational needs of co-workers and visitors in a professional friendly manner.
- Participate in planning of communication needs with supervisor and team to provide responsive and quality services to Health & Nutrition clients, employees and visitors.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Preference given to high school graduate with successful related work experience.

EXPECTATIONS:

- Must maintain confidentiality within and out of the program.
- Follow both verbal and written directions.
- Work as a team member.
- Maintain a positive attitude.
- Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.
- Be prompt and maintain good attendance.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by the agency.

ESSENTIAL JOB FUNCTIONS:

- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ADDITIONAL REQUIREMENTS:

- Possess a valid Ohio driver's license; and insurability monitored by the ACCAA insurance carrier.
- Never have had a conviction and agree to a review by the Ohio Bureau of Criminal Investigation and FBI.
- Pass initial and regular drug screenings.
- Perform duties as assigned.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA. E.O.E. D.F.W.P.

_____ _____

Signature Date

4200 State Road, Ashtabula, OHIO 44004

WIC: (440) 998-7515 SNP: (440) 998-3244 HMG: (440) 997-6005 (800) 362-4439 FAX: (440) 998-0973

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

ACJFS RFP #5-22
Home Delivered Meals

July 2021

Section 4
Applicant Budget
(Attachment B)

Applicant Budget

Summary

Applicant: Ashtabula County Community Action Agency - Home Delivered Meal	
Date From: 1/1/22	**To: 12/31/22**

	Amount	
I. Staff		
A. Salaries	$	93,080.90
B. Payroll-Related Expenses	$	24,479.75
Total Staff Costs	$	117,560.65
II. Operations		
A. Travel and Short-Term Training	$	14,500.00
B. Consumable Supplies	$	2,169.00
C. Occupancy Costs	$	2,765.00
D. Contract and Professional Services	$	165,968.19
E. Other - Miscellaneous	$	6,725.00
Total Operational Costs	$	192,127.19
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	309,687.84
IV. Minus Other Program Resources	$	-
Total Program Costs	$	309,687.84

Budget Computation

Total Operating Expenses	$	309,687.84
Divided by Total Operating Units		38,233.07
= Unit Rate	$	8.10

Unit Rate	$	8.10
X number of units purchased		38,233.07
= Total Contract Amount	$	309,687.84

Unit = 1 Meal

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 98,671.00	Annual	3.27%	$ 3,226.54
IT Manager	$ 66,356.00	Annual	3.27%	$ 2,169.84
Human Resource Manager	$ 63,803.00	Annual	3.27%	$ 2,086.36
Executive Assistant	$ 39,431.00	Annual	3.27%	$ 1,289.39
Director, Fiscal Services	$ 63,803.00	Annual	3.27%	$ 2,086.36
Accountant	$ 61,227.00	Annual	3.27%	$ 2,002.12
Administrative Assistant	$ 30,307.00	Annual	3.27%	$ 991.04
Accounts Payable Specialist	$ 31,588.00	Annual	3.27%	$ 1,032.93
Receptionist	$ 21,840.00	Annual	3.90%	$ 851.74
Customer Service Specialist	$ 31,200.00	Annual	43.77%	$ 12,973.43
Customer Service Sp/Assessor	$ 8,736.00	Annual	43.77%	$ 3,632.56
CSS/Billing Assistant	$ 23,790.00	Annual	43.77%	$ 8,850.95
Senior Services Coordinator	$ 39,998.40	Annual	43.77%	$ 15,056.28
Food Deliverers (15)	$ 84,148.00	Annual	43.77%	$ 36,831.36

Total Salaries				$ 93,080.90

I. B. Payroll-Related Expenses

		Amount
PERS or Social Security		$ 7,140.54
Worker's Compensation		$ 2,062.57
Unemployment Insurance		$ 922.20
Retirement Expenses		$ 3,393.32
Hospitalization		$ 10,747.35
Other (*identify*)	Dental Insurance	$ 81.80
Other (*identify*)	Life Insurance	$ 131.97
Other (*identify*)		
Total Payroll-Related Expenses		$ 24,479.75

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.50	$ 14,500.00
Short-Term, Training	
Total Travel and Short-Term Training	$ 14,500.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 219.00
Cleaning Supplies	$ 250.00
Meal Delivery Supplies (Probe Wipes, Thermometer, Hand Sanitizer, Fa	$ 800.00
Gasoline for Delivery Vans	$ 900.00
Total Consumable Supplies	$ 2,169.00

II. C. Occupancy Costs

	Amount
Rent	$ 1,200.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ -
Utilities (if not included in rent) must be itemized	
Heat	$ 150.00
Electric	$ 350.00
Water	$ 40.00
Telephone	$ 800.00
Sewer	$ 25.00
Trash Removal	$ 165.00
Security/Fire	$ 35.00
Total Occupancy Costs	$ 2,765.00

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

Identify Each Contract of Service	Amount
Meals	$ 163,230.19
Workers' Compensation Consultant	$ 115.00
Audit	$ 650.00
Employee Assistance Program	$ 163.00
Background Checks/Drug Testing	$ 400.00
Insurances (Liability, D&O, Vehicle)	$ 1,400.00
COBRA Consultant	$ 10.00
Total Contract & Services Costs	$ 165,968.19

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage	$ 700.00
Memberships	$ 250.00
Copying/Printing	$ 700.00
Software Fees	$ 1,550.00
Staff Recruitment/Advertising	$ 25.00
Non-Personnel Admin/Fiscal Expenses	$ 3,500.00
Total Miscellaneous Costs	$ 6,725.00

III. Equipment

A. Equipment Depreciation

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

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

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

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

Source	Amount
TIII-C2 Funding - $176,790	
NSIP (USDA) - $63,313	
State Block Grant - $4,770	
Passport - $125,000	
TXX - $16,459.20	
Program Generated Income - $30,000	
Ohio Home Care - $1,900	
Total Other Resources	$ -

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor o
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Ashtabula County Community Action Agency**
Date: **11/12/2021 10:05:04 AM**

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 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 aw 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 no 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: An Subgrant agreement between Ashtabula County Job & Family Services and **Ashtabula County Community Action Agency** for **Home Delivered Meals** program

Approved as to Legal Form Only:

By: Colleen M O'Toole

Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 10.28.2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January, 2022** between the Ashtabula County Job & Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Ashtabula County Council on Aging,** located at **4148 Main Ave. Ashtabula, Ohio 44004** to provide **Chore Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

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

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

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

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

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

   Chore: $27,706.13 and shall not exceed the actual cost of service.

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

$21.75 per unit of Chore as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

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

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

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

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

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

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

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

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

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

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

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

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

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

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

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

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

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

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

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

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

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

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

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

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

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

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

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

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

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

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

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

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

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

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

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

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

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

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

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

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

42. **Accreditation and Compliance with Tax, License and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

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

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

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

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

SIGNATURES:

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

11/3/21
Date

Lisa Bruckman, Executive Director
Ashtabula County Council on Aging

11/15/2021
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix III
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Chore Services
Program Description

Chore

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Chore Services for Seniors

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

Chore service is designed to improve, restore, or maintain a clean, sanitary and safe living environment through the performance of minor tasks in and around the home that are beyond the senior's capability, and the removal of hazards that may pose a threat to the seniors' health and welfare. Chore services are provided only in cases where neither the senior, nor anyone in the household, is capable of performing or financially providing for the services, and where no relative, caregiver, landlord, community/volunteer agency, or third-party payer is capable or responsible for their provision. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

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

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

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

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

Applicant's program description must:

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

Applicant Information

AGENCY / ORGANIZATION NAME: ASHTABULA COUNTY COUNCIL ON AGING

ADDRESS: 4148 MAIN AVENUE

PHONE: 440-998-6750 FAX: 440-998-6650

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 23-7263183

EXECUTIVE DIRECTOR/DIRECTOR: LISA BRUCKMAN

PROGRAM COORDINATOR: LISA BRUCKMAN EMAIL: PROGRAM@ASHTABULASENIORS.ORG

FISCAL CONTACT: CAROL BILLIG EMAIL: BKEEP@ASHTABULASENIORS.ORG

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: LISA BRUCKMAN SIGNATURE: Lisa Bruckman

(Note: original signature must be in blue ink)

TITLE: EXECUTIVE DIRECTOR DATE: AUGUST 4, 2021

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: ASHTABULA COUNTY COUNCIL ON AGING, INC.

Company Address: 4148 MAIN AVENUE

Telephone Number: 440-998-6750 FAX: 440-998-1650

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

LISA BRUCKMAN Office: 440-998-6750, Cell: 440-344-1691

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

LISA BRUCKMAN Office: 440-998-6750, Cell: 440-344-1691

The legal status of the Applicant's organization 501C3

Date of establishment/incorporation: SEPTEMBER 29, 1973

Federal Employer Identification Number (FEIN): 23-7263183

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

If yes, name of parent company: _____

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

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

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

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

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

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

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

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

A. Program description

1. Narrative that describes proposed service, that clearly demonstrates that services can be delivered efficiently:

Ashtabula County Council on Aging, Inc. (ACCOA) is respectfully requesting your consideration of funding in the amount of $28.271.56 to provide 1300 units of service in the Chore Service for Seniors Program. The impacts of the pandemic and the economic fallout have been widespread, and the elderly are among those being hit the hardest by the COVID-19 epidemic. The Chore Service is open to seniors in Ashtabula County, age 60 and over, to remain safe and secure in their homes by performing minor household repairs that they can neither do themselves nor get anyone else to do. There is no charge for Chore's services, other than basic consumables; clients are expected to pay for the materials necessary to complete the repair. Chore Service is designed to improve, restore, and maintain a safe, clean, and sanitary living environment to allow older adults to "*age in place*".

ACCOA is proposing to continue to provide all the services they currently provide under the Chore Service for Seniors Program as well as to add snow removal services to the list of services available. Additionally, it has become increasingly difficult to find and maintain "handymen" that will work for $10.00 an hour and it has become necessary to pay a higher hourly wage to attract and keep handymen. That, along with the added expenses and risks associated with the COVID-19 virus it is necessary to increase ACCOAs unit rate.

Include an itemization of tasks that will be performed (an example: fixing a leaky faucet): Work is performed by Chore Service handyperson; they are not licensed carpenters, plumbers or electricians. They are individuals who have the knowledge to perform simple household repairs. Each Chore person will determine if a project is within their realm of expertise.

As part of Chore Services, ACCOA Center for Active Living will provide heavy household cleaning and seasonal maintenance that an older adult is unable to complete and/or is needed to help him or her maintain a clean, safe, and sanitary living environment.

- Minor Plumbing
  - Repair water faucets,
  - Repair toilets,
  - Replace washer hoses,
  - Replace sink stoppers,
  - Repair floats in toilets,
- Repair or Replace
  - Door locks, handles, springs and closers,
  - Filters and batteries,
  - Replace/repair porch steps,
  - Replace glass panes,
  - Repair cabinet doors,
  - Re-glue furniture,
  - Replace furnace filters,
- Household Cleaning
  - Washing walls,
- Minor Electrical
  - Replace or repair doorbells,
  - Replace light bulbs,
  - Replace existing light fixture (if appropriate),
  - Replace electrical outlets, sockets, and switches,
- Install
  - Smoke alarms/carbon monoxide detectors,
  - Grab bars in bath area,
  - Internal railings,
  - Weather striping,
  - Air conditioners (also remove),
  - Install curtain rods,
  - Install/remove storm windows and screens,

- Washing inside and outside windows not requiring high ladders,
- Remove, wash (in the participants washing machine), and re-hang curtains or drapery,
- Shampoo carpets or furniture,
- Disposal of garbage,

- Lawn Care
  - Service will begin mid-May and continue through mid-October, service will be provided no more than twice a month per client, yard must be free of animal waste, and clients with citations will be serviced first, if the Chore program is notified.
    - 2020 ACCOA serviced 21 lawn care clients and provided 495 units of service.

- Snow Removal
  - Service will begin with the first snowfall that reaches one inch and will end in March.
    - 2021 ACCOA serviced 30 snow removal clients and provided 240 units of service thus far.

Define any specific tasks that will not be performed (example: re-wiring a kitchen outlet):

- Service emergencies,
- Do outdoor yard work,
- Painting, Tiling,
- Door or window replacements,
- Work requiring high ladders,
- Heavy lifting,
- New plumbing,
- Appliance repairs,
- Cosmetic repairs,
- Interior decorating services,
- Build or replace fencing,
- New wiring,
- Repairs for apartment dwellers are limited to personal items only. (Other repairs are the responsibility of the landlord).

The Chore Services is not a home remodeling program, nor does it replace professional contracted work. It is a "fixit" program geared toward providing handyman type repairs around the house. The participant must be present. The handyman will respond as quickly as possible to meet a request. They will not do any jobs involving ladders over four feet. It will be limited to repairs that are not the legal or contractual responsibility of a landlord. The Chore Services handyman will not discriminate on the basis of handicap, sex, race, creed, national origin, or any other protected class. Chore services are limited to those people age 60 and older in the household and will exclude services for all other household members.

Describe the extent of the equipment that will be provided by the provider: Equipment such as ladders, plumbing, electrical and hand tools will be provided by the Center for Active Living or the employee,

Describe the extent of the consumables that will be supplied by the provider: Basic consumables such as nuts, screws, bolts, washers, basic light switches, basic outlets, and covers, pipe dope, solder, electrical tape as well as other basic incidentals to perform minor home repairs.

Materials Not Provided: Items such as doors, door hardware, windows, window hardware, toilets, bathroom sinks, faucets, kitchen sinks, faucets as well as other expensive items will not be provided free of charge, the senior may be asked to provide a portion of the cost to purchase the item.

2. **Explain the need for the proposed program in applicant's service area and provide supporting evidence.**

In the calendar year 2020, ACCOA ran out of units in November 2020 and had to hold the Chore Service program until the start of the new funding year.

Often, seniors wishing to "*age in place*" within their own homes may find that even their personal homes can become a challenging environment to maneuver. Homes that lack safety options and modifications for an aging senior may present hazards for that senior. Chore Services Program can help seniors; increase their sense of well-being by helping them feel safer, and less isolated within their respective communities.

Many seniors on fixed incomes cannot afford to hire carpenters for minor home modifications that can help prevent accidents, falls, and may help increase self-sufficiency while improving in-home mobility and safety for seniors who continue to live independently in their own homes. As the senior population continues to increase the need for these services continues to grow, the Chore Services Program remains a vital resource for senior citizens in Ashtabula County.

When the snow falls and accumulates, emergency room professionals can be assured of one thing – it is likely they will see an increased incidence of injuries related to snow removal. The injuries run the gamut in severity and can range from strained backs and broken bones to serious cuts and even fatal heart attacks. According to the 2009 U.S. Consumer Product Safety Commission, about 22% of the senior population trying to manually remove snow from their walks and driveways were treated in hospital emergency rooms for injuries sustained when trying to remove snow.

Many people, especially seniors, can underestimate the time, strength, and stamina it takes to shovel snow. It is a homeowner's responsibility to clear snow from sidewalks on his or her property, so seniors often feel compelled to take steps to shovel the snow. Moreover, if an emergency vehicle needs to access a house and the snow is not cleared, it could cause a significant delay in necessary treatment. Therefore, ACCOA is proposing to add snow removal as an additional service to the Chore Service program.

- 2020, ACCOA serviced 79 unduplicated clients and provided 1310.25 units of service.
- 2019, ACCOA serviced 96 unduplicated clients and provided 1160 units of service.

3. Experience of applicant in administering the proposed service

The ACCOA Center for Active Living has been providing the Chore Service with funds made available from the Ashtabula County Senior Levy since 2004. Our follow up calls indicate that the service is much needed, and our wait list indicates that there is a far greater need for this service then what is being provided.

Each Handyman is required to complete a form listing the types of maintenance and repair projects they are capable and willing to perform, as well as ensuring that they have the necessary tools required to complete specific tasks. The Handymen reserve the right to refuse service to anyone where he/she believes the working conditions are unsafe or unhealthy; he/she will be required to report the conditions to the Center for Active Living's attention for mandated reporting. Also, a complete background check is performed on each Handyman to further ensure the safety and protection of area seniors.

4. **Provide the units of service and number of unduplicated clients for prior year and the same numbers for proposed year**

STATISTICS			
	Prior Years		Proposed Year
	2021	2019	2022
Service Area	Ashtabula County	Ashtabula County	Ashtabula County
Units of service provided	1310.25	1160.25	1300
Unduplicated clients served	79	96	90

Days and hours program are available

The Chore Service, with funds made available from this grant, will provide Chore Services, 35 hours a week, on a schedule as determined by the number of calls and work order received each week. Chore Services will be offered Monday thru Friday 9:00 am – 5:00 pm or other times by appointment.

5. **Client Intake**

   a. **Describe the method of client intake**

Referrals to the Chore Service Program will be made by Area County Health and Human Services departments, Community Action, 211, community social workers, area non-profit organizations, and previous clients who have utilized the Chore Service Program. A handyman is placed with respective clients based on abilities, specific jobs, and previous experience.

   b. **Explain the intake process**

Intake and Assessment: ACCOA Center for Active Living staff fields the initial call from the client. All clients are recorded on *"call logs"*. The *"call log"* is given to the director to prioritize and repair requests are referred to the Handyman by the director. The handyman will call the and complete a *"Work Order Request"* documenting clients name, address, date of birth, telephone number and nature of the repair on the *"Work Order Request"* form; then an appointment is scheduled to assess the repair and documented on the *"Work Order Request"*. Once the chore is performed it will be documented on the *"Service Log"* and a completed *"Work Order Request"* form is submitted to the Director.

The Handyman will report to the Director. The Director is given a daily schedule and is notified of all expenditures as they occur. The handyman will facilitate the Chore Service Program and will only provide services to those individuals which are 60 years of age, legal Ashtabula County residents, and have a verified need for the services.

Reassessment: Service calls are closed when the chore is completed, therefore reassessments are not necessary. In cases where the chore is not priority and placed on a waiting list, periodic calls are made to the client to determine if the work is still needed and is rescheduled when time allows. On a monthly basis, two to four clients are selected randomly, and a *"customer satisfaction survey"* is performed over the phone to assess the client's level of satisfaction with the work performed.

Clients utilizing the Chore service will be asked to answer a simple "exit survey" to indicate if services performed in their homes helped these individuals to successfully *"age in place"* as well as if they felt having increased social ties and/or perceived social support because of this valuable service.

Prioritization policy: The funding available provides a limited number of service hours; therefore, we have had to implement a "*Waiting List*". Generally, assessments are completed within seven business days and the service is scheduled to begin within ten business days. Priority will be placed on safety repairs; heating and cooling issues are considered second, next repairs that may cost the seniors money such as leaky faucets or light switches that will not turn off, then convenience repairs are considered last. The handyman will base his time spent on a client dependent upon on his schedule and the repairs that are requested. Other needs will be addressed on a first come first serve basis taking into consideration the availability of the senior to be home when the Handyman is working and the location of the senior's home. To conserve resources, service calls in the same geographic location are scheduled together. The Director will generate a wait list and will determine who comes off and who stays on that list. Anything that cannot be completed in the week that it has been requested will go on the "wait list".

c. Client intake tool

See Attachments

6. Provide source and amounts of any federal, state, or local funding received for the proposed services within the past five years

The ACCOA Center for Active Living does not receive any federal or state funding for the Chore Service Program. For 2021/2022 $3,500.00 was awarded from United Way to purchase grab bars for seniors over the age of 60 that the Handyman will install.

a. Unit rate applicable to each funding source

No applicable unit rate.

7. Describe your service collaboration/coordination with other community providers, programs, and funding sources

Collaboration: Given the nature of the chore requested, some individuals are referred to other organizations such as Community Action, or Veterans Services Commission, Department of Job and Family Services staff, hospitals, and physician's offices. ACCOA works with Conneaut Human Resources Center to provide Chore services to the east and Country Neighbors to provide Chore services in South County. Furthermore, should ACCOA receives a request for a service in a central area they try to verify which organization is best equipped to cover the particular job in regard to wait lists, distance to the chore and who has the handyman that has the knowledge and skill to make the repair.

B. Specific measurable objectives which reflect what the organization expects to achieve and the impact of the services on the wellbeing of clients over the course of the funding cycle

Measurable Objective: If this funding request is approved the goal of this service is to continue to provide specific Chore services such as safety repairs, needs that cost senior's money, heavy household cleaning, limited lawn care and handyman services to allow older adults to safely *"age in place"*.

Total proposed units of service beginning January 1, 2022, through December 31, 2022, will be 1300.

Objective -
Preventing Institutionalization:

- To live as independently as possible.
- Improve client's safety at home.

- Increase senior's capacity to provide their own home maintenance.
- Strengthen the ability of seniors to live independently and safely in their homes in a manner adequate with appropriate standards of cleanliness and hygiene.

o 1-year involvement objective:
- Increase roster from 79 to 90 in this category.
- Provide 1,300 units of service.

➢ Identify critical success factors and barriers.

o Success:
- Extremely flexible to meet the senior's schedule.
- Provide a critical service that has enabled hundreds of seniors to continue to live independently in their own home.
- Reduce instances of a clients living in unsafe environments.
- Customizable to meet the senior's unique individual need.

o Barriers:
- Seniors who live in a licensed setting or rental.
- Financially unable to purchase the part for the repair.

ACCOA will achieve this measurable objective by:
Strategies-
- Report activities to local paper/media/social media/newsletter.
- Utilize assessment survey to select quality speakers and topics.
- Assist with small home repairs.
- Provide maintenance and repair tips and techniques via social media, to enable seniors to perform basic home maintenance and repairs.

B. Organizational Structure

* See Section 3 – Program Planning & Development – Organizational Structure

C. Provider/Staff Qualifications

* See Section 3 – Program Planning & Development – Provider/Staff Qualifications

1. **Explain in what capacity volunteers will be used in delivery of the proposed service. Provide the number of active volunteers as well as the number of hours provided annually by volunteers.**

   Volunteers serve in many capacities within ACCOA by contributing time, energies or talents that help to fulfill ACCOA's mission. Volunteers generate enthusiasm and interest and help to create a positive image of the senior center in the community. Volunteers extend and enhance the work of paid staff. They can focus on individual clients or subject areas and thus bring new insights, energy, and time to the work.

   Volunteers fulfill many roles in ACCOA. Approximately 24 volunteers provide roughly 458 volunteer hours in calendar year 2020, none of which provided support in the Chore Services program. Generally, they fall into four categories of work: direct service, administrative support, fundraising, and leadership. However, individual activities vary greatly. They may serve as mentors, companions, and coaches. They organize events, participate in fundraisers, provide clerical support,

develop new resources, provide logistical support, develop programs, assist with promotional events, and provide leadership and guidance. The roles volunteers can fill are only limited by their need to serve.

- Approximately 24 volunteers provide roughly 458 volunteer hours in calendar year 2020.
- Approximately 31 volunteers provide roughly 1874 volunteer hours in calendar year 2019.

EXHIBIT II

CHORE SERVICES

Applicant Budget Summary

ACJFS RFP #8-22

Applicant: Ashtabula County Council on Aging, Inc.	
Date From: January 1, 2022	**To: December 31, 2022**

		Amount
I. Staff		
A. Salaries	$	22,097.30
B. Payroll-Related Expenses	$	1,500.00
Total Staff Costs	$	23,597.30
II. Operations		
A. Travel and Short-Term Training	$	1,560.00
B. Consumable Supplies	$	700.00
C. Occupancy Costs	$	3,025.00
D. Contract and Professional Services	$	-
E. Other - Miscellaneous	$	1,000.00
Total Operational Costs	$	6,285.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	53.57
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	53.57
Sub- Total of All Costs	$	29,935.87
IV. Minus Other Program Resources	$	55.00
Total Program Costs	$	29,880.87

Budget Computation

Total Operating Expenses	$	29,880.87
Divided by Total Operating Units		1,374.00
= Unit Rate	$	21.75

Unit Rate	$	21.75
X number of units purchased		1,274.00
= Total Contract Amount	$	27,706.13

1 Unit = Example: 1 hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Handyman	$ 20,600.00	Annual	100.00%	$ 20,600.00
Director	$ 49,920.00	Annual	1.50%	$ 748.80
Fiscal Clerk	$ 20,000.00	Annual	1.50%	$ 300.00
Receptionist #1	$ 14,950.00	Annual	1.50%	$ 224.25
Receptionist #2	$ 14,950.00	Annual	1.50%	$ 224.25
Total Salaries				$ 22,097.30

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 600.00
Worker's Compensation	$ 500.00
Unemployment Insurance	$ 400.00
Retirement Expenses	
Hospitalization	
Other (*identify*)	
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 1,500.00

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.58	$ 1,560.00
Short-Term, Training	
Total Travel and Short-Term Training	$ 1,560.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 70.00
Cleaning Supplies	$ 50.00
Other *(Postage, Copies, Faxes)*	$ 80.00
Nut, screw, bolt, washers, light switche, outlet, cover, pipe dope,	$ 500.00
solder, electrical tape	
Total Consumable Supplies	$ 700.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	$ 650.00
Electric	$ 850.00
Water	$ 300.00
Telephone	$ 875.00
Sewer	$ 100.00
Other *(Maintenance/Janitorial)*	$ 100.00
Other *(Trash/Snow Removal)*	$ 150.00
Total Occupancy Costs	$ 3,025.00

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

Identify Each Contract of Service	Amount
Total Contract & Services Costs	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Handyman Insurance Rider	$ 1,000.00
Total Miscellaneous Costs	$ 1,000.00

III. Equipment
A. Equipment Depreciation

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

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

Item	Quantity	Amount
Hand Held Tools	4	$ 53.57
Total Small Equipment Purchases		$ 53.57

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Participant Contributions	$ 55.00
Total Other Resources	$ 55.00

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor c
88 East Broa
Post Office B
Columbus, OH 432
(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Ashtabula County Council On Aging**
Date: **11/12/2021 10:09:15 AM**

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 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 aw 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: An agreement between Ashtabula County Job & Family Services and **Ashtabula County Council on Aging** for **Chore** Services programs

Approved as to Legal Form Only:

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

Date: 10/28/2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Conneaut Human Resource Center,** located at **327 Mill Street, Conneaut, Ohio 44030** to provide **Chore Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

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

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

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

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

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

   Chore Services: $1,960.00 and shall not exceed the actual cost of service.

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

$20.00 per unit of Chore as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

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

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

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

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

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

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

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

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

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

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

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

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

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

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

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

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

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

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

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

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

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

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

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

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

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

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

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

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

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

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

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

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

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

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

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

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

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

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

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

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

42. **Accreditation and Compliance with Tax, License and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

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

44. **Miscellaneous Provisions**

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

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

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

SIGNATURES:

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

11/3/21
Date

Ryan Tattrie, Executive Director
Conneaut Human Resource Center

11-15-2
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix III
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Chore Services
Program Description

Chore

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Chore Services for Seniors

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

Chore service is designed to improve, restore, or maintain a clean, sanitary and safe living environment through the performance of minor tasks in and around the home that are beyond the senior's capability, and the removal of hazards that may pose a threat to the seniors' health and welfare. Chore services are provided only in cases where neither the senior, nor anyone in the household, is capable of performing or financially providing for the services, and where no relative, caregiver, landlord, community/volunteer agency, or third-party payer is capable or responsible for their provision. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

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

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

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

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

Applicant's program description must:

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

Applicant Information

AGENCY / ORGANIZATION NAME: Conneaut Human Resources Council, Inc.

ADDRESS: 327 Mill Street Conneaut, Ohio 44030

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

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1381897

EXECUTIVE DIRECTOR/DIRECTOR: Ryan Tattrie

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

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

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Ryan Tattrie SIGNATURE: R E Tattrie

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 8-1-21

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Conneaut Human Resource Center

Company Address: 327 Mill Street Conneuat, Ohio 44030

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

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

Ryan Tattrie 440-593-5273

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

Ryan Tattrie 440-593-5273

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

Date of establishment/incorporation: 7/11/1983

Federal Employer Identification Number (FEIN): 34-1381897

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

If yes, name of parent company: _____

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

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

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

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

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

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

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

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

CONNEAUT HUMAN RESOURCES COUNCIL INC.
CHORE SERVICES RFP#8-22
Program Description
APPENDIX III

A. PROGRAM DESCRIPTION:

The chore service will be available to those individuals age 60 and over who cannot perform simple tasks due to medical conditions, lack of family support or financial capability to afford simple, small repairs and lawn mowing services. Many elderly people in the community live independently in their home or apartment and have difficulty maintaining all aspects of home ownership and perform necessary repairs as they become older. Many senior citizens want to remain in their homes as long as possible and maintain their independence. The chore service for lawn mowing will also assist them since the City of Conneaut requires regular mowing of lawns and residents can be cited for non-compliance. Lawns mowed in the spring require mowing approximately every seven (7) to ten (10) days and summer every ten (10 to fourteen (14) days again dependent upon weather situations. The lawn mowing program runs from May through October dependent upon weather conditions.

Demand increases for assistance too during the spring, summer and fall. The program for example provides the repair of water faucets, unclog of drains, light or relight a pilot light, hanging curtain or draperies, replace furnace filters, pest control, clean refrigerator, wash windows, ceilings or walls, lawn mowing, minimal snow shoveling, changing light bulbs, fixing a broken board on the steps, maintaining smoke and CO detectors, minimal painting/patching, shampoo carpets or furniture, changing their window screens and storm windows with seasonal weather. These services are also dependent upon workers abilities.

Staff will not provide services that are the responsibility of the landlord pursuant to lease agreement. Also large driveway or walkways for snow removal will not be possible without providing staff with snow-blowers or other equipment at this time.

All equipment and consumables to complete tasks must be provided by the Client. Depending on financial circumstances, the client will provide the supplies such as light bulbs, faucet washers, etc., and CHRC will work closely with local service organizations and the Conneaut Ministerial Association if necessary to find the client the supplies they need in order to perform the chore service.

The Chore service helps to improve and maintain a safe living environment through the performance of these tasks outlined above and improve the health, safety and welfare of the clients. CHRC direct service staff communicates daily with the senior population and will assist in identifying these issues and also recommending clients.

Current staff and/or part-time employees will be utilized based on the demand. If available, the CHRC director will supervise the staff with the assistance of the Office Assistants.

CHRC has provided this program since 2011 and proposes to provide a total of 160 hours of chore/handyman and lawn mowing services for 160 units of service for clients residing throughout the CHRC service area. The proposed unit rate is $30.00 per hour for a total cost of $4,800.00. CHRC current Rate increase is due to hopefully being able to provide better handy man services with a higher qualified service provider.

Following is the Statistical Data for January through December, 2019. Chore services were not offered during the 2020 year. Not because of COVID but because the contract was not submitted. Total Units of Service during 2019 Ages 60+: _148_____.

SERVICE AREA Township, City, Or Village	Units Provided & Unduplicated Clients AGE 60-75 2019	Proposed # of Units & Unduplicated Clients AGE 60-75 2022	Units Provided & Unduplicated Clients AGE 76 + 2019	Proposed # of Units & Unduplicated Clients AGE 76 + 2022
Conneaut	Units 62 Undup. 29	Units 75 Undup. 35	Units 78 Undup. 28	Units 85 Undup. 40
Kingsville	Units 1 Undup. 1	Units 1 Undup. 1	Units 0 Undup. 0	Units 2 Undup. 2
N. Kingsville	Units 3 Undup. 3	Units 3 Undup 3	Units 3 Undup. 3	Units 4 Undup. 4
Pierpont	Units 1 Undup. 1	Units 2 Undup. 2	Units 0 Undup. 0	Units 2 Undup. 2
TOTAL	**Units 67 Undup. 34**	**Units 81 Undup. 41**	**Units 81 Undup. 31**	**Units 93 Undup. 50**

CHRC utilizes an assessment process to define the needs of the client with current staff members. Many CHRC clients receive multiple services from the Center currently and assessment tools are already in place for all other services. The majority of clients at CHRC have become multi-service users and this provides a clearer understanding of their physical, emotional and unmet needs.

Monitoring of the program will be provided by the Executive Director for implementation and decision making based on the assessment process. CHRC utilizes a quality assurance survey with all other support staff. The staff at the CHRC has been crossed trained to handle different programs and have developed a working relationship with the Conneaut Health Department for information and referral services as well.

All services will be available, generally, Monday through Thursday, 12:00 pm through 4:00 p.m. and Fridays from 10:00 a.m. to 2:00 p.m. All service will be coordinated from the Conneaut Human Resources Center located at 327 Mill Street, Conneaut, Ohio. The goal is to complete assessments within 48 hours and service scheduled to begin within two weeks dependent on scheduling.

Clients are screened and an assessment form is completed. Medical conditions and family support determine client eligibility.

Volunteers assist CHRC on a regular basis but volunteers will ONLY accompany the CHRC staff if needed.

CHRC coordinates all services and programs, as appropriate. With the myriad of services provided at CHRC, staff is able to identify client needs as situations arise and at times change due to unforeseen circumstances. If other services are more appropriate for that client and that client meets eligibility requirements, CHRC will make referrals as necessary.

B. ORGANIZATIONAL STRUCTURE

Formed in 1978, the Conneaut Human Resources Center (CHRC) is a nonprofit corporation operated by a volunteer Board of Directors and managed by an Executive Director. The facility located in Ashtabula County, Conneaut, Ohio serves the communities of Conneaut, Kingsville, N. Kingsville, and townships of Monroe, Pierpont, Dorset, Sheffield, Richmond and the northern part of Andover.

In 1985, through the funds that were granted by the Civic Development Corporation of Ashtabula County, the Conneaut Human Resources Center was able to move its operations from a home on Broad Street to a facility that was formerly a grocery store. This 20,000 square foot location on Mill Street is home to programs, agencies & organizations that are designed to help improve the quality of life.

Our agency partners include The Country Neighbor Program in Orwell, Ohio and the Cleveland Food Bank. The Conneaut Human Resources Center houses the Conneaut Food and Emergency Assistance Program; the HALO (Holiday Angels Loving Others) Program; Conneaut Health Department; Right Track for Kids (After School and Summer Program); Seniors Together Program which includes Prescription/Health Related programs, Education and Wellness, Homemaker and Chore/Handyman for Seniors; Salvation Army Utility Assistance; Conneaut Civil Service Commission; GED/ABLE (Adult Basic Literacy) Classes; WIC (Woman-Infants & Children); Ashtabula County Community Action Agency (Congregate Meal Site and HEAP/PIPP); Summer Food Program for Kids; Signature Health Counseling Services; Signature Health; Free Income Tax Filing Assistance and counselors for the Ohio Benefit Bank.

Conneaut Human Resources Center through their bylaws has a fifteen (15)-member board and currently the board is comprised of nine (13) members. The Board of Directors meets the third Wednesday of every month. ***List of Directors Attached***

The CHRC funding in part has been provided by United Way of Ashtabula County, the Ashtabula County Senior Services Levy, and the rental of the facilities and hall and from community donations.

The Conneaut Human Resources Center is an equal opportunity employer/service provider. ***Organizational Chart Attached***

C. PROVIDER/STAFF QUALIFICATIONS

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the program and reports directly to the CHRC Board of Directors. The Director will be responsible for ensuring assessment completion and quality assurance with the clients. The Director is also responsible for billing, record keeping, assignments, monitoring clients, and reporting statistical data in a confidential manner. Support Staff will be responsible to assist in recordkeeping, scheduling of the homemakers, monitoring clients, statistical data, and quality assurance as needed.

Financial Director: Responsible for the fiscal accountability, payroll, and fiscal report processes of the program and assist with the administrative responsibility, the benefits management and the completion of unit report processing of the project.

Chore/Handyman: To provide the direct service for the minor home repair and lawn mowing services. The Handyman/Mower will also be responsible for accurate completion of service documentation and equipment maintenance.

Morning/Afternoon Office Assistant: Answers telephone, directs calls/walk-ins to appropriate staff, time sheets for all staff, initial inquiry forms, active client lists, assessment schedules, weekly work calendar, and performs general office duties to assist administration, as requested.
Job Descriptions Attached

/rt2021

EXHIBIT II

Applicant Budget
Summary

Applicant: Conneaut Human Resources Center	**Chore Services**
Date From: January 1, 2022	**To: December 31, 2022**

	Amount	
I. Staff		
A. Salaries	$	809.00
B. Payroll-Related Expenses	$	387.00
Total Staff Costs	$	1,196.00
II. Operations		
A. Travel and Short-Term Training	$	50.00
B. Consumable Supplies	$	-
C. Occupancy Costs	$	-
D. Contract and Professional Services	$	75.00
E. Other - Miscellaneous	$	639.00
Total Operational Costs	$	764.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	1,960.00
IV. Minus Other Program Resources	$	-
Total Program Costs	$	1,960.00

Budget Computation

Total Operating Expenses	$	1,960.00
Divided by Total Operating Units		98.00
= Unit Rate	$	20.00

Unit Rate	$	20.00
X number of units purchased		98.00
= Total Contract Amount	$	1,960.00

Unit = 1 hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Chore Service Person	$ 570.00	1 hr/week	100.00%	$ 570.00
Finance Director	$ 12,870.00	15 hr/week	1.00%	$ 129.00
Receptionist	$ 11,000.00	26 hr/ week	1.00%	$ 110.00
Total Salaries				$ 809.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 50.00
Worker's Compensation	$ 325.00
Unemployment Insurance	
Retirement Expenses	
Hospitalization	
Other (*identify*) Medicare	$ 12.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 387.00

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.56	$ 50.00
Short-Term, Training	
Total Travel and Short-Term Training	$ 50.00

II. B. Consumable Supplies

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

II. C. Occupancy Costs

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

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

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

II. E. Other-Miscellaneous

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

III. Equipment

A. Equipment Depreciation

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

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

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Donations	
Total Other Resources	$ -

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor c
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Conneaut Human Resource Center**
Date: **11/12/2021 10:11:50 AM**

This search produced the following list of **11** possible matches:

Name/Organization	Address
Bright Ideas Management and Consulting	801 S. Copper Key Court
Chaney Cement Contractors	4500 Timber Ridge Dr.
Congo, H. Marie	5170 Poets Way
Conley, Loyd	P.O. Box 62
Connell, Steve	8851 Cedar Hills Road
Connolly, Erin	100 S. Huron Street
Crane Run Construction	15589 Holman Rd.
Dudley, Sr. (LED Consulting), Edward	2720 Airport Drive
LED Consulting	576 Brook Hollow
LED Consulting	676 Brook Hollow
Ohio Works First Program, Prevention, Retention and Contingency	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes 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 aw 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: An agreement between Ashtabula County Job & Family Services and **Conneaut Human Resource Center** for **Chore** Services programs

Approved as to Legal Form Only:

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

Date: 10.28.2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Country Neighbor Program, Inc.,** located at **39 South Maple Street Orwell, Ohio 44076** to provide **Chore Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

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

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

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

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

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

   Chore: **$7,325.50** and shall not exceed the actual cost of service.

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

$23.00 per unit of Chore as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

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

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

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

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

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

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

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

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

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

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

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

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

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

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

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

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

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

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

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

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

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

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

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

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

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

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

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

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

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

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

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

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

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

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

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

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

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

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

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

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

42. **Accreditation and Compliance with Tax, License and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

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

44. **Miscellaneous Provisions**

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

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

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

SIGNATURES:

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

11/3/21
Date

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11-15-21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix III
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Chore Services
Program Description

Chore

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Chore Services for Seniors

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

Chore service is designed to improve, restore, or maintain a clean, sanitary and safe living environment through the performance of minor tasks in and around the home that are beyond the senior's capability, and the removal of hazards that may pose a threat to the seniors' health and welfare. Chore services are provided only in cases where neither the senior, nor anyone in the household, is capable of performing or financially providing for the services, and where no relative, caregiver, landlord, community/volunteer agency, or third-party payer is capable or responsible for their provision. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

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

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

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

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

Applicant's program description must:

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

Applicant Information

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): 39 South Maple Street

ADDRESS: Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Joshua Woodard EMAIL: joshua.woodard@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: Tina.Hansel@countryneighbor.org

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: August 3, 2021

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

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

Barbara Klingensmith, Executive Director (440)437-6311

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

Barbara Klingensmith, Executive Director (440)437-6311

The legal status of the Applicant's organization Not for Profit 501(c)(3) Organization

Date of establishment/incorporation: March of 1981

Federal Employer Identification Number (FEIN): 34-1331627

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

If yes, name of parent company: _____

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

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

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

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

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

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

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

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

COUNTRY NEIGHBOR PROGRAM, INC.
CHORE LAWN MOWING/HANDYMAN/SNOW REMOVAL
PROGRAM PLANNING AND DEVELOPMENT

A. PROGRAM DESCRIPTION:

1. SERVICE DESCRIPTION

LAWN MOWING:

The clients who receive the lawn mowing service are unable to do the task themselves due to medical conditions. They do not have family members available and do not have the financial means to pay for ongoing professional lawn care service. Most reside in homes that they have lived in for many, many years. As we all know, our senior citizens want to remain in their homes for as long as possible. The lawn mowing service, where appropriate, has enabled them to do that.

Based on conditions we are familiar with, we anticipate mowing 38 lawns, beginning in late April, early May through the middle of October, depending upon weather conditions. Again, dependent upon weather conditions and growth patterns, lawns must be mowed every seven to ten days, especially in early spring. As the summer progresses, we generally mow every ten to fourteen days, depending upon the variables. Total hours of lawn mowing service will be estimated at 290 hours.

Through experience, we have found it is easier to use one of our current part-time staff positions and include the lawn mowing, handyman, and snow removal responsibilities in their job description. It has been difficult to hire only for the summer, plus administratively, it has been less costly, i.e. unemployment compensation, etc. CNP has all the equipment we need for the service.

SNOW REMOVAL:

As we all know, we live in northeastern Ohio where it snows in the winter. In the rural area of our county, we all receive rural mail delivery. For many senior citizens, the daily mail is the one thing they all look forward to. Therefore, when the mailperson delivers the mail, they try going to the mailbox to get it. On snowy days this can be a very difficult and dangerous feat especially for the frail older adult. They take great risks in falling and hurting themselves. Also, depending on the amount of snow, CNP transportation has had to park on the highways to home deliver meals or to pick up clients for medical appointments which is a REAL danger in many respects. Therefore, we are proposing to continue the snow removal program in "south county".

CNP will use our snow blower to clear the driveways and sidewalks for clients.

Based on conditions we are familiar with, we anticipate providing the service for 10 individuals, during the winter season. Total hours of snow removal service will be estimated at 15 hours. Again, the weather plays a major role in this project, it is hard to predict "Mother Nature".

The same staff member who does the lawn mowing and handyman will provide snow removal. We believe the program warrants continuance.

HANDYMAN SERVICE:

Senior citizens find it difficult to do minor home repairs such as changing light bulbs, fixing leaky faucets, fixing a broken board on the steps, putting up and maintaining smoke/CO detectors, changing their window screens and storm windows with seasonal weather, putting in a new mailbox, winterizing air conditioners, etc. Jobs not included in handyman are tasks that require licensed professionals such as, electrical such as wiring, roof replacement, etc.

Country Neighbor is proposing to provide 20 hours of handyman service for 10 individuals. Depending on the need of the customer, we request them to buy the supplies such as light bulbs, faucet washers, etc. We also work with local service organizations, if necessary, to get the supplies needed for the jobs, i.e. new mailbox and post.

The same staff member who does the lawn mowing and snow removal will provide minor home maintenance.

2. NEED FOR THE SERVICE

As discussed in our Service Description, many of our customers live in homes that they have lived in most of their life. Many are on very limited incomes and are not able to pay professional services for their lawn care, snow removal and small "fix-it" needs. All of our proposed services are needed to help them remain in their home, safely, for as long as possible.

We are requesting $7,475 at a unit rate of $23.00., which is an increase from $22.50 in 2020. The need to request the increase is due to the necessity to increase our staff salaries and benefits to be more competitive in the job market for employees and we have experienced an increase in operational costs such as gasoline, workers compensation, etc.

3. EXPERIENCE OF PROVIDER ORGANIZATION IN PROPOSED SERVICE

Country Neighbor has been providing chore/handyman services for over 11 years with Levy dollars.

4. STATISTICS ABOUT PAST PERFORMANCE

Below are the statistics for January 2020 through December 2020.

JANUARY 2020 THROUGH DECEMBER 2020

Service Area Township, Village or City	Units Provided & Unduplicated Clients 60 to 74	Proposed Units & Unduplicated Clients 60 to 74	Units Provided & Unduplicated Clients 75+	Proposed Units & Unduplicated Clients 75+
Andover	19.75/2	21.25/2	12.5/2	11.75/5
Cherry Valley	0/0	0/0	15.25/1	15/1
Colebrook	0/0	0/0	15.5/2	15/2
Dorset	0/0	0/0	0/0	5/1
Hartsgrove	13/1	15/1	0/0	0/0
Lenox	22/1	25/3	0/0	0/0
Morgan	66/6	75/6	20.75/1	20/2
New Lyme	13/1	0/0	0/0	22/1
Orwell	34.75/3	10/2	15.5/3	15/4
Richmond	0/0	0/0	0/0	5/1
Rome	8.5/1	5/3	15.5/1	10/3
Trumbull	0/0	0/0	0/0	0/0
Wayne	0/0	0/0	0/0	5/1
Williamsfield	18.75/2	5/1	0/0	25/5
Windsor	14.75/2	10/2	6.75/1	10/2
Jefferson	0/0	0/0	0/0	0/0

5. DAYS AND HOURS SERVICE AVAILABLE

All services will be available, generally, Monday through Friday, 7:00 a.m. through 5:00 p.m. All service will be coordinated from the Orwell office of Country Neighbor, 39 South Maple Street. Generally, assessments are completed within 48 hours and service is scheduled to begin within one week.

6. CLIENT INTAKE AND ASSESSMENT

a. Description of Client Intake

When Country Neighbor receives a referral for chore/handyman services, the In-Home Services Supervisor completes a Basic NAPIS form, prioritization form and documents the needs of the client. We look to see the scope of the request and if there are other resources the individual may have access to for the task such as family, finances, etc. We also evaluate the severity of the case taking into consideration physical and/or mental condition of the individual. Whenever possible we try to work with other service organizations, as appropriate depending on the needs of the client.

b. Provider Assessment Process

As in all of our services, we complete an initial assessment upon entry into the program. Generally, in chore/handyman clients receive updated situational assessments once a year as they are considered new each year.

During the assessment process, as with all services, a Prioritization form is completed to determine who is going to receive services. Priority Level 1 is the level of highest priority and level 5 is the lowest. In addition to medical or mental conditions, consideration is given to age, the availability of family or community support and the need for multiple services

Due to the nature of the program, reassessments are generally not required as the service is seasonal or one-time handyman jobs.

c. Client Assessment Tool

Assessment tools are attached.

7. SOURCES AND AMOUNTS OF FEDERAL, STATE OR LOCAL FUNDING WITHIN PAST 5 YEARS AND UNIT RATES

Country Neighbor has received limited Federal funds from the Direction Home of Eastern Ohio for chore services in southern Ashtabula County for the past 4 years. We are required to provide a minimum 15% match, cash and in-kind, and collect project income for the service. Therefore, the rate that we are reimbursed is not the fully allocated unit rate for the service. Also, please note that the unit for the Area Agency on Aging is "one job".

YEAR	AMOUNT	UNIT RATE	FULLYALLOCATED UNIT RATE INCLUDES MATCH
2021	$8,147	$44.04	$51.79
2020	$4,244	$43.75	$55.93
2019	$8,147	$40.00	$47.37
2018	$8,147	$40.00	$48.41
2017	$11,977	$40.00	$45.86

8. Service Collaboration/Coordination

Country Neighbor works with the social service agencies, Veterans Administration, Department of Job & Family Services staff, hospitals, and physician's offices located throughout Ashtabula County. With chore services, the Ashtabula Senior Center and the Conneaut Human Resource Center provide the program in the north and Country Neighbor provides chore/handyman in the south. When we get in the central area of the County, we check to see which agency is the best fit for the specific situation, taking into consideration such things as waiting lists and distance from current clients.

B. SPECIFIC MEASURABLE OBJECTIVES

Country Neighbor is a multi-purpose community center providing a focal point for services to assist individuals and families by providing a "service support system" enabling seniors to stay in their home for as long as possible without jeopardizing health and safety issues.

The majority of the service is being provided to those individuals who are older and experience health issues which severely limit their ability to perform the services themselves. Also, the majority of the clients on the chore/handyman are women. We believe there is a need to keep this program as it serves those in greatest need with the most physical limitations.

Measurable Objective:

- To provide 325 hours of chore services for 48 individuals 60 and older residing in southern Ashtabula County

Impact:

- Seniors will be able to remain in their homes and live independently for as long as possible thus impacting their quality of life

Strategies:

- Complete Intake and Assessment documents prior to start of service
- Daily service delivery documentation completed by direct service staff

C. ORGANIZATIONAL STRUCTURE

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is help people remain independent by providing supportive services enhancing their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, personal care, prescription assistance, emergency food, rental/utility assistance, socialization, education, and wellness activities.

Generally, our service area consists of the southernmost 15 townships in Ashtabula County and the northern most 15 townships in Trumbull County.

The Ashtabula County Food Bank (Country Neighbor) serves 18 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2020, we distributed over 2 million pounds of food to the partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Direction Home of Eastern Ohio, Ashtabula County Job & Family Services, Ohio Department of Job and Family Services, United States Department of Agriculture, Trumbull County Senior Services Levy, and the United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meets monthly, generally, the last Monday of each month. ***(List attached)***

An Organizational Chart is attached.

D. PROVIDER/STAFF QUALIFICATIONS

1. STAFFING

In-Home Services Supervisor: Is responsible for the implementation of the program. She reports to the Executive Director and is responsible for ensuring home visit/assessment completion with the customers in partnership with the Assessor. The Supervisor is also responsible for recordkeeping, assigning the handyman, ongoing monitoring of each client, reporting for statistical data, maintenance of equipment and quality assurance of the service.

Handyman: To provide the direct service of the minor home repair, lawn mowing and snow removal. Also responsible for accurate completion of service documentation and equipment maintenance.

Assistant Director: Directly responsible for fiscal responsibilities, payroll. financial reporting processes of the program and the human resources function of staff training schedules and benefit activities of the agency. Also assist the Executive Director with the day-to-day operations of the program.

Administrative Assistant/Bookkeeper: Assist the Assistant Director with fiscal responsibilities, payroll, financial reporting, clerical duties, reporting, etc.

Receptionist: Answer telephone, directs calls/walk-ins to appropriate staff, clocks in the homemakers on appropriate funding sources when they call in from each customer's home, perform general office duties to assist administration, as requested

Back up Receptionist/Data Entry: Covers the desk and telephone when the receptionist is not available. Responsible for all data entry and accuracy of client information and perform general office duties to assist administration, as requested.

Assessor: Complete necessary documentation, utilizing assessment tool and determines eligibility.

2. TRAINING

The handyman must know how to operate equipment such as lawn mower, snow blower, and weed eater. They must also be able to perform minor home repair jobs such as changing light bulbs, installing window air conditioners, replacing screens, fixing leaky faucets, etc. Individuals should have experience as Country Neighbor does not provide the training.

We do provide orientation to the program including accurately completing appropriate documentation.

3. Volunteer Capacity

Currently, we do not use volunteers in this program.

EXHIBIT II

Applicant Budget
Summary

Applicant: Country Neighbor Program, Inc.	**(Chore/Handyman) Revised**
Date From: January 1, 2022	**To: December 31, 2022**

	Amount	
I. Staff		
A. Salaries	$	4,740.00
B. Payroll-Related Expenses	$	519.00
Total Staff Costs	$	5,259.00
II. Operations		
A. Travel and Short-Term Training	$	20.00
B. Consumable Supplies	$	1,325.00
C. Occupancy Costs	$	144.00
D. Contract and Professional Services	$	310.00
E. Other - Miscellaneous	$	347.50
Total Operational Costs	$	2,146.50
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	7,405.50
IV. Minus Other Program Resources	$	80.00
Total Program Costs	$	7,325.50

Budget Computation

Total Operating Expenses	$	7,325.50
Divided by Total Operating Units		318.50
= Unit Rate	$	23.00

Unit Rate	$	23.00
X number of units purchased		318.50
= Total Contract Amount	$	7,325.50

Unit = 1 mile 1 Hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Assistant Director	$ 50,000.00	Annual	0.10%	$ 50.00
Administrative Assistant/Bkkp	$ 33,280.00	Annual	0.11%	$ 35.00
In Home Services Supervisor	$ 30,160.00	Annual	0.50%	$ 150.00
Receptionist I	$ 22,880.00	Annual	0.09%	$ 20.00
Data Support/Backup Recept	$ 24,960.00	Annual	0.10%	$ 25.00
Handyman	$ 15,675.00	Annual	28.29%	$ 4,435.00
Assessors	$ 27,300.00	Annual	0.09%	$ 25.00
Total Salaries				$ 4,740.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 363.00
Worker's Compensation	$ 110.00
Unemployment Insurance	$ 35.00
Retirement Expenses	$ 8.00
Hospitalization	$ -
Other (*identify*) Life Insurance	$ 3.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 519.00

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: 56 cents per mile (IRS)	$ 10.00
Short-Term, Training	$ 10.00
Total Travel and Short-Term Training	$ 20.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 30.00
Cleaning Supplies	
Other *(identify) Fuel*	$ 1,250.00
Other *(identify) Mowing Supplies*	$ 45.00
Total Consumable Supplies	$ 1,325.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	$ -
Electric	$ 60.00
Water	$ -
Telephone	$ 60.00
Sewer	
Other *(identify) Garbage*	$ 24.00
Other *(identify)*	
Total Occupancy Costs	$ 144.00

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

Identify Each Contract of Service	Amount
Audit	$ 50.00
D & O Insurance	$ 50.00
Liability Insurance	$ 50.00
Vehicle Insurance	$ 100.00
Technology	$ 60.00
Total Contract & Services Costs	$ 310.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Equipment Maintenance & Repair	$ 275.00
License Plates	$ 30.00
Vehicle Maitenance & Repair	$ 25.00
Miscellaneous Expense	$ 17.50
Total Miscellaneous Costs	$ 347.50

III. Equipment
A. Equipment Depreciation

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

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

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Participant Contributions	$ 80.00
Total Other Resources	$ 80.00

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor c
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program Inc.**
Date: **11/12/2021 10:13:38 AM**

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

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lawrence County Educational Service Center	304 N. 2nd Street
Lawrence County Schools Council of Governments	304 N. 2nd Street
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes 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 aw 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: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc.** for **Chore Services** programs

Approved as to Legal Form Only:

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

Date: 10.28.2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
INDEPENDENCE AND WELLNESS

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Conneaut Human Resource Center,** located at **327 Mill Street, Conneaut, Ohio 44030** to provide **Independence and Wellness Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

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

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

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

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

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

   Independence and Wellness: $29,988.00 and shall not exceed the actual cost of service.

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

$19.00 per unit of Independence & Wellness as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

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

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

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

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

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

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

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

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

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

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

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

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

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

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

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

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

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

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

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

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

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

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

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

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

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

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

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

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

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

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

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

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

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

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

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

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

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

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

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

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

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

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

44. **Miscellaneous Provisions**

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

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

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

SIGNATURES:

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

11/3/21
Date

Ryan Tattrie, Executive Director
Conneaut Human Resource Center

11-15-21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix I
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

Independence and Wellness for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

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

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

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

Applicant Information

AGENCY / ORGANIZATION NAME: Conneaut Human Resources Council, Inc.

ADDRESS: 327 Mill Street Conneaut, Ohio 44030

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

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1381897

EXECUTIVE DIRECTOR/DIRECTOR: Ryan Tattrie

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

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

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Ryan Tattrie SIGNATURE: R E Tattrie

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 8-1-21

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Conneaut Human Resource Center

Company Address: 327 Mill Street Conneuat, Ohio 44030

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

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

Ryan Tattrie 440-593-5273

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

Ryan Tattrie 440-593-5273

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

Date of establishment/incorporation: 7/11/1983

Federal Employer Identification Number (FEIN): 34-1381897

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

If yes, name of parent company: _____

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

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

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

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

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

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

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

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

CONNEAUT HUMAN RESOURCES COUNCIL, INC.
INDEPENDENCE AND WELLNESS RFP #8-22

Program Description
APPENDIX I

A. PROGRAM DESCRIPTION

The Conneaut Human Resources Center is dedicated to making human social services more available to the community by defining needs and providing programs and access to information for the over 2,500 individuals who utilize our facility each month. The Center provides the Senior Together Education and Wellness Program and acts as a Congregate Meal site for seniors. The program service area includes: Conneaut City, N. Kingsville Village, and the Townships of Kingsville, Monroe, Dorset, Sheffield, Pierpont, Richmond and N. Andover.

In the Independence and Wellness program, CHRC proposes to continue Seniors Together to provide program activities that benefit the individual. The program promotes socialization and helps seniors maintain their individuality and independence. This Program provides seniors a venue to meet new people and learn ways to improve their quality of life in a safe, secure environment

CHRC program hours are focused on education and wellness, health care, Medicare Part D, prescription assistance, recreation and fitness, social activity, field trips, speakers, health care discussion, healthy lunch programs and community service projects. Programs will also provide opportunities for community engagement, social, intellectual, emotional, cultural, spiritual, physical and personal well-being. Scheduled group activities, picnics, group events and personal interaction will be provided at the CHRC facility in the Senior Together Recreation Room Monday through Friday from 9:00 am to 2 pm.

The "WELL" Call Telephone Reassurance Program makes calls daily to homebound individuals to ensure their safety and provide some sense of security for their family member. The senior staff assists with applications and distribution of the monthly Senior Food Box Program.

Service will be available five (5) days per week and the facility is open from 9:00 a.m. to 3:00p.m. with the Seniors Together Program available from 9:00 a.m. through 2:00 p.m. Senior Sole walkers utilize the facility for walking and exercise from 9:00 am to 10:00 am. All services will be provided from the Conneaut Human Resources Center located at 327 Mill Street, Conneaut, OH 44030.

Participant Information forms are completed for each client with name, address, date of birth, telephone number, financial status, emergency contact, etc. Forms are updated annually or sooner if required. Confidentiality training provided all staff participants including volunteers.

The program is run by a Program Director and Assistant Program Director and volunteers will be utilized in various program activities such as assisting with bingo, craft day, exercise programs, set up, snacks, bible study, support groups, etc. The Conneaut Health Department located in the facility and UHHS-Conneaut Medical Center provides blood pressure checks, health screenings and other information to clients. The Diabetes Management Class meets once per month. Speakers from UHHS; ACMC; Home Health Care; LaECI; Gateway Health, Holly's Hearing; Dairy Queen; Country Club Retirement; 211; churches; local nursing homes; assisted living, and fraternal organizations participate regularly in program activities.

A monthly activities and lunch menu calendar is provided as a quick reference guide for the seniors. Craft day is scheduled one day per month to provide new opportunities and experiences for the seniors. By partnering with Right Track and the Community Garden Program the Senior Together program provides intergenerational activities, such as box tops for students; writing short letters, cards and visits plus gardening activities with the students and the garden coordinator.

Programs that will be continued include AARP Safe Driving Course, Senior Soles Daily Walk, weekly breakfast, partner with Villa at the Lake D-Day Event, UHHS Healthy Lunch Forum and monthly health screenings, UHHS Annual Picnic at Township Park, events at the Villa and Lake Pointe, Medicare Part D seminars, Spring & Fall celebration, fitness activities, including chair exercise, walking DVD video. Partnerships with Signature Health to discuss aging, depression and services were added along with discussion with Conneaut Police Department on drug awareness and safety in the home. Crafting, Bible Study, Monthly Birthday Party, Cooking with Angie, Holiday Parties and deep breathing and relaxation with Intrepid continue to be part of the activities. The seniors host a craft show in December and Pancake Breakfast Raffle in April every year to help benefit the programs. Tickets are made available to seniors for the Conneaut Arts Center Productions, Ashtabula Arts Center and Arlene's on Broadway.

The CHRC provides social evaluation as part of the supportive services. Seniors are immediately referred to the Senior Together Director for information, referral and social evaluation on senior and/or personal issues.

This past year has been heavily influenced by the COVID-19 virus that has attacked the country and the world, affecting especially the elderly community. While guesses are being made as to when things will be safe to "re-open", it is our intension to attack this virus head on and create the Seniors Together Virtual Option. Some seniors are still experiencing fears to the re-opening of the Center to how it was before. They recognize that social distancing and avoiding contact with others could be very difficult if things remained the same. Providing an option for them to participate in programming virtually

could ease the stress between having to choose to venture out to the Center or to participate at home through teleconferencing options.

Even though there is a vaccine, we feel that opening up our Center to those who are home bound, in the hospital for a procedure and subsequent rehab, or if they just move away to a different area of the country, would allow all of them the ability to join in for a program that they would otherwise be unable to attend. The COVID-19 virus could be with us for years, but the Virtual Seniors Together is a movement to think out of the box that can benefit all seniors.

Concentration on improving core services and maintaining existing programs will be priority. Continued outreach to the community will be maintained to ensure program information is disseminated through local news media, newsletter, mailings and electronic media. CHRC proposes to provide 1,800 program hours per year at $19.00/service hour for up to 160 clients totaling $34,200.00.

Independence & Wellness Services have been provided through the Senior Levy since 2001 to the designated service area identified previously. Following is the Statistical Data for January through December, 2019. The total Units of Service provided during 2019 for Ages 60+: 2,711 service hours.

Service Area Township, Village or City	**Units of Service Unduplicated Clients Served 2019 AGE 60-75**	**Proposed Units of Service Unduplicated Clients 2022 AGE 60-75**	**Units of Service Unduplicated Clients Served 2019 AGE: 76+**	**Proposed Units of Service Unduplicated Clients 2022 AGE: 76+**
Conneaut/Monroe	Units 2011 Clients 209	Units 1410 Clients 120	Units 700 Clients 78	Units 375 Clients 60
Kingsville & N. Kingsville	Units 0 Clients 0	Units 0 Clients 0	Units 0 Clients 0	Units 0 Clients 0
Ashtabula*	Units 16 Clients 2	Units 15 Clients 2	Units 0 Clients 0	Units 0 Clients 0
Dorset	Units 0 Clients 0	Units 0 Clients 0	Units 0 Clients 0	Units 0 Clients 0
Pierpont	Units 0 Clients 0	Units 0 Clients 0	Units 0 Clients 0	Units 0 Clients 0
TOTALS	**Units 2011 Clients 211**	**Units 1425 Clients 122**	**Units 700 Clients 78**	**Units 375 Clients 38**

**Ashtabula Mailing Address*

B. ORGANIZATIONAL STRUCTURE

Formed in 1978, the Conneaut Human Resources Center (CHRC) is a nonprofit corporation operated by a volunteer Board of Directors and managed by an Executive Director. The facility located in Ashtabula County, Conneaut, Ohio serves the communities of Conneaut, Kingsville, N. Kingsville, and townships of Monroe, Pierpont, Dorset, Sheffield, Richmond and the northern part of Andover.

In 1985, through the funds that were granted by the Civic Development Corporation of Ashtabula County, the Conneaut Human Resources Center was able to move its operations from a home on Broad Street to a facility that was formerly a grocery store. This 20,000 square foot location on Mill Street is home to programs, agencies & organizations that are designed to help improve the quality of life.

Our agency partners include The Country Neighbor Program in Orwell, Ohio and the Cleveland Food Bank. The Conneaut Human Resources Center houses the Conneaut Food and Emergency Assistance Program; the HALO (Holiday Angels Loving Others) Program; Conneaut Health Department; Right Track for Kids (After School and Summer Program); Seniors Together Program which includes Prescription/Health Related programs, Independence and Wellness, WELL Call; Homemaker and Chore/Handyman for Seniors; Senior Food Box Program, Salvation Army Utility Assistance; Conneaut Civil Service Commission; ASPIRE (Adult Basic Literacy) Classes; WIC (Woman-Infants & Children); Diabetes Support Group; Health Lunch Forum; Community Garden; Ashtabula County Community Action Agency (Congregate Meal Site, HEAP/PIPP); Summer Food Program for Kids; and Signature Health Counseling Services.

Conneaut Human Resources Center through their bylaws has a fifteen (15)-member board and currently the board is comprised of nine (13) members. The Board of Directors meets the third Wednesday of every month. ***List of Directors Attached***

The CHRC funding in part has been provided by United Way of Ashtabula County, the Ashtabula County Senior Services Levy, and the rental of the facilities and hall and through the generosity of the community. The Conneaut Human Resources Center is an equal opportunity employer/service provider. ***Organizational Chart Attached***

C. PROVIDER/STAFF QUALIFICATIONS

The Seniors Together Program Director will be responsible for the implementation of the program and reports directly to the Executive Director. The Director will be responsible for ensuring participant registration, designing of program activities, and coordination with other agencies, monthly calendar, and referrals for services, quality assurance and evaluation of the program. The Program Director will be provided with an Assistant Program Director to assist on a daily basis and to oversee the program in the absence of the Program Director. Program volunteers will be under the supervision as well to provide snacks and assistance when needed. Support Staff will be available for record keeping, the "Well Call" program, and statistical data as required. Please note Section 2(G) of this RFP for information regarding employee training requirements. ***Job Descriptions Attached***

I. JOB DUTIES OF PROJECT PERSONNEL

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the project and facility.

Financial Director: Responsible for the fiscal accountability, payroll, and fiscal report processes of the program and assist with the administrative responsibility, the benefits management and the completion of unit report processing of the project.

Seniors Together Program Director/Assistant Director: Reports to the Executive Director and is responsible for assessments completion with clients and responsible for record keeping, assignments, monitoring clients, reporting for statistical data and quality assurance.

Morning/Afternoon Office Assistant: Answers the telephone, directs calls/walk-ins to appropriate staff, time sheets for all staff and statistical documentation for all programs, intake sheets for client services and performs general office duties to assist administration, as requested.

/rt2021

EXHIBIT II

Applicant Budget

Summary

Applicant: Conneaut Human Resources Center	Srs. Independence & Wellness
Date From: January 1, 2022	To: December 31, 2022

	Amount
I. Staff	
A. Salaries	$ 21,603.00
B. Payroll-Related Expenses	$ 2,132.00
Total Staff Costs	$ 23,735.00
II. Operations	
A. Travel and Short-Term Training	$ -
B. Consumable Supplies	$ 1,752.00
C. Occupancy Costs	$ 5,774.00
D. Contract and Professional Services	$ 1,329.00
E. Other - Miscellaneous	$ 2,220.00
Total Operational Costs	$ 11,075.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ 778.00
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ 778.00
Sub- Total of All Costs	$ 35,588.00
IV. Minus Other Program Resources	$ 5,600.00
Total Program Costs	$ 29,988.00

Budget Computation

Total Operating Expenses	$	29,988.00
Divided by Total Operating Units		1,578.32
= Unit Rate	$	19.00

Unit Rate	$	19.00
X number of units purchased		1,578.32
= Total Contract Amount	$	29,988.08

Unit = 1 hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Senior Program Director	$ 12,350.00	25 hr/week	100.00%	$ 12,350.00
Executive Director	$ 20,500.00	30 hr/week	10.00%	$ 2,050.00
Finance Director	$ 11,583.00	15 hr/week	10.00%	$ 1,158.00
Senior Program Assistant	$ 6,045.00	12.5 hr/week	100.00%	$ 6,045.00
Total Salaries				$ 21,603.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 1,340.00
Worker's Compensation	$ 479.00
Unemployment Insurance	
Retirement Expenses	
Hospitalization	
Other (*identify*) Medicare	$ 313.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 2,132.00

II. A. Travel and Short-Term Training

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

II. B. Consumable Supplies

Type		Amount
Office Supplies		$ 230.00
Cleaning Supplies		
Other *(identify)*	Snacks, Program Supplies	$ 1,090.00
Other *(identify)*	PPE	$ 432.00
Total Consumable Supplies		$ 1,752.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 644.00
Utilities (if not included in rent) must be itemized	
Heat	$ 2,508.00
Electric	$ 1,585.00
Water	$ 293.00
Telephone	$ 744.00
Sewer	
Other *(identify)*	
Other *(identify)*	
Total Occupancy Costs	$ 5,774.00

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

Identify Each Contract of Service	Amount
Copier Service	$ 829.00
Great Wave Communications Service Contract	$ 250.00
Schedules Plus Software	$ 250.00
Total Contract & Services Costs	$ 1,329.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Liability Insurance	$ 2,220.00
Total Miscellaneous Costs	$ 2,220.00

III. Equipment

A. Equipment Depreciation

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

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

Item	Quantity	Amount
Chrome Books	2	$ 778.00
Total Small Equipment Purchases		$ 778.00

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
United Way, Donations, Fundraisers	$ 5,000.00
Contributions	$ 600.00
Total Other Resources	$ 5,600.00

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor c
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Conneaut Human Resource Center**
Date: **11/12/2021 10:11:50 AM**

This search produced the following list of **11** possible matches:

Name/Organization	Address
Bright Ideas Management and Consulting	801 S. Copper Key Court
Chaney Cement Contractors	4500 Timber Ridge Dr.
Congo, H. Marie	5170 Poets Way
Conley, Loyd	P.O. Box 62
Connell, Steve	8851 Cedar Hills Road
Connolly, Erin	100 S. Huron Street
Crane Run Construction	15589 Holman Rd.
Dudley, Sr. (LED Consulting), Edward	2720 Airport Drive
LED Consulting	576 Brook Hollow
LED Consulting	676 Brook Hollow
Ohio Works First Program, Prevention, Retention and Contingency	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes 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 aw 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: An agreement between Ashtabula County Job & Family Services and **Conneaut Human Resource Center** of Ashtabula County for **Independence & Wellness** programs

Approved as to Legal Form Only:

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

Date: 10.28.2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
INDEPENDENCE AND WELLNESS

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Country Neighbor Program, Inc.,** located at **39 South Maple Street Orwell, Ohio 44076** to provide **Independence and Wellness Programs** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

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

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

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

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

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

   Independence and Wellness: **$52,619.14** and shall not exceed the actual cost of service.
   Congregate Meals: **$22,593.90** and shall not exceed the actual cost of service.

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

$22.50 per unit of Independence & Wellness as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)
$ 7.95 per unit of Congregate Meals as described in Exhibit II (subgrantee budget)
(A unit = one meal)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

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

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

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

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

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

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

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

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

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

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

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

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

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

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

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the

prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

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

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

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

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

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

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

amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficient (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this Subgrant Agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

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

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

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

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

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

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

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

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

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

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

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

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

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

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

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

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

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

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

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

44. **Miscellaneous Provisions**

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

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

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

SIGNATURES:

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

11/3/21
Date

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11-15-21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix I
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

Independence and Wellness for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

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

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

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

Applicant Information

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): 39 South Maple Street

ADDRESS: Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Joshua Woodard EMAIL: joshua.woodard@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: Tina.Hansel@countryneighbor.org

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: August 3, 2021

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

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

Barbara Klingensmith, Executive Director (440)437-6311

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

Barbara Klingensmith, Executive Director (440)437-6311

The legal status of the Applicant's organization Not for Profit 501(c)(3) Organization

Date of establishment/incorporation: March of 1981

Federal Employer Identification Number (FEIN): 34-1331627

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

If yes, name of parent company: _____

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

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

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

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

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

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

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

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

COUNTRY NEIGHBOR PROGRAM, INC.
INDEPENDENCE AND WELLNESS
PROGRAM PLANNING AND DEVELOPMENT

A. PROGRAM DESCRIPTION:

1. Narrative Description

Orwell:

In the Independence and Wellness category, Country Neighbor is proposing to continue to provide health and wellness programming that will promote the well-being of older "south county" individuals. By participating in group activities or personal interaction in recreational and educational opportunities, health promotion and disease prevention programs, along with services that improve quality of life, individuals will alleviate loneliness, gain knowledge and improve health.

Programs will provide opportunities for social, intellectual, emotional, vocational, spiritual, physical and personal well-being. Older persons will participate in scheduled group activities or personal interaction, at the Orwell facility. Participants come from throughout the southwestern quadrant of Ashtabula County.

At the Orwell site, the onsite meals are funded by the United Way of Ashtabula County.

Andover:

In the Independence and Wellness category, Country Neighbor is proposing to provide health and wellness programming that will promote the well-being of older individuals in the Andover area.

Country Neighbor opened a satellite community/senior center in Andover at the Fellowship Hall of the Andover Methodist Church on South Main Street, 3 days per week, 5 hours per day five years ago. The Methodist Church rents the hall to Country Neighbor for the center.

Programs will provide opportunities for social, intellectual, emotional, vocational, spiritual, physical and personal well-being. Participants will come from throughout the southeastern quadrant of Ashtabula County, including the Andover area.

Programs will include but not be limited to well-balanced hot noon meal, wellness clinics, musical enrichment, creative arts, cultural development programs, exercise programs, resistance training, educational opportunities, computer and social media education, card clubs and various support groups.

Andover Meals Program:

The meals are prepared at the Orwell facility and shipped hot bulk to the Andover Center on the 3 days per week.

Having a physical location in Andover provides a place for seniors to gather and access information. By participating in group activities or personal interaction in recreational and educational opportunities, health promotion and disease prevention programs, along with services that improve quality of life, individuals will alleviate loneliness, gain knowledge and improve their health status.

Total proposed program hours of Independence and Wellness beginning January 1st through December 31st, 2022 will be 2,400 at a unit rate of $22.50 for a cost of $54,000.00 for the operations of both centers. The Independence and Wellness unit rate increased by 1.54%, from $22.16 to $22.50. The increase is necessary due to the rising cost of operations and the need to offer more competitive wages in today's job market.

An additional $23,055 will provide 2,900 meals at a unit rate of $7.95. We are experiencing supply costs 10% higher in some cases as well as fuel, wages, etc.

I am proposing 2 unit rates as programming is on an hourly rate and a meal is on a per meal rate. Total cost is $77,055.00.

Programs at both the Orwell and Andover Centers, will include but not be limited to the following, as proposed by Country Neighbor to meet the goals of the Senior Wellness definition in the RFP.

COVID-19 has greatly impacted programming and activities beginning in 2020. In the first six months of 2021, all of what we did was through limited virtual venues. Thank you to the Senior Levy Board for purchasing new technology equipment for us to provide virtual programming. It has been a trial and error however we are beginning to make headways.

We opened our centers to in-person activities as of July 6, 2021. It has been a slow process as many seniors are not comfortable in attending and participating with other individuals.

Country Neighbor will continue on the road to a "center without walls" concept whereby we will provide both programming in-house as well as project it out through technology. We will continue to collaborate with our Andover center as well as centers in "sharing" programs. For example, last week we had a guest speaker at the Orwell center and Face Book lived the event with Andover and the Geneva Center!

Blood Pressure/Blood Sugar Screenings: Participants will keep cards with the readings that can be taken to their physician appointments. If unusually high readings are taken, emergency measures are taken immediately by staff. Program will be provided monthly by a volunteer RN.

Wellness Clinic: A monthly clinic will be provided at CNP. At least 2 areas of health will be addressed at each one. Topics to include, cholesterol screening, foot screening, eye screening, osteoporosis screening, relaxation techniques, hearing screening, fraud/safety issues, melanoma screening, nutrition educational workshops, emergency medical alert, caregiving issues, etc.

Support Groups: Focusing on diabetes and caregiver support

Musical Enrichment: All forms of musical entertainment.

Creative Arts: Programs, including watercolor, adult coloring, acrylic, pencil, clay, tile printing, mosaic media, quilling, glass fusing, jewelry making, quilting, crocheting, etc.

Cultural Development Programs: Programs to include "hands on" visual arts, book reviews, performance, and lecture/workshop series. Also programs recognizing the cultural diversity in our communities.

Historical and Archival Enrichment: Programs focusing on our "south county" senior population and their contributions to the community.

Computer & Social Media: Social Media 101 Workshop Series focusing on "what is Facebook (settings), Twitter, Instagram, Vlogs, Pinterest, You Tube, Facetime/Skype, online banking, bill paying online, safe shopping online, picking appropriate data plans, online library services, Hulu or Netflix (what's best), email safety, and how to use your devices.

Across the Pond: A virtual Pen Pal program connecting seniors from senior centers in other countries with seniors in Ashtabula County using Skype and other forms of social media. The program will focus on developing friendships and exploring cultural diversity.

Wii Tournaments: The Wii gaming system has some excellent programs that make exercise fun and competitive, at the same time.

Gardening Program from Seed to Consumption: Sow seeds, transplant seedlings to outside garden area, nurture growth of plants, harvested vegetables and consumed in onsite meals program.

Senior Safety: Presentations on fraud, scamming, phishing, fire, emergency protocols, summer and winter safety, etc.

The following exercise programs have been well attended and we will continue them:

Exercise Programs: A variety of mobility enhancing programs will be provided.

Resistance Training: Using resistance bands, participants will work out in stretching exercises.

Prescription Assistance for Seniors: Country Neighbor provides two basic prescription assistance services to the residents of Ashtabula County. The Prescription Assistance for Seniors Program (PAS) assists individuals 60 years of age and older to obtain prescription medications that they otherwise could not afford. Those who do not have Medicare or Medicaid and who do not have health insurance must pay the full retail cost of the medications they take. Depending upon the medication, whether it is generic or a brand name for which no generic is available, the cost can amount to hundreds of dollars a month.

Medicare Part D Counseling: During open enrollment, the Senior Advocate works with the individual to research current Part D plans available in their area to ensure the client has the most cost effective and "best" plan available to them for the next year. This service is ongoing throughout the year as individuals become eligible or if their current plan leaves the area.

Technology: We are working to expand our "social media platform" to reach individuals who may not have the ability to participate in the traditional center setting. We are surveying our clients to see who has access. For those who do not, we are trying to determine how to include them.

We do have Zoom, a conference line, the ability to do "robo" calls to individuals and are utilizing Face Book. We are exploring our own You Tube Channel and other options as well.

Monitoring and implementation of the Wellness Program will be the direct responsibility of the Program Coordinators. Satisfaction surveys by participants will be developed for program evaluations.

2. Need for the Proposed Service

Successful aging is more likely when individuals are actively engaged in life. Activity

participation is extremely important to the quality of life. It reduces depression, alleviates isolation, enhances social connection, provides opportunities for learning and promotes health and wellness. As a family member of a patron stated, "it gave my mother a reason to get up every morning and a place to go".

The congregate meal program is an important piece of the senior center and it's programs as it provides an opportunity for camaraderie and a hot, nutritionally balanced meal.

With the introduction of Medicare Part D, many low-income seniors have been able to reduce their prescription medication costs to manageable levels due to premium assistance, reduced deductibles and low co-pays. However, those whose income is too high to qualify for extra help receive none of the above benefits. As a result, once they hit the coverage gap "donut hole" they can be saddled with prescription medication co-pays that can reach several thousand dollars. Even those with Medicare Part D may need Prescription Assistance services if they happen to take an expensive medication that is not on their company's formulary. For those individuals between 60 and 64 who have no coverage at all and who may still be working, the PAS program can literally save them thousands of dollars per year.

In other areas of the county, "chain drug stores" may now provide the Medicare Part D services during the open enrollment period when individuals are able to change their plans. However, none of the drug stores assist with the prescription assistance programs available through the pharmaceutical companies. In "south county", there is only one drug store in Andover and we have none in Orwell as it closed several years ago.

One of the reasons the PAS program was started was that the physicians do not typically assist with prescription applications, as well. They are dependent upon the PAS program to help their patients. Therefore, it is very critical that we are able to continue to provide this important service for those individuals who need it.

3. Experience of Provider Organization in Providing Proposed Service

Country Neighbor has been in existence since 1977. Since our inception, we have been providing independence and wellness programs for the "south county" community.

Country Neighbor has been a provider of the PAS program since its inception in 2000. Given the broad geographic area we cover, it has been necessary to provide home-based services as well as office hours. The program has been strongly supported during this time and the public has taken advantage not only of the traditional PAS program but also of the Medicare Part D Assistance Program.

4. **Past Statistics and Performance**

JANUARY 2021 THROUGH JULY 2021
INDEPENDENCE AND WELLNESS PROGRAMMING
(Activity with closed centers to in-person)

Social Media/Activities/Etc.	Engagements
Bob Ross Videos	2,183
Craft Time	2,176
Painting Videos	1,555
Macrame	1,087
Cooking Videos	2,252
Where in the world is Country Neighbor	400
Stable Winery Tour	277
Health Videos	595
Paper Art	216
Garden Video	342
Music with Erie Philharmonic	116
Monthly Activity Packet Distributions	2,100
Total Number of Engagements	13,299

JANUARY 1, 2020
THROUGH
MARCH 13, 2020
INDEPENDENCE
AND WELLNESS
PROGRAMMING

Service Area Township, Village or City	Units Provided & Unduplicated Clients Served in past 12 months age 60 to 74	Proposed Number of Units & Unduplicated Clients to be Served age 60 to 74	Units Provided & Unduplicated Clients Served in past 12 months age 75+	Proposed Number of Units & Unduplicated Clients to be Served age 75+
Andover	14	20	23	35
Cherry Valley	0	2	3	5
Colebrook	0	2	2	3
Dorset	0	3	2	4
Hartsgrove	2	2	0	2
Lenox	0	1	0	2
Morgan	2	3	1	2
New Lyme	2	3	2	3
Orwell	9	12	18	25
Richmond	1	2	1	3
Rome	3	5	1	2
Trumbull	0	2	0	2
Wayne	0	2	1	3
Williamsfield	2	4	1	5
Windsor	0	5	1	3
Jefferson	0	2	3	3

Note: For March 16, 2020 through December 31, 2020, we were not doing a lot of activities and programs as the centers were closed to in-person activities by the directive of Governor DeWine. We did not reopen until July 6, of 2021. We really started using

technology in January of 2021 after we received the Technology Grant from the Senior Levy..

JANUARY 1, 2020 THROUGH MARCH 13, 2020
ONSITE MEALS PROGRAM – ANDOVER

Service Area Township, Village or City	Units Provided & Unduplicated Clients Served in past 12 months age 60 to 74	Proposed Number of Units & Unduplicated Clients to be Served age 60 to 74	Units Provided & Unduplicated Clients Served in past 12 months age 75+	Proposed Number of Units & Unduplicated Clients to be Served age 75+
Andover	227/12	800/20	147/12	825/15
Cherry Valley	2/2	150/2	36/3	270/3
Colebrook	1/1	25/1	0/0	0/0
Dorset	0	25/1	14/1	25/1
Lenox	0	0/0	0/0	0/0
New Lyme	5/1	0/0	5/1	0/0
Orwell	0	0/0	0/0	0/0
Richmond	29/2	125/3	0/0	25/1
Wayne	0/0	135/1	11/1	125/3
Williamsfield	30/2	170/5	0/0	150/5
Pierpont	0/0	0/0	0/0	50/1
Rome	0/0	0/0	0/0	0/0
Jefferson	1/1	0/0	0/0	0/0

For 2020, center closed March 16, 2020 by the directive of Governor DeWine and we did not reopen to in-person until July 6, 2021.

5. Days and Hours of Service

Generally, the Orwell facility is open Monday through Friday, 7:00 a.m. to 5:00 p.m. but the Independence and Wellness hours are flexible based on community needs. Orwell Independence/Wellness programs are scheduled, most generally between 10:00 a.m. to 3:00 p.m. with some evenings as well.

The Andover Center is open 3 days per week, with programming between the hours of 10:00 a.m. and 2:30 p.m., with some flexibility dependent upon the community input.

6. Client Intake

Depending on the program, we collect name, address, date of birth, income, type of health coverage, emergency contact, allergies, and household size. A record is also maintained in a data base for each individual detailing the medications applied for, their retail cost, number of months applied for, the name of the physician who writes the prescriptions, and the pharmacy they typically use.

a. Method of Intake

Intake is accomplished through a face-to-face interview.

b. Intake Process

See above.

c. Submit Intake Tool

Please see attached Intake Tool

7. Federal and State Money

Country Neighbor does not receive any Federal or State dollars for Independence and Wellness Programs, except for approximately $6,335 for the Matter of Balance certified instructors.

8. Service Collaboration/Coordination

In providing Independence and Wellness programs, Country Neighbor works with the social service agencies, Ohio Consumers Council, Ohio Extension Agency, YMCA, University Hospitals, community volunteers, schools, libraries, local churches, Veterans Administration, Ashtabula County Job & Family Services staff, hospitals, and physician's offices located throughout Ashtabula County.

B. SPECIFIC MEASURABLE OBJECTIVES

Country Neighbor is a multi-purpose community center providing a focal point for services to assist individuals and families by providing a "service support system" enabling seniors to stay in their home for as long as possible without jeopardizing health and safety issues.

As stated in the Program Description, interaction with each other is a human necessity for the wellbeing of our physical, mental, emotional and spiritual health. By providing served meals, we address the nutritional health of our senior citizens which will affect their physical health, as well.

Total proposed program hours of Independence and Wellness beginning January 1st through December 31st, 2021 will be 2,400 (1,500 Orwell/900 Andover) and 2,900 meals will be served at the Andover center (depending upon COVID-19).

C. ORGANIZATIONAL STRUCTURE

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is help people remain independent by providing supportive services enhancing their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, personal care, prescription assistance, emergency food, rental/utility assistance, socialization, education, and wellness activities.

Generally, our service area consists of the southernmost 15 townships in Ashtabula County and the northern most 15 townships in Trumbull County.

The Ashtabula County Food Bank (Country Neighbor) serves 18 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2020, we distributed over 2 million pounds of food to the partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Direction

Home of Eastern Ohio, Ashtabula County Job & Family Services, Ohio Department of Job and Family Services, United States Department of Agriculture, Trumbull County Senior Services Levy, and the United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meets monthly, generally, the last Monday of each month. *(List attached)*

An Organizational Chart is attached.

C. PROVIDER/STAFF QUALIFICATIONS

Program Coordinators. Duties will include coordinating, organizing and implementing programs and activities, quality assurance, and evaluation of the success of the project.

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the project

Assistant Director: Directly responsible for fiscal responsibilities, payroll, financial reporting processes of the program and the human resources function of staff training schedules and benefit activities of the agency. Also assist the Executive Director with the day-to-day operations of the program.

Administrative Assistant/Bookkeeper: Assist the Assistant Director with fiscal responsibilities, payroll, financial reporting, clerical duties, reporting, etc.

Receptionist: Answer telephone, directs calls/walk-ins to appropriate staff, clocks in the home health aides on appropriate funding sources when they call in from each customer's home, perform general office duties to assist administration, as requested.

Back up Receptionist/Data Entry: Covers the desk and telephone when the receptionist is not available. She is responsible for all data entry and accuracy of client information.

In-Home Services Supervisor: She is the liaison between the kitchen staff, the drivers, the clients and the program coordinators. She works directly with the Food Service Supervisor in the development of the menus, ordering, and data processing. She works closely with the Executive Director with the overall implementation of the program and employee management.

Food Service Supervisor: Her responsibilities include but are not limited to, assisting with menu planning, supply ordering, meal preparation, safety/proper food handling procedures, inventory control, and assist with quality assurance.

Food Service Assistants: Assist the Food Service Supervisor with the daily preparation of meals.

Driver: Responsible for the daily delivery of meals to the Andover Center. Training in meal service and delivery is required.

Outreach Advocate: Complete Medicaid/Medicare applications, Ohio Benefits Bank, apply for medications to pharmaceutical companies, Prescription Assistance, Marketplace Insurance counseling, and complete documentation as necessary.

2. Employee Training Requirements

All employees are trained in aging sensitivity, organization policies and procedures, first aid, and ongoing in-service trainings specific to the position. The Senior Advocate needs to be familiar with the individual Prescription Assistance Programs and learn how to maneuver the Medicare website for Medicare Part D. There are also some online resources that are available to the caseworkers. It is a continual learning process as the assistance programs are constantly changing.

3. Volunteers Used in Service

We do use volunteers in various aspects of this program such as assisting with crafts, exercise, support groups, etc. Volunteers such as the nurse from a local health facility does the blood pressure checks, staff from various agencies provide educational speakers and programs, churches provide clergy for Bible study and music, etc.

Currently, we do not log the number of hours volunteers provide to the Independence and Wellness programs nor do we have the exact number of volunteers, as they vary depending upon the programs and activities.

EXHIBIT II

Applicant Budget
Summary

Applicant: Country Neighbor Program, Inc. (Independence & Wellness) Revised	
Date From: January 1, 2022	**To: December 31, 2022**

	Amount	
I. Staff		
A. Salaries	$	33,827.00
B. Payroll-Related Expenses	$	3,716.00
Total Staff Costs	$	37,543.00
II. Operations		
A. Travel and Short-Term Training	$	2,519.00
B. Consumable Supplies	$	880.00
C. Occupancy Costs	$	9,932.00
D. Contract and Professional Services	$	2,050.00
E. Other - Miscellaneous	$	175.14
Total Operational Costs	$	15,556.14
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	53,099.14
IV. Minus Other Program Resources	$	480.00
Total Program Costs	$	52,619.14

Budget Computation

Total Operating Expenses	$	52,619.14
Divided by Total Operating Units		2,338.50
= Unit Rate	$	22.50

Unit Rate	$	22.50
X number of units purchased		2,338.50
= Total Contract Amount	$	52,619.14

Unit = 1 mile 1 Hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 77,500.00	Annual	2.00%	$ 1,550.00
Director Assistant	$ 52,000.00	Annual	1.47%	$ 765.00
Administrative Assistant/Bkkp	$ 33,280.00	Annual	1.25%	$ 415.00
In Home Services Supervisor	$ 30,160.00	Annual	0.99%	$ 300.00
Receptionist I	$ 22,880.00	Annual	0.50%	$ 115.00
Data Support/Backup Recpt	$ 24,960.00	Annual	1.00%	$ 250.00
Program Coordinators (A & O)	$ 39,520.00	Annual	68.62%	$ 27,120.00
Prescription Assist Advocate	$ 23,088.00	Annual	12.99%	$ 3,000.00
Facility Maintenance	$ 10,400.00	Annual	3.00%	$ 312.00
Total Salaries				$ 33,827.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 2,588.00
Worker's Compensation	$ 790.00
Unemployment Insurance	$ 145.00
Retirement Expenses	$ 120.00
Hospitalization	$ -
Other (*identify*) Life Insurance	$ 73.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 3,716.00

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: 56 cents per mile (IRS)	$ 2,119.00
Short-Term, Training	$ 400.00
Total Travel and Short-Term Training	$ 2,519.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 460.00
Cleaning Supplies	$ -
Other *(identify) Program Supplies*	$ 420.00
Other *(identify)*	
Total Consumable Supplies	$ 880.00

II. C. Occupancy Costs

	Amount
Rent	$ 7,620.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 50.00
Utilities (if not included in rent) must be itemized	
Heat	$ 180.00
Electric	$ 360.00
Water	$ 100.00
Telephone	$ 1,562.00
Sewer	$ -
Other *(identify) Garbage*	$ 60.00
Other *(identify)*	
Total Occupancy Costs	$ 9,932.00

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

Identify Each Contract of Service	Amount
Audit	$ 275.00
D & O Insurance	$ 125.00
Liability Insurance	$ 250.00
Instructor Fees	$ 100.00
Technology	$ 1,200.00
Employee Testing	$ 100.00
Total Contract & Services Costs	$ 2,050.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Advertising	$ 75.00
Dues & Subscriptions	$ 50.00
Miscellaneous Expense	$ 50.14
Total Miscellaneous Costs	$ 175.14

III. Equipment

A. Equipment Depreciation

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

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

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Participant Contributions	$ 480.00
Total Other Resources	$ 480.00

July 2021

Country Neighbor Program, Inc.
Section 4
Applicant Budget
(Attachment B)
Onsite Meals (Andover)

Applicant Budget
Summary

Applicant: Country Neighbor Program, Inc.	**Andover Onsite Meals (Revised)**
Date From: January 1, 2022	**To: December 31, 2022**

	Amount
I. Staff	
A. Salaries	$ 12,436.00
B. Payroll-Related Expenses	$ 1,381.00
Total Staff Costs	$ 13,817.00
II. Operations	
A. Travel and Short-Term Training	$ 200.00
B. Consumable Supplies	$ 7,665.00
C. Occupancy Costs	$ 3,620.00
D. Contract and Professional Services	$ 685.00
E. Other - Miscellaneous	$ 426.90
Total Operational Costs	$ 12,596.90
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 26,413.90
IV. Minus Other Program Resources	$ 3,820.00
Total Program Costs	$ 22,593.90

Budget Computation

Total Operating Expenses	$	22,593.90
Divided by Total Operating Units		2,842.00
= Unit Rate	$	7.95

Unit Rate	$	7.95
X number of units purchased		2,842.00
= Total Contract Amount	$	22,593.90

Unit = 1 mile 1 meal

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 77,500.00	Annual	0.52%	$ 400.00
Assistant Director	$ 50,000.00	Annual	0.50%	$ 250.00
Administrative Assistant/Bkkp	$ 33,280.00	Annual	0.50%	$ 165.00
In-Home Services Supervisor	$ 30,160.00	Annual	0.75%	$ 225.00
Data Entry/Backup Recpt	$ 22,880.00	Annual	0.55%	$ 125.00
Program Coordinator (Andover)	$ 12,480.00	Annual	25.00%	$ 3,120.00
Food Service Supervisor	$ 30,160.00	Annual	3.00%	$ 905.00
Food Service Assistants	$ 58,240.00	Annual	2.76%	$ 1,606.00
Delivery Driver	$ 7,600.00	Annual	70.07%	$ 5,325.00
Facility Maintenance	$ 10,400.00	Annual	3.03%	$ 315.00
Total Salaries				$ 12,436.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 951.00
Worker's Compensation	$ 290.00
Unemployment Insurance	$ 65.00
Retirement Expenses	$ 50.00
Hospitalization	$ -
Other (*identify*) Life Insurance	$ 25.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 1,381.00

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: 56 cents per mile (IRS)	$ 50.00
Short-Term, Training	$ 150.00
Total Travel and Short-Term Training	$ 200.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 145.00
Cleaning Supplies	$ 120.00
Other *(identify) Food/Nonfood*	$ 6,000.00
Other *(identify) Fuel*	$ 1,400.00
Total Consumable Supplies	$ 7,665.00

II. C. Occupancy Costs

	Amount
Rent	$ 2,580.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 50.00
Utilities (if not included in rent) must be itemized	
Heat	$ 120.00
Electric	$ 240.00
Water	$ 120.00
Telephone	$ 390.00
Sewer	$ -
Other *(identify) Garbage*	$ 120.00
Other *(identify)*	
Total Occupancy Costs	$ 3,620.00

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

Identify Each Contract of Service	Amount
Audit	$ 50.00
D & O Insurance	$ 75.00
Liability Insurance	$ 100.00
Vehicle Insurance	$ 200.00
Technology	$ 180.00
Employee Testing	$ 50.00
Contract Labor	$ 30.00
Total Contract & Services Costs	$ 685.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Licensure	$ 25.00
Advertising	$ 25.00
Dues & Subscriptions	$ 45.00
Vehicle Maintenance & Repair	$ 250.00
Equipment Maintenance & Repair	$ 50.00
Miscellaneous Expense	$ 31.90
Total Miscellaneous Costs	$ 426.90

III. Equipment

A. Equipment Depreciation

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

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

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Participant Contributions	$ 3,800.00
Rebates	$ 20.00
Total Other Resources	$ 3,820.00

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor c
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program Inc.**
Date: **11/12/2021 10:13:38 AM**

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

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lawrence County Educational Service Center	304 N. 2nd Street
Lawrence County Schools Council of Governments	304 N. 2nd Street
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes 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 aw 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: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc.** for **Independence and Wellness** programs.

Approved as to Legal Form Only:

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

Date: 10-28-2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
INDEPENDENCE AND WELLNESS

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Geneva Area Seniors Corporation,** located at **62 W Main Street, Geneva, Ohio, 44041** to provide **Independence and Wellness Programs** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

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

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

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

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

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

   Independence and Wellness: $72,300.48 and shall not exceed the actual cost of service.

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

$17.25 per unit of Independence & Wellness as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

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

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

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

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

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

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

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

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

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

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

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

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

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

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

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

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

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

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

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

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

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

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

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

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

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

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

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

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

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

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

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

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

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

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

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

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

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

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

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

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

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

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

44. **Miscellaneous Provisions**

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

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

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

SIGNATURES:

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

11/3/21
Date

Geneva Area Seniors Corporation

11/13/21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix I
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

Independence and Wellness for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

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

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

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

Applicant Information

AGENCY / ORGANIZATION NAME: Geneva Area Senior Corporation

ADDRESS: 62 West Main Street Geneva, Ohio 44041

PHONE: 440-466-3048 FAX: 440-466-3049

SERVICE SITE (if different than above): Same as above

ADDRESS: _____

PHONE: 910-264-3354 FAX: _____

FEDERAL TAX I.D. NUMBER: 16-1629941

EXECUTIVE DIRECTOR/DIRECTOR: Rpbert J. Gruber

PROGRAM COORDINATOR: Cheryl Boser EMAIL:
gscgeneva@windstream.net

FISCAL CONTACT: Michael Mastic EMAIL:
michael.mastic@Windstream.com

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Robert J Gruber SIGNATURE: _____
(Note: original signature must be in blue ink)

Applicant Information

AGENCY / ORGANIZATION NAME: Geneva Area Senior Corporation

ADDRESS: 62 West Main Street Geneva, Ohio 44041

PHONE: 440-466-3048 FAX: 440-466-3049

SERVICE SITE (if different than above): Same as above

ADDRESS: ____

PHONE: 910-264-3354 FAX: ____

FEDERAL TAX I.D. NUMBER: 16-1629941

EXECUTIVE DIRECTOR/DIRECTOR: Rpbert J. Gruber

PROGRAM COORDINATOR: Cheryl Boser EMAIL:
gscgeneva@windstream.net

FISCAL CONTACT: Michael Mastic EMAIL:
michael.mastic@Windstream.com

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Robert F Gruber, Jr. SIGNATURE: _____

(Note: original signature must be in blue ink)

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Geneva Senior Center Corporation

Company Address: 62 West Main Street Geneva, Ohio 44041

Telephone Number: 440-466-3048 FAX: 440-466-3049-

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

Robert J. Gruber, Site Director 910-624-3354

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

Raymond Gruber Jr. 440-812-1762

The legal status of the Applicant's organization Non-Profit

Date of establishment/incorporation:February 6, 2001

Federal Employer Identification Number (FEIN):16-1629941

Is the Company co-owned or controlled by a parent company?	☐Yes ☒No
If yes, name of parent company:	
Is the Applicant authorized/licensed to do business in the state of Ohio?	☒Yes ☐No
Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules?	☒Yes ☐No
If yes, has the company filed all required EEO reports to the necessary agencies?	☒Yes ☐No
The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds.	☒Yes ☐No
Does the company have current or future plans for a buyout or sale?	☐Yes ☒ No
The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP.	☒Yes ☐No
The Applicant certifies it is a drug-free work place?	☒Yes ☐ No
The Applicant certifies it is not delinquent on any Federal debt?	☒Yes ☐ No

Section 3

Program planning and Development

A) The Geneva Area Senior Corporation provides seniors with a network of services both within and outside the organization. By providing a venue through various programs, seniors also network among themselves, enriching not only their lives, but the lives around them. This past year, the Pandemic has also demonstrated that we also need to expand our programs into the virtual world opening up the means to interact with our seniors with multiple platforms-in person and online. The following list some of the programs and services which allows seniors to be independent, healthy and live a dignified life

a) **Parties**-About 3 to 4 per year with average attendance of around 125. Example is our Holiday Party and Senior Appreciation Month.

b) **Events**-During a non-Pandemic year, our craft committee are involved with the Geneva Area Grape Jamboree, Lunch Bunch, Senior Chinese Auction, Monthly Birthday Celebrations, Trips, etc.

c) **Games**-Bocce, Cornhole, Miniature Golf at GOLT, Horseshoes, Checkers, Chess, Scrabble and more.

d) **Entertainment**- Live music, reading materials, socialization.

e) **Education and Health**- Health forums, Fire Safety, Seminars on voting registration,

f) **Classes**-Sewing, Crocheting and Knitting, Computer, Handcrafting, Ceramics, Keynote speakers

g) **Services Offered**-Free transportation Monday to Friday 9am to 2pm. Handicap accessible within the Geneva area School District. Postal Services, Medical Equipment lending, Copying and faxing of documents, etc.

h) **Referrals**-Adult Protective Services, Geneva Food Pantry, Catholic Charities, Legal Aid, VFW, Legal Aid, University Hospitals of Geneva, Ashtabula County Health Dept, Geneva Clothing Bank.

i) **Expand online capabilities and Services**-Convert internal GSC tracking of records to online, educational and entertainment programs that will be streamed into the GSC or into senior's homes.

Past performance and projected numbers. Declines due to closure during Pandemic

Geneva Area	Undup 60-64	Undup 65-75	Undup 76-85	Undup 86+	Unknown	Totals
1/1/2012/31/20	18	92	88	72	9	279 Units 6200
1/1/21-12-31-21 Projected	20	86	59	92	10	267 Units 5015

B) Many seniors, relatives, friends, and caregivers contact us unaware of the resources offered by Ashtabula County. Some join the center and take advantage of our services while others move into the role of volunteer.

C) We believe in the practice of continued improvement always believing in the practice of analyzing our non-profit in an attempt to improve or make the facility more efficient while providing more services to our seniors.

D) The Geneva Senior Center is open Monday through Friday from 10am to 2pm and occasionally outside these hours for special events

E) Client intake-Through phone calls, referrals, quarterly newsletter, via the web, public speaking to civic organizations Intake forms are filled out and the information is placed into our master database with My Senior Center

F) We receive funding by The Ashtabula County Senior Levy via the Ashtabula County Department of Jobs and Family Services at a unit rate of $12.38. The center has never placed a request for an unit rate increase. This combined with the effect of the Pandemic plus a more aggressive role in online services and marketing makes it fiscally necessary to request an aggressive increase to $17.25 unit rate for 2022.

G) **Organizational Structure**-The Geneva Seniors Corporation was incorporated in the State of Ohio, February 6, 2001. The name was changed on March 15,2004 to The Geneva Area Seniors Corporation. The main source of income for the center is through the Ashtabula County Senior Levy. Also, some private donations come in from civic organizations and individuals who understand our important role in the community. At this time, we do not charge any seniors for services rendered.

H) The following pages shows our future goals, organizational chart, and Board of Trustees and job descriptions.

2021/2022 Geneva Senior Center Goals

1) An increased unit rate from $12.38 to $17.25. This center has never requested a unit rate increase during the time it has received the funding. This was due to a more passive manner of past administration. This combined with a more aggressive approach to community education, marketing, and new programming will ensure the center remains viable for years to come.

2) Conversion of operation from manual tracking of all data to electronic online tracking through My Senior Center. Software and hardware installed. Training and conversion ongoing. Greatest value is a saving of time in running the day to day operation.

3) Begin regular online programming to our Seniors through local filming via webcam. Our first pilot test aired on Friday July 30, 2001 in collaboration with

Country Neighbors. The Orwell Senior Center was able to secure an Associated Producer of a National Geographic series Breaking Bobby Bones for a Q&A session. We were able to secure the necessary technology to live stream the interview session into The Geneva Senior Center. Andover participated as well. All together, over 30 seniors viewed the interview.

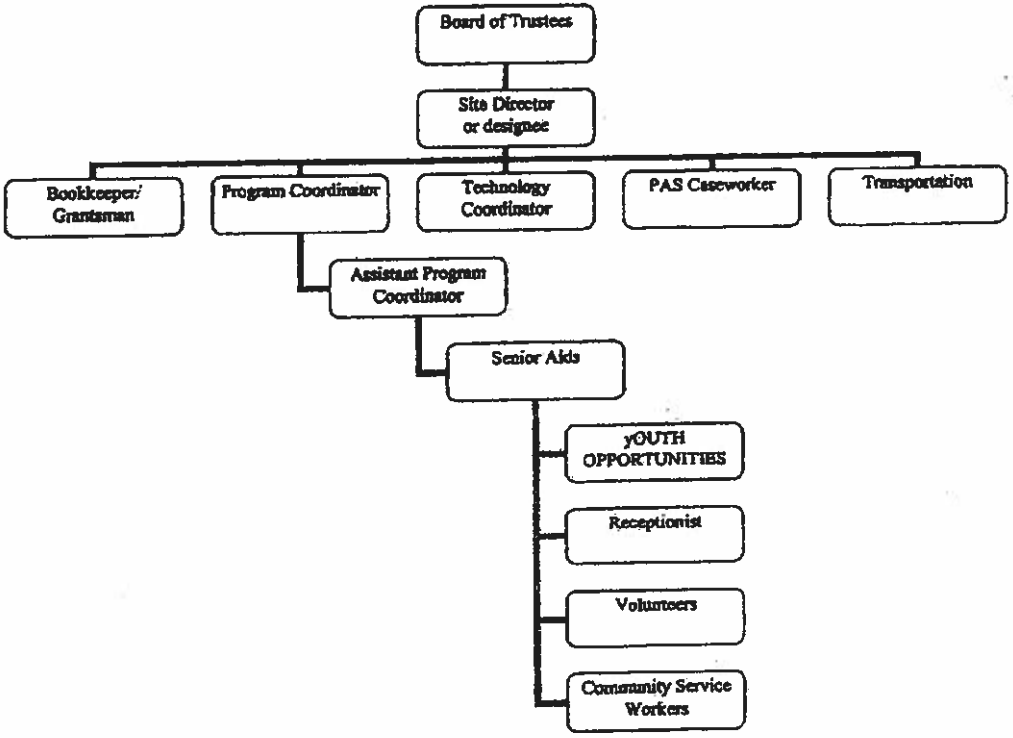
4) The prior two goals tie into the overarching goal of moving the center from an in-person only center to a Hybrid Model utilizing in person, phone, and online opportunities to interact with our seniors at a greater rate.

5) The Director is creating a marketing PowerPoint which the Site Director will go to community organizations and townships reminding the community of the value The Geneva Senior Center brings to this region. This will hopefully increase some private funding.

The Geneva Area Senior Center Board of Trustees

Raymond Gruber Jr.	President
Fran Cervas	VP
Pastor Jonathan Schroeder	Treasurer
Janie Spade	Secretary
Genny Copeland	Trustee
Phil Cordova	Trustee

Geneva Area Seniors Corporation
Organizational Chart



GENEVA AREA SENIOR CORPORATION

Effective July 13, 2011

POSITION: SITE DIRECTOR

Position Summary

SUPERVISOR: Board of Trustees

OBJECTIVE:

In compliance with program regulations provides management assistance to insure appropriate senior services are provided; identify targeted senior populations, program interest and needs; serve as a liaison promoting agency and funding source activities.

RESPONSIBILITIES:

- Conduct outreach activities to identify and determine senior client base, interests and program development needs.
- Provide day-to-day supervision and management for agency staff, program volunteers, program service providers and others involved in the development and delivery of Senior Services.
- Develop and maintain cooperative relationships with other agencies and community organizations to facilitate referral and program delivery process in Ashtabula County.
- Respond to client concerns about agency services, maintains confidentiality, analyzes, compiles and distributes program service data.
- Distribute client satisfaction surveys and follow up as necessary. Accurately records client information; completes forms and program reports in a timely manner.
- Supports staff from outside agency departments. Represents agency programs to community groups. Assists with special projects or events.
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

Extensive knowledge of community resources and programs. Ability to identify client needs and provide appropriate information to clients in accordance with the program mission. Maintain a professional and cooperative attitude. Flexible, possess basic computer skills; good oral and written communication skills, be neat and organized. Willing to travel and work irregular hours, including some evenings and weekend. Be familiar with and empathetic toward participant population and publically funded activities. Have a valid Ohio driver's license and available vehicle with insurance in effect.

WORK SCHEDULE:

Twenty (20) hours per week.

Signature _____ Date _____

GENEVA AREA SENIOR CORPORATION

Effective July 13, 2011

POSITION: PROGRAM COORDINATOR

Position Summary

SUPERVISOR: Site Director or designee

OBJECTIVE:

The primary focus of the position is the full program coordination of all activities related to the Geneva Area Senior Center that will enable seniors in the community to maintain a healthy level of activity personally and in their community.

RESPONSIBILITIES:

- Set up all Program Activities at the Geneva Area Senior Center, meeting all grant goals including special projects.
- Completion of portions for the quarterly report, and any other report requested.
- Coordination of the daily activities at the Senior Center (make sure people get to classes, possibly find volunteers to help with same, assure proper sign-in, and conduct activities).
- Responsible for the input of all program information onto the computer. Senior Aides may assist.
- Clerical duties as assigned.
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

Excellent computer skills. Dependable transportation, valid drivers license, insurance. Excellent communication skills.

WORK SCHEDULE:

Twenty (25) hours per week as scheduled by the Site Director or designee.

Signature _____ Date _____

GENEVA AREA SENIOR CORPORATION

Effective July 17, 2011

POSITION: TECHNOLOGY COORDINATOR

Position Summary

SUPERVISOR: Site Director or designee

OBJECTIVE:

The primary focus of the position is to bring to the Geneva Area Senior Center technologies that will help to better serve seniors and to facilitate and minimize the time required to track activities and to produce statistics and reports.

RESPONSIBILITIES:

- Assist Geneva Area Senior Center employees, seniors, and other workers in the use of computers, copiers, and printers.
- Maintain computers, copiers, and printers.
- Develop forms, spreadsheets and programs as needed for the daily operation of the Center.
- Provide statistical analysis when needed.
- Research methods to reduce paperwork and decrease tracking time.
- Responsible for all facets of newsletter production, mailing, and advertising.
- Research grants and assist with proposals.
- Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Excellent computer skills, including word processing, spreadsheets, and knowledge of data bases.
- Excellent communication skills.

WORK SCHEDULE:

Twenty (25) hours per week as scheduled by the Site Director or designee.

Signature _____ Date _____

GENEVA AREA SENIORS CORPORATION

Effective July 17, 2011

POSITION: PRESCRIPTION ASSISTANCE CASEWORKER

Position Summary

SUPERVISOR: Site Director or designee

OBJECTIVE:

The primary focus of the position is to assist seniors at the Geneva Area Senior Center in obtaining prescription assistance at no or low cost, to educate seniors regarding various Medicare plans, and to assess the needs of clients and refer them to other support agencies.

RESPONSIBILITIES:

- Assess client's prescription needs.
- Research various pharmaceutical companies that provide assistance programs for low-income seniors.
- Complete application forms for client to sign.
- Communicate with doctors, nurses, receptionists, pharmacists, pharmaceutical companies and insurance companies to assist the patient in their needs.
- Assist the client with timely reapplications and refills.
- Determine the most cost effective insurance plan based on client's current and future needs.
- Provide home visits to clients if necessary.
- Refer clients to other resources.
- Coordinate efforts with other Ashtabula County Senior Prescription Assistance programs.
- Maintain and update records and file reports as needed.
- Perform general duties needed to maintain the Senior Center, including cleanup of the Center and to assistance in the coordination of daily senior activities as directed by the Site Director.

QUALIFICATIONS AND REQUIREMENTS:

Valid Ohio Drivers License, maintain good driver's license, able to pass criminal background check, computer literacy (word processors, spreadsheets, and data bases programs), compassionate attitude toward others.

WORK SCHEDULE:

Twenty (20) hours per week as scheduled by the Site Director or designee.

Signature _____ Date _____

GENEVA AREA SENIOR CORPORATION

Effective July 1, 2015

POSITION: BOOKKEEPER/GRANTSMAN

Position Summary

SUPERVISOR: Site Director or designee

OBJECTIVE:

The primary focus of this position is to record and maintain financial activities, to research grants, and to assist the Site Director or designee in effecting the goals of the Geneva Area Senior Center.

RESPONSIBILITIES:

- Provide all bookkeeping assignments, including financial reports and other duties as determined by the Supervisor.
- Research and apply for Federal, State, and local grants including companies and foundations.
- Assist with clerical duties, record filing and with basic computer assignments related to various projects.
- Assist, when able, with general clean up and maintenance of the work area as requested by the Supervisor.
- Assist with the coordination of daily activities at the Senior Center (make sure people get to classes, find volunteers to help with same, secure proper sign-in) and personally conduct activities when needed.
- Perform other duties as assigned relating to the Geneva Area Senior Center.

QUALIFICATIONS AND REQUIREMENTS:

- Excellent computers skills, including word processing, spreadsheets, and knowledge of data bases.
- Dependable transportation, valid driver's license and insurance.
- Excellent communication skills.

WORK SCHEDULE:

Twenty (20) hours per week as scheduled by the Site Director or designee and as available.

Signature _____ Date _____

GENEVA SENIORS CORPORATION

ASSISTANT PROGRAM COORDINATOR

Effective 7/1/15

Position Summary

SUPERVISOR: Site Director, Program Coordinator, or designee

OBJECTIVE:

The primary focus of the position is the full program coordination of all activities related to the Geneva Area Senior Center that will enable seniors in the community to maintain a healthy level of activity personally and in their community.

RESPONSIBILITIES:

- Assist and when necessary set up and operate all Program Activities at the Geneva Area Senior Center, meeting all grant goals including special projects.
- Assist and when necessary be responsible for all facets of newsletter production, mailing, and advertising.
- Assist and when necessary completion of portions for the quarterly report, and any other report requested.
- Assist and when necessary coordination of the daily activities at the Senior Center (make sure people get to classes, possibly find volunteers to help with same, assure proper sign-in, and conduct activities).
- Assist and when necessary perform clerical duties as assigned.
- Assist and when necessary perform all other duties as assigned by the Site Director or the Site Director's designee.

QUALIFICATIONS AND REQUIREMENTS:

Computer skills, dependable transportation, valid drivers license, insurance, and communication skills.

WORK SCHEDULE:

Ten (10) hours per week as scheduled by the Site Director or designee.

Signature _____ Date _____

EXHIBIT II

Applicant Budget
Summary

Geneva Area Seniors Corporation	
Date From: 1/1/2022-12/31/2022	**To:**

		Amount
I. Staff		
A. Salaries	$	65,780.00
B. Payroll-Related Expenses	$	8,021.00
Total Staff Costs	$	73,801.00
II. Operations		
A. Travel and Short-Term Training	$	100.00
B. Consumable Supplies	$	3,300.00
C. Occupancy Costs	$	8,485.00
D. Contract and Professional Services	$	6,010.00
E. Other - Miscellaneous	$	1,500.00
Total Operational Costs	$	19,395.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	1,147.20
Total Equipment Costs	$	1,147.20
Sub- Total of All Costs	$	94,343.20
IV. Minus Other Program Resources	$	-
Total Program Costs	$	94,343.20

Budget Computation

Total Operating Expenses	$	94,343.20
Divided by Total Operating Units		5,469.17
= Unit Rate	$	17.25

Unit Rate	$	17.25
X number of units purchased		4,191.33
= Total Contract Amount	$	72,300.48

Unit = 1 mile

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Site Director	$275	25 hr/week	100.00%	$14,300
Prescription Assist/Caseworker	$275	25 hr/week	100.00%	$14,300
Driver	$275	25 hr/week	100.00%	$14,300
Bookkeeper/Vacant	$220	20 hr/wk	100.00%	$11,440
Assistant Program Coordinator	$220	20 hr/wk	100.00%	$11,440
Program Coordinator	Vantage	25 hr/week	100.00%	Vantage
Total Salaries				$ 65,780.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$4,078
Worker's Compensation	$1,381
Unemployment Insurance	$1,608
Retirement Expenses	
Hospitalization	
Medicare	$954
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 8,020.81

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	N/A
Short-Term, Training	$100
Total Travel and Short-Term Training	$ 100.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$1,800
Cleaning Supplies	$500
Food-Giant Eagle	$1,000
Other *(identify)*	
Total Consumable Supplies	$ 3,300.00

II. C. Occupancy Costs

	Amount
Rent	$6,000
Usage allowance/depreciation @ rate of original acquisition cost of $500/ Month Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	$985.00
Electric	
Water	
Telephone	$1,500
Sewer	
Other *(identify)*	
Other *(identify)*	
Total Occupancy Costs	$ 8,485.00

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

Identify Each Contract of Service	Amount
Demshar/Eaton CPA	$1,100
Crawford Insurance Van, Bus, Facility	$4,910
Total Contract & Services Costs	$ 6,010.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage	$1,000
Entertainment/Seminar Speakers	$500
Total Miscellaneous Costs	$ 1,500.00

III. Equipment

A. Equipment Depreciation

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

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

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Konica Minolta Copier Lease	1	$ 1,147.20
Total Leased and Rented Equipment		$ 1,147.20

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor c
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Geneva Area Seniors Corporation**
Date: **11/12/2021 10:14:27 AM**

This search produced the following list of **3** possible matches:

Name/Organization	Address
Ohio Works First Program, Prevention, Retention and Contingency	
Somali Development Agency/Americom	4312 Westport Road
Village's General Fund	432 N. Richardson Ave.

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes 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 aw 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: An agreement between Ashtabula County Job & Family Services and **Geneva Area Seniors Corporation** for **Independence and Wellness** programs

Approved as to Legal Form Only:

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

Date: 10.28.2024

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
INDEPENDENCE AND WELLNESS

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Ashtabula County Community Action Agency,** located at **4200 State Road, Ashtabula, Ohio 44004** to provide **Independence and Wellness** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

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

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

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

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

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

   Independence and Wellness: $5,390.00 and shall not exceed the actual cost of service.

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

$9.29 per unit of Independence and Wellness as described in Exhibit II (subgrantee budget)
(A unit = one contact)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

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

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

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

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

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

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

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

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

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

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

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

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

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

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

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

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

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

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

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

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

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

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

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

24. **Civil Rights:** Grantor and the Subgrantee agree that as a condition of this agreement there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficient (LEP) in their programs and activities as further outlined in Executive Order

13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this Subgrant Agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

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

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

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

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

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

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

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

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

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

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

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

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

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

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

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

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

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

42. **Accreditation and Compliance with Tax, License and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

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

44. **Miscellaneous Provisions**

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

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

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

SIGNATURES:

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

11/3/21
Date

Judith Barris, Executive Director
Ashtabula County Community Action Agency

11/15/21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix I
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

Independence and Wellness for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

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

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

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

Applicant Information

AGENCY / ORGANIZATION NAME: Ashtabula County Community Action Agency

ADDRESS: PO 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

Alissa Holdson 440-990-1721 440-997-6162

PHONE: Diana Brook 440-990-1778 FAX: 440-998-0973

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Judith Barris

Alissa Holdson, Enhanced Information & Referral aholdson@accaa.org

PROGRAM COORDINATOR: Diana Brook, Homemaker Services EMAIL: WICAshtabula@odh.ohio.gov

FISCAL CONTACT: Renee Sherman EMAIL: rsherman@accaa.org

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Judith Barris SIGNATURE: Judith Barris

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/29/21

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Ashtabula County Community Action Agency

Company Address: PO Box 2610, Ashtabula, OH 44005-2610

Telephone Number: 440-997-5957 FAX: 440-992-3319

The name and telephone number of the person(s) who has the authority to submit Proposal:
Alissa Holdson- 440-990-1721
Diana Brook- 440-990-1778

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

Judith Barris- 440-997-5957

The legal status of the Applicant's organization 501 c 3

Date of establishment/incorporation: 1965

Federal Employer Identification Number (FEIN): 34-1059824

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

If yes, name of parent company: _____

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

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

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

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

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

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

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

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

Ashtabula County Community Action Agency
Enhanced Information and Referral for Seniors
Section 3 – Program Planning and Development

A. Program Description

1-3.Proposed Service

The service proposed in this document is our Enhanced Information and Referral for Seniors. This is a specialized type of Information and Referral that caters to the additional needs of Seniors that are trying to gain access to health, human and social services in Ashtabula County. An offshoot of our comprehensive information and referral service, 2-1-1 Ashtabula County, Enhanced Information and Referral for Seniors is designed to provide the extra assistance that an older adult may need to successfully connect with a resource and actually receive the necessary help.

The primary role of the 2-1-1 Ashtabula County comprehensive information and referral service is that of answering calls from individuals seeking assistance for a specific problem or need, and providing referrals to services to meet those needs. For the most part the information is given and the individual is empowered to contact those services on their own. This procedure applies regardless of the age of the caller. And, while we track the number of calls and referrals that are provided to individual's age 60 years of age and older, we do not consider these as units within the Enhanced Information and Referral for Seniors service. Activities that include more extensive follow up, research, or advocacy, as well as resource or supplemental materials, will constitute units within the Enhanced Information and Referral for Seniors service. These activities will help guide the Senior through the complexity of governmental or community programs. When it is determined that a Senior will be unable to follow through, or seems overwhelmed by the action or steps necessary, direct linkages with the other agency or organization will be offered. With the caller on the line, the 2-1-1 Assessor will explain the situation and why the Senior is being connected to them. Once a successful transition is underway, the 2-1-1 Assessor will exit the call. In a sense, creating the "bridge" between the Senior and the provider.

The following is a list of service types to be provided as "units of service" within the Enhanced Information and Referral for Seniors service, along with a brief explanation of what they entail.

- Follow-up – calling a Senior to ensure that they did in fact receive the service that they sought; ensuring that the services referred to addressed all of the Senior's needs; and assessing for additional service needs.

- Materials provided – providing pamphlets, brochures, applications, or other documents regarding a service need, often sent through the mail. Periodically, we send information out to all of the seniors who have contacted us over the year regarding important services or benefits available to assist them (for example when the CARES Act Rent, Utility and Mortgage Assistance became available, or during periods of extreme heat we remind them about the Summer Crisis Program)

- Research – investigation of a customer's situation through contacting different entities that are or may become involved with a customer's situation; deriving the details of a customer's situation; finding solutions to a customer's situation, and
- Advocacy – taking action on behalf of a customer when a customer is unable to get results or a resolution to a situation.

Community Action has served senior citizens for over five decades and has operated the Enhanced Information and Referral for Seniors service since the beginning of the Education and Wellness Programs within the Senior Services Levy. This spring, 2-1-1 Ashtabula County began Information & Referral over text, and it has been available on our website. But we find seniors may not have the technical skills, and if they do, they still prefer to speak with a real person over the phone. In our experience we find the following: many Seniors are uncomfortable asking for help and often go without even basic necessities rather than seek help; if they have never sought assistance before, they are unfamiliar with the vocabulary, terminology, and requirements of social or human service programs; and they may also be less mobile or not healthy enough to journey from place to place. For this reason we want to make it as easy as possible for them to contact us and obtain the assistance desired/required. The telephone is their most common means of communication, therefore utilizing the easy-to-remember, three-digit, 2-1-1 phone number provides a simple way for them to gain access to help. So, while advances to technology may allow us to reach more people, there is no substitute for the relationships and person-to-person interactions offered by calling our trusted 2-1-1 assessors.

Once they make that call, our 2-1-1 staff is trained to assess and identify not only the spoken needs, but to listen to what is not being said and uncover needs not being expressed. The staff spends the time necessary to ensure the Senior Citizen receives all available services to enhance their quality of life, delay or avoid premature unnecessary institutional care, and allow them to remain an active member of the community. For many older adults the various enrollment and application processes can be cumbersome to understand and accurately complete, forms can often be hard for those with visual impairments to read due to small print and color choices, and automated menus can confuse and frustrate those with hearing impairments. Further, Agency names seldom clearly identify the services that are available or provided, so many give up before they ever even get to the appropriate agency that can serve them. We work to ensure none of these are a barrier to Seniors receiving the necessary services.

Based on our overall 2-1-1 Information & Referral data, almost 43% of all calls are callers age 60 or older- representing four in ten calls in 2020. We expect to see continued need from those individuals age 60 or older who have been utilizing and relying on the Enhanced Information and Referral for Seniors service. Our 2-1-1 assessors have been assisting some customers/clients regularly throughout the years as they experience new needs and they have developed trust in our service. Dring the program year we saw an increase in senior needs due to the COVID-19 pandemic. Call volume was up nearly 13% from January 1-December 31, 2020 as compared to the same time frame last year. We anticipate needs will continue to grow from COVID-19, especially from seniors- some of our most vulnerable callers.

On a broader level, Community Action has operated a comprehensive information and referral service for over twenty (20) years. The comprehensive information and referral service became the designated 2-1-1 call center for Ashtabula County in 2003 and we were successfully

accredited in 2017 by the national information and referral entity AIRS, Alliance of Information and Referral Systems. This accreditation is similar to the ISO 9000 certification in industry and includes adherence to twenty-seven (27) AIRS Standards and Quality Indicators for Professional Information and Referral. Reaccreditation is required every five (5) years. We have recently submitted for reaccreditation which must be completed by July 2022. The Community Development Coordinator is also a member of the Ohio AIRS Board as an Executive Board Member and Vice President, and is involved with state-level guidance, impacts, and policies of 2-1-1 services. Community Action also has experience complying with program regulations and guidelines set forth by federal, state, private and local funding sources. Community Action has been audited several times and has always been found to be in compliance.

4. Program Statistics

The following chart contains statistics for our Enhanced Information and Referral for Seniors program year January 1, 2020 to December 31, 2020, and the projected service levels Community Action is proposing for 2022. This only represents units "billable" as a Senior Levy service.

Ashtabula County Community Action Agency
Enhanced Information and Referral for Seniors
January 1, 2020 - December 31, 2020

Service Area Township, Village or City	Billed Units Provided and Unduplicated Customers Served in past 12 months age 60 - 75		Proposed Number of Billed Units and Unduplicated Clients to be Serverd age 60 - 75		Billed Units Provided and Unduplicated Clients Served in past 12 months age 76+		Proposed Number of Billed Units and Unduplicated Clients to be Serverd age 76+	
	Units	Customers	Units	Customers	Units	Customers	Units	Customers
Andover Township	23	5	25	6	9	2	10	2
Ashtabula	190	39	209	43	117	22	129	24
Austinburg Township	0	0	0	0	0	0	0	0
Cherry Valley Township	0	0	0	0	0	0	0	0
Colebrook Township	0	0	0	0	0	0	0	0
Conneaut	62	10	68	11	17	4	19	4
Denmark Township	0	0	0	0	0	0	0	0
Dorset Township	17	2	18	2	3	1	3	1
Geneva	61	9	67	10	51	10	56	11
Harpersfield Township	0	0	0	0	0	0	0	0
Hartsgrove Township	0	0	0	0	0	0	0	0
Jefferson Township	16	3	18	3	36	2	40	3
Kingsville Township	3	1	3	1	6	2	7	2
Lenox Township	0	0	0	0	0	0	0	0
Monroe Township	0	0	0	0	0	0	0	0
Morgan Township	0	0	0	0	0	0	0	0
New Lyme Township	0	0	0	0	0	0	0	0
North Kingsville Township	0	0	0	0	0	0	0	0
Orwell Township	5	1	6	1	26	4	29	5
Pierpont Township	13	3	14	3	10	1	11	2
Plymouth Township	0	0	0	0	0	0	0	0
Richmond Township	0	0	0	0	0	0	0	0
Rome Township	6	1	7	1	0	0	0	0
Saybrook Township	10	3	11	3	0	0	0	0
Sheffield Township	4	1	4	1	0	0	0	0
Trumbull Township	0	0	0	0	0	0	0	0
Wayne Township	0	0	0	0	0	0	0	0
Williamsfield Township	0	0	0	0	0	0	0	0
Windsor Township	0	0	0	0	0	0	0	0
Totals	410	78	450	85	275	48	304	54

5. Operating Hours

The hours of operation for the Enhanced Information and Referral for Seniors service will be from 8:00 a.m. through 4:30 p.m., Monday through Friday each week. If circumstances warrant time be worked outside of this time window, accommodations will be made to be available.

6. Client Intake

We request zip code, township, age, and number of people in the household of all callers to 2-1-1 Ashtabula County. When an individual age 60 or older calls and as the call proceeds it is determined that they will be served through the Enhanced Information and Referral for Seniors service we obtain their name, address and telephone number, date of birth, and gender. Based on the situation additional information may be gathered. This intake generally all occurs over the telephone with our operators. We can meet with Seniors face-to-face in our office if they come in. We can also respond to inquiries and assist via email or text, but this is not widely used by the Seniors. A record is created with the date(s) of service, number of, and description of Enhanced Information and Referral for Seniors units of service provided.

7. Other Funding

There are no other funds for the activities of Enhanced Information and Referral for Seniors. Over the past five (5) years we have received the following allocations and unit rates for service:

2016	$5,500	$9.00/unit	2017	$5,500	$9.00/unit	2018	$5,500	$9.29/unit
2019	$5,500	$9.29/unit	2020	$5,500	$9.29/unit			

8. Collaboration/Coordination

Community Action has as one of its core values the desire to create partnerships, coordinate, and collaborate to meet needs within the community, maximize resources, and to eliminate duplication. One of the principal tenants of information and referral is the coordination of information within the community. As the 2-1-1 Information and Referral Call Center, it is imperative that we communicate regularly with all of the agencies, organizations, and service providers in the area to ensure that our data regarding their services/programs is up-to-date. During the COVID-19 pandemic, we were in constant contact with community organizations and partners to ensure we had the very most current information. Annually we undertake a comprehensive update of all services in the database. As a component of the 2-1-1 Ashtabula County service, the Enhanced Information and Referral for Seniors service naturally benefits from efforts made along those lines.

Normally, 2-1-1 Ashtabula County performs a significant amount of outreach via health fairs (including the Senior Conference), presentations, and community events; at these events we inform seniors and their families that the service is available to assist them and connect them to opportunities available. Due to the COVID-19 pandemic many of these events did not take place. We did however, provide information in boxes/bags prepared for distributions, and attended food giveaways, supply distributions (some packed for drive-through hands-free pick-up). We are also part of many social and human service groups, coalitions, and meetings. Meetings over the past year switched to virtual platforms where we kept in touch with service

and program changes. We network to link not only customers in need, but to connect other organizations or entities that share common goals and activities but may not be aware of existing or complimentary efforts. More specific to the Enhanced Information and Referral for Seniors service, there are several different agencies that work with the same Seniors that use this service. When encountering a senior in need of more intensive information and referral services, these agencies will make referrals to the Enhanced Information and Referral for Seniors program. Some of these entities include: Ashtabula County Department of Job & Family Services, Children Services, Catholic Charities, Country Neighbor, Salvation Army, GO Development Corp., Lake Area Recovery Center, governmental offices, local churches, local food pantries, local libraries, and more. All area senior centers and the Senior Care Network providers are also aware of the Enhanced Information and Referral for Seniors program and will refer seniors to it. Again, some of this activity was reduced based on the protocols and service provision changes of these entities due to COVID-19.

B. Measuring Impact

The Program Statistics chart represents the Enhanced Information and Referral for Seniors program funded by the Senior Services Levy, which provides the more extensive assistance units of follow-up, advocacy, research and materials to the seniors. In PY 2020 we provided a *total* of 685 Senior Information and Referral Billable Units. We plan to provide a *total* of 754 Senior Information and Referral Billable Units. We review many metrics on an ongoing basis as part of the 2-1-1 Ashtabula County service. Each month we track the services most needed based on the calls, this helps us to identify trends and gaps in service. For our overall 2-1-1 information and referral service during calendar year 2020, our quality assurance follow-up indicates that: 98% of the time the callers reported that the information that we provided was correct and for 84% the referrals that we provided helped them in resolving the issues that they called about. In the Enhanced Information & Referral for Seniors we use the follow-up to determine if we are successfully connecting senior callers with the services necessary to help them meet their needs. (During follow-up 86% indicated they needed no further help at the time, while 14% responded "Yes" [a 3% increase over 2019] when asked "Is there anything that we can help you with today?" Suggesting that the follow-ups are key to assisting callers to meet their ongoing needs or offering other referrals if the initial referral did not resolve the problem or issue.) For seniors with more complex needs, when we follow-up we may also be referring to additional services, the rapport and trust that we build with the seniors is key to having them continue to seek assistance that can improve their quality of life and allow them to remain in the community as long as possible.

C. Organizational Structure

Agency History

The Community Action network was created as part of President Johnson's "War on Poverty". Ashtabula County Community Action Agency was established in 1965 as an Economic Opportunity Committee by a resolution of the County Commissioners, under the provision of the Economic Opportunity Act. With required changes to the structure at the federal level, the County Commissioners enacted resolutions to abolish the Committee and create the Agency with a governing board in 1972. The status is a non-government public agency. Community Action has a separate governing board; the agency is not a department of the county government.

Community Action is a 501(c) (3) non-profit organization having received the Internal Revenue Service (IRS) on February 26, 1974.

Our mission is to "help people achieve self-sufficiency and rise above issues of poverty." All activities of the agency are designed to help maximize resources, encourage cooperation and collaboration wherever possible towards the elimination of poverty for the betterment of conditions under which people live, learn, and work. Some of the characteristics of community action agencies are flexibility, partnership, ability to leverage funds, and diverse service offerings based on the needs of the local community. Partners and stakeholders of Community Action consist of social and human service agencies, governmental entities, funding sources, faith based and other non-profit organizations, vendors, personnel and our customers.

There are four (4) service departments and an administrative department within Community Action: Health & Nutrition Services, Head Start, Housing & Energy Services, and the department that oversees the Enhanced Information & Referral for Seniors, Community Development Services. Through the various departments individuals and families across the age spectrum are provided nutrition and health services for pregnant women, infants, and children, early education services centered around school readiness, building and strengthening the family, home weatherization, rehabilitation and consumer education, as well as, congregate meals and home delivered meals, wrap-around services for area students, utility assistance, homeless housing assistance, household organizational, life goals and budgeting skills, job readiness skills, and connection to resources within the community through the 2-1-1 Ashtabula County information and referral service.

Incorporation

The Ashtabula County Community Action Agency is not incorporated. The Agency is an unincorporated 501(C)(3) organization.

Sources of Financial Support

The Agency's primary source of financial support is federal, state, private and local grants, the majority of which are federal grants. Community Action also receives some program based donations from participants.

Agency Governance

Community Action is an agency governed by a Board of Trustees. The Board of Trustees is comprised of representation from three different population sectors as required through the Community Service Block Grant (CSBG): elected public officials, low income individuals and families, and the private sector. Reporting to the board of trustees is the Executive Director and reporting to the Executive Director are the Program Directors. Agency and departmental organizational charts, as well as a Board of Trustees roster, are included as attachments following directly after this narrative.

D. Provider / Staff Qualifications

Qualifications

Community Action has an established departmental infrastructure that will be used to support the Enhanced Information and Referral service. This infrastructure includes executive management, human resources, fiscal / accounting services, planning, and program development. Most staff in these areas have many years of experience in their respective fields.

Direct program management will be handled via the following positions: Director of Community Development and the Community Development Coordinator. The Director of Planning (formerly the Director of Community Programs) created the Agency's initial Enhanced Information and Referral for Seniors service; and has almost 30 years of experience managing social service programs. Her role for this service will be to provide administrative functions and guidance to the Director of Community Development. The Director of Community Development has general oversight of the administrative and direct service aspects fo the program. The Community Coordinator provides support to the Director, and assists with coordination for the 2-1-1 Ashtabula County, the Enhanced Information and Referral for Seniors, and other Community Development programs as well as outreach. The Community Resource Specialist helps to monitor the reporting and data and the day-to-day supervision for the 2-1-1 service. We have mentioned that the Director of Community Development is on the Executive Board of the State Association of Information & Referral Services- Ohio AIRS- in the role of Vice-President. In this role she contributes to shaping the requirements and quality of information and referral state-wide. The 2-1-1 Assessors are the heart of our operation and they take all calls that come in to the 2-1-1 Ashtabula County Information & Referral program. As noted earlier, as they progress through a call with a senior citizen it may become an Enhanced Senior Information & Referral situation. The Community Resource Specialist also serves as a 2-1-1 operator as additional coverage during peak hours or as back-up. All relevant job descriptions are included as attachments following directly after this narrative. Our full-time I&R Specialist is a Certified Community Resource Specialist (CRS) as designated by the national association.

In addition, on the executive management team is our IT Manager. The IT Manager assists with the 2-1-1 network infrastructure and our technical needs. Administrative and Fiscal support are also offered through the executive management team.

Employee Training Requirements

Job training is provided in a few different ways. Their training includes an overview of their position as well as the best practices that have been developed. Each staff works in tandem with an experienced staff member that works in a similar position as theirs or supervises them. Typically, employees of the 2-1-1 Information and Referral program begin by reviewing the "AIRS I&R Training Manual- Volume 1 Training the I&R Specialist" which is the training manual provided by the national association- The Alliance for Information & Referral Services (AIRS). The manual takes them through the basics of information and referral service delivery and presents the 27 Standards that are required. They then shadow and observe for a period, before they begin to take calls with a co-worker or supervisor monitoring and guiding. For the Enhanced Information and Referral for Seniors service, an explanation of the enhanced activities

is given. Explanation about how to properly document the service is also given. Ongoing training is provided during regular staff meetings, as well as through attendance at workshops or seminars.

As soon as 2-1-1 Assessors are eligible they obtain their Certified Community Resource Specialist (CRS) certification through the national association, Alliance of Information & Referral Systems (AIRS). In order to achieve this certification the staff study, understand and demonstrate their knowledge of the 27 AIRS Standards and Quality Indicators for Professional Information and Referral. To maintain this certification they must renew every two years including submitting documentation of continuing education on topics pertinent for the delivery of information and referral.

Volunteers

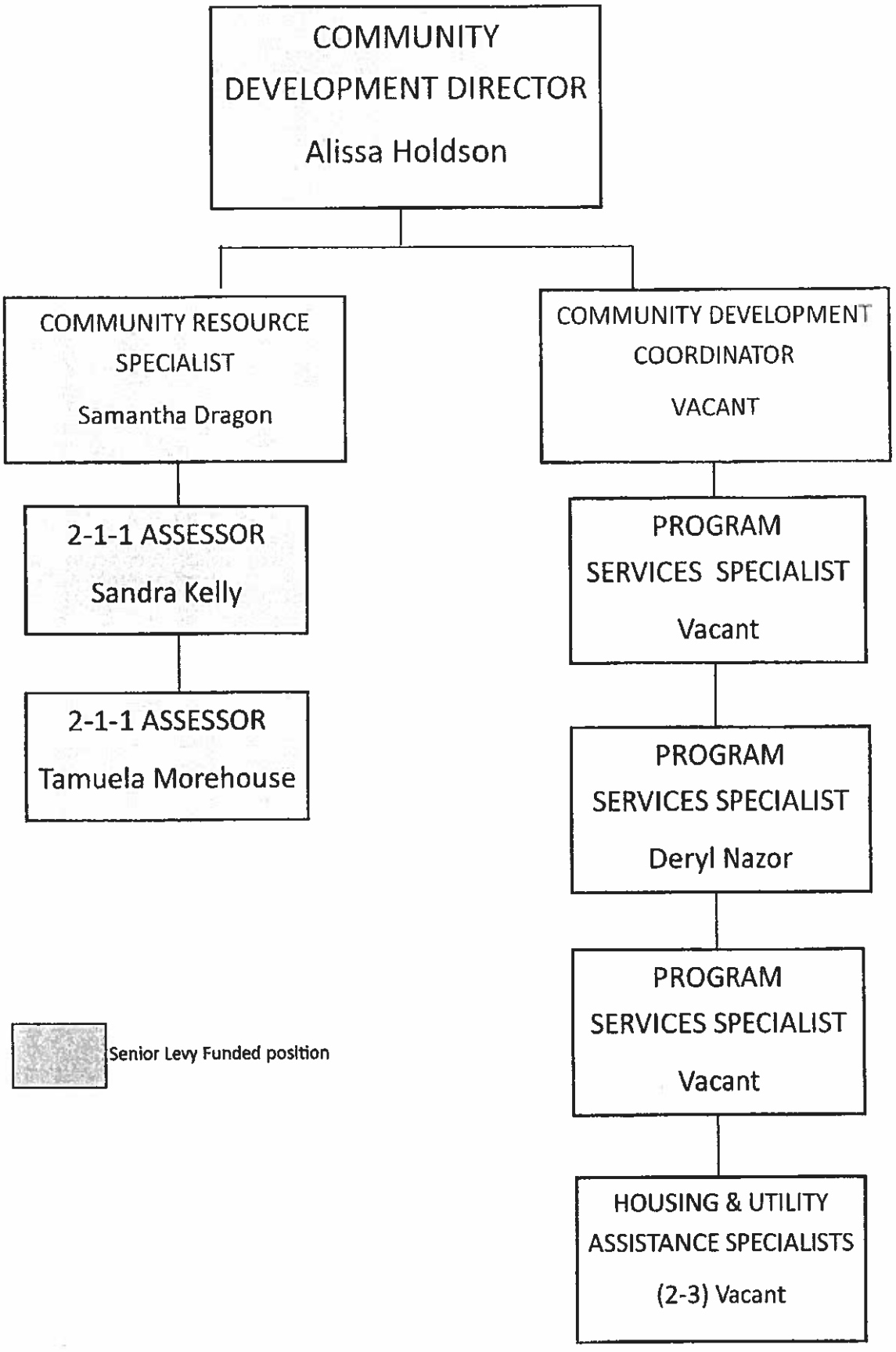
At this time, the Enhanced Information and Referral for Seniors service does not use volunteers to perform any of the service tasks.

ASHTABULA COUNTY COMMUNITY ACTION AGENCY

Federal or State financial assistance

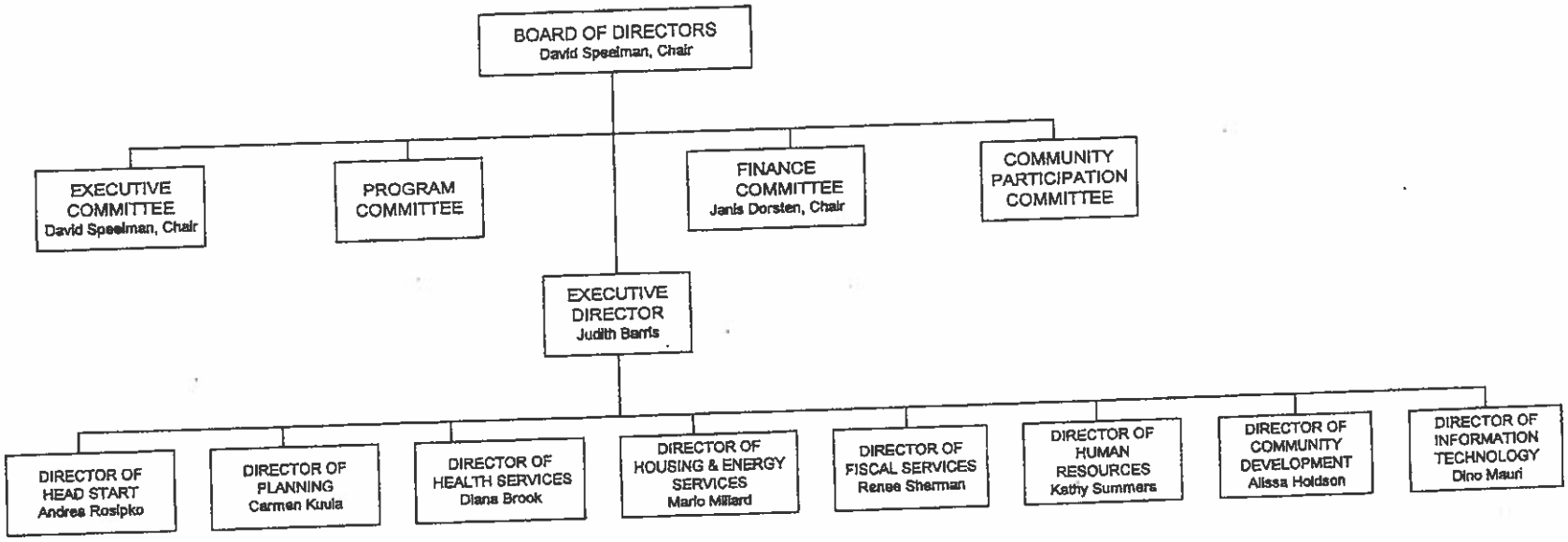
PROGRAMS	FUNDING PERIOD	AWARD/RECEIPTS/APPROPRIATION				
		FY2020	FY2019	FY2018	FY2017	FY2016
AAoA HOME REPAIR PROGRAM	January - December	$ 16,986	$ 13,028	$ 11,856	$ 11,856	$ 7,904
CACFP	October - September	$ 161,537	$ 155,967	$ 36,167	$ 83,403	$ 62,169
COMMUNITY SERVICES BLOCK GRANT	January - December	$ 291,942	$ 243,810	$ 222,667	$ 236,878	$ 236,883
EMERGENCY FOOD AND SHELTER PROGRAM	January - December	$ 3,752	$ 2,858	$ 5,085	$ 6,500	$ -
H.E.A.P/Operations	September - August	$ 183,300	$ 286,945	$ 247,231	$ 242,681	$ 232,700
H.E.A.P/Summer Crisis	June - August	$ 75,174	$ 70,927	$ 114,199	$ 89,176	$ 113,420
H.E.A.P/Winter Crisis	November - March	$ 735,892	$ 602,507	$ 700,000	$ 700,000	$ 700,000
HEAD START - Federal	April - March	$ 3,551,151	$ 3,557,923	$ 3,399,685	$ 3,193,539	$ 3,137,937
HWAP - ASHTABULA/GEAUGA (H.H.S.)	April - March	$ 759,057	$ 473,104	$ 683,221	$ 672,566	$ 672,318
HWAP - ASHTABULA/GEAUGA (D.O.E.)	April - March	$ 440,972	$ 454,108	$ 373,412	$ 347,066	$ 311,543
MIECHV	October - September	$ 190,150	$ 197,903	$ 201,300	$ 165,000	$ 165,000
SENIOR NUTRITION PROGRAM - AAOA/Passport/OHC	January - December	$ 346,449	$ 344,089	$ 268,383	$ 273,689	$ 258,092
TANF	April - March	$ 33,397	$ 26,553	$ 25,225	$ 7,656	NA
I&R	July - June	$ 5,184	NA	NA	NA	NA
WOMEN, INFANTS & CHILDREN	October - September	$ 665,020	$ 616,809	$ 646,869	$ 658,963	$ 641,032

COMMUNITY DEVELOPMENT SERVICES



ASHTABULA COUNTY COMMUNITY ACTION AGENCY

July 2021



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Administrative Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

2021 Board of Directors

Ms. Lori Lee	Kent State University – Ashtabula Private Sector
Preston Watkins	Ashtabula Area Ministerial Alliance Private Sector
Ms. Lori Pawlowski	Ashtabula County Medical Center Private Sector
Mr. Paul Bolino	Community Counseling Center- ACCHDO Liaison Private Sector
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Ms. Annette Griffin	County Commissioner JP Ducro Public Sector
Ms. Renee Howell, Secretary	County Commissioner Katherine Whittington Public Sector
Dr. Debra Barrickman	Ashtabula Area City School Board Public Sector

Continued

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

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

Ashtabula County Community Action Agency
Board of Directors- Page 2

Ms. Tania Burnett	Children's Services Low Income Sector
Ms. Raechal Towner	Head Start Policy Council Low Income Sector
Mr. David Speelman, Chairperson	United Way of Ashtabula County Low Income Sector
Mr. Ron Loos, Vice-Chairperson	Seniors of Ashtabula County Low Income Sector
Ms. Janis Dorsten, Treasurer	Ashtabula Area Board of Realtors Low Income Sector

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Administrative Services

Judith Barris
Executive Director

David Spellman
Board Chairperson

POSITION: Director of Community Development

RESPONSIBLE TO: Executive Director

EMPLOYMENT STATUS: Regular Full Time/Exempt

PRIMARY WORK SITE: Community Development Office

POSITIONS SUPERVISED: Community Development Staff

GENERAL RESPONSIBILITIES: Responsible for all functions within Community Development, particularly as related to the Community Services Block Grant (CSBG) grant including applications, budget design, reporting, service provision and program development.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Supervision and evaluation of staff and delegation of supervisory responsibility where applicable.
- Ensuring compliance with all applicable local, state and federal laws and regulations.
- Providing leadership in planning the goals and direction of the CD and its CSBG programs/services.
- Representing CD to Agency Board of Directors, updating on program and financial progress.
- Partnering with partners and working to collaborate to advance self-sufficiency and poverty reduction efforts within the community.
- Maintaining and increasing knowledge and skills through attendance at meetings, conferences, training sessions, and in-service training sessions.
- Assisting in efforts to build the agency's visibility and impact in the community, interacting with community partners, governmental representatives, and professional organizations.
- Perform the duties as specifically related to the mission of the CD programs, as assigned by the Director.

6320 Ridgeboro Road, PO Box 2390, Ashtabula, OH 44005-2390
Phone: 992-3957 x165 www.acaa.org Fax: 992-3219

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

QUALIFICATIONS:

Demonstrated excellence in organizational, management and communication skills. Capable of planning, coordinating and assessment of work, managing multiple functions and projects at a time, prioritizing tasks as necessary in a changing environment, and creative deployment of resources.

- Proficient to advance compute skill level. Knowledge of, or ability to master utilization of all necessary compute software and database program.
- Confidentiality in all aspects of program operation must be maintained.
- Ability to work independently and as a member of the Executive Team, as well as have the ability to work with direct service and support personnel and demonstrate a professional attitude.
- Will sometimes be required to work evenings, weekends and holidays and respond to crises. Overnight travel may be required.
- Must have available and reliable transportation. Must be able to travel to locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.
- Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions my result to termination of employment. Must comply with ACCAA Drug Free Workplace policy.
- All employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

Signed: [signature] Date: 3/9/2021

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Community Development Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Alissa Holdson
Director of Development

POSITION: Community Resource Specialist

RESPONSIBLE TO: Community Development Coordinator

EMPLOYMENT STATUS: Regular- Full-time
PRIMARY WORK SITE: Community Development Office

GENERAL RESPONSIBILITIES:

Under the direction of the Program Services Coordinator, assists with all Community Development (CD) programs including information and referral, self-sufficiency programs, community development and supportive activities, internal and external communications, conducting customer assessments, customer eligibility screening and customer outreach.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Assist with day-to-day 2-1-1 Ashtabula County service functions, including use of appropriate database(s), data input and tracking, service delivery and customer satisfaction.

Assist with database updates and maintenance of records for 2-1-1 Ashtabula County and various programs/services utilizing appropriate database(s)..

Assist with and ensure timely completion, accuracy, and maintenance of all necessary paperwork, documentation, program reports, and compliance with all applicable internal and external guidelines, requirements and regulations.

Researches, creates and delivers workshops and trainings for customers on topics designed to build skills to empower self-sufficiency.

Conduct customer intake establishing a customer record (electronic and paper); completing applications and/or enrolling customers in services as appropriate, and making referrals to other community resources.

Provides case supportive services to customers and families of the customer by assessing their needs and helping them develop goals that move them towards self-sufficiency; monitors progress of customer's goals and makes adjustments as needed.

Ensures quality of service to customers and program partners, builds and maintains positive relations with program partners, on-going communication with customers and program partners, and frequent interactions to promote goals of the customers and programs.

Assist in providing services to customers on-site, as well as customer outreach including off-site, in-home appointments/events as needed.

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

Assists with conducting, planning, and implementation of community development and supportive activities at various locations.

Assists with the marketing of the CD programs; assists coordination of, or conducts, special events, meetings, workshops to represent the Agency and CD programs;

Develop or create spreadsheets, reports, and other data tracking tools to enhance efficiency of the department. Provide clerical and administrative assistance for the CD programs as needed.

Participate regularly in in-services and other training events intended to provide growth, development and mandatory training evidence as related to this position.

Perform other duties as specifically related to the mission of the Community Development programs and ACCAA, as assigned by the Director.

SKILLS AND QUALIFICATIONS:

Ideal candidate will have a Bachelor's degree in social or human services, education, or a related field; possess 3-5 years of experience in the fields of social or human services, or a related field.

Experience training or performing workshops and delivering presentations to diverse audiences.

Experience assisting individuals and families of low and moderate income households, and working with programs designed to end or alleviate poverty, promote economic stability, enhance the community, and improve quality of life.

Capable of planning and organizing work, managing multiple functions, prioritizing tasks as necessary. Displays original thinking and creativity and meets challenges with resourcefulness.

Proficiently skilled in general computer use. Knowledge of, or ability to master utilization of, all necessary computer software and database programs.

Ability to assess customer needs and identify appropriate resources, referrals and options, provide support to empower the customer to attain self-sufficiency goals.

Must be able to follow both verbal and written directions and have the ability to work as a team member with direct services and support personnel and demonstrate a professional attitude.

Will sometimes be required to work evenings, weekends and holidays and respond to crises. Overnight travel may be required.

Must have available and reliable transportation. Must be able to travel to locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

Must comply with ACCAA Drug Free Workplace policy.

_____ _____

Signature Date

Revised 3-2020

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Community Development Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Alissa Holdson
Director of Development

POSITION: 2-1-1 Assessor

RESPONSIBLE TO: Community Development Coordinator

EMPLOYMENT STATUS: Regular, Full and Part-Time

PRIMARY WORK SITE: Community Development Services

GENERAL RESPONSIBILITIES:

As a point of contact for customers seeking assistance either by telephone (through 2-1-1 information & referral) or as a walk-in, responsible for greeting and engaging customers in exploration of needs, identify available services, enter customer information into appropriate database(s), enroll for internal services as appropriate, and make any referrals.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Conducts the activities of the 2-1-1 Ashtabula program (Information and Referral) including use of appropriate database(s).

Conducts customer intake to create a customer plan of action: welcoming, performing preliminary assessment, establishing a customer record (electronic and paper), completing applications and/or enrolling customers in services as appropriate, and making referrals to other community resources.

Supports customers and families of the customer by assessing their needs and helping them develop goals that move them towards self-sufficiency; monitors progress of customer's goals and makes adjustments as needed.

Performs emergency customer outreach.

Communicates with other agencies regarding available resources, requirements for service, eligibility and other vital information to ensure customer is presented with all options.

Maintains compliance with all applicable internal and external guidelines, requirements and regulations.

Attend public awareness events as necessary to provide information to the community and customers.

Assists with database updates and maintenance of records.

Takes responsibility to become knowledgeable regarding safety issues related to the position and report all safety incidents/concerns.

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

Performs other duties as assigned as they specifically relate to the mission of the Community Development Services and the Ashtabula County Community Action Agency.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and:
-possess an Associate's degree in a social service field, human services field, or related field,
or
-possess 2 to 3 years experience in the social services, human services field, or related field.

Possess a CIRS(A) certification or be willing to obtain one.

Proficiently skilled in general computer use. Knowledge of, or ability to master utilization of, all necessary computer software and database programs.

Ability to assess customer needs and identify appropriate resources, referrals and options.

Displays original thinking and creativity and meets challenges with resourcefulness.

Confidentiality in all aspects of program operation must be maintained.

Requires a courteous, patient individual with the ability to work calmly under stress, understanding the environment of change, deadlines and interruptions.

Must be able to follow both verbal and written directions and have the ability to work as a team member with direct services and support personnel and demonstrate a professional attitude.

If required to drive on Agency business must have a valid driver's license and automobile insurance. Driving record must meet Agency standards.

At times, evening and weekend hours may be required.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

Position requires ability to bend, climb stairs and lift up to 50 lbs.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

Must comply with ACCAA Drug Free Workplace policy.

_____ _____

Signature Date

8/2015 Reviewed 7-2020, 7-2021

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Community Development Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Alissa Holdson
Director of Development

POSITION: 2-1-1 Assessor

RESPONSIBLE TO: Community Development Coordinator

EMPLOYMENT STATUS: Regular, Part-Time

PRIMARY WORK SITE: Community Development Services

GENERAL RESPONSIBILITIES:

As a point of contact for customers seeking assistance either by telephone (through 2-1-1 information & referral) or as a walk-in, responsible for greeting and engaging customers in exploration of needs, identify available services, enter customer information into appropriate database(s), enroll for internal services as appropriate, and make any referrals.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Conducts the activities of the 2-1-1 Ashtabula program (Information and Referral) including use of appropriate database(s).

Conducts customer intake to create a customer plan of action: welcoming, performing preliminary assessment, establishing a customer record (electronic and paper), completing applications and/or enrolling customers in services as appropriate, and making referrals to other community resources.

Supports customers and families of the customer by assessing their needs and helping them develop goals that move them towards self-sufficiency; monitors progress of customer's goals and makes adjustments as needed.

Performs emergency customer outreach.

Communicates with other agencies regarding available resources, requirements for service, eligibility and other vital information to ensure customer is presented with all options.

Maintains compliance with all applicable internal and external guidelines, requirements and regulations.

Attend public awareness events as necessary to provide information to the community and customers.

Assists with database updates and maintenance of records.

Takes responsibility to become knowledgeable regarding safety issues related to the position and report all safety incidents/concerns.

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

Performs other duties as assigned as they specifically relate to the mission of the Community Development Services and the Ashtabula County Community Action Agency.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and:
-possess an Associate's degree in a social service field, human services field, or related field,
or
-possess 2 to 3 years experience in the social services, human services field, or related field.

Possess a CIRS(A) certification or be willing to obtain one.

Proficiently skilled in general computer use. Knowledge of, or ability to master utilization of, all necessary computer software and database programs.

Ability to assess customer needs and identify appropriate resources, referrals and options.

Displays original thinking and creativity and meets challenges with resourcefulness.

Confidentiality in all aspects of program operation must be maintained.

Requires a courteous, patient individual with the ability to work calmly under stress, understanding the environment of change, deadlines and interruptions.

Must be able to follow both verbal and written directions and have the ability to work as a team member with direct services and support personnel and demonstrate a professional attitude.

If required to drive on Agency business must have a valid driver's license and automobile insurance. Driving record must meet Agency standards.

At times, evening and weekend hours may be required.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

Position requires ability to bend, climb stairs and lift up to 50 lbs.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

Must comply with ACCAA Drug Free Workplace policy.

_____ _____

Signature Date

8/2015 Reviewed 4/2019, 7-2021

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Community Development Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Alissa Holdson
Director of Development

POSITION: Community Development Coordinator

RESPONSIBLE TO: Director of Community Development
EMPLOYMENT STATUS: Regular- Full Time
PRIMARY WORK SITE: Community Development Office

GENERAL RESPONSIBILITIES:

Provides day-to-day management of all Community Development (CD) programs including supervision of assigned CD staff, reporting functions, program compliance, internal and external communications, as well as managing and conducting customer assessments, customer eligibility screening and customer outreach as necessary.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Advise and assist the Director with all matters affecting the administration tasks/operations of the CD service area, providing information or materials and performing other such duties as required.

Day-to-day coordination and supervision of all assigned CD staff and program functions.

Responsible for timely completion, accuracy, and maintenance of all necessary paperwork, documentation, and program reports for all assigned CD programs.

Maintains compliance with all applicable internal and external guidelines, requirements, and regulations.

Communicates with other agencies regarding available resources, requirements for service, eligibility and other vital information to ensure participant is presented with all options.

Responsible to help fulfill the marketing of the CD service area and CSBG programs; assists coordination of, or conducts, special events, meetings, workshops to represent the Agency and CD programs; delegates participation by staff as required.

Responsible for preparation of grant applications or budget revisions as required.

Ensures quality of service to customers and program partners; provides support to staff to resolve customer issues/concerns including case management, customer referrals; builds and maintains positive relations with program partners, on-going communication with customers and program partners, and daily/frequent interactions to promote goals of the customers and programs.

Participate regularly in in-services and other training events intended to provide growth, development and mandatory training as related to this position.

4200 State Road, Ashtabula, OH 44004
www.accaa.org
P:(440) 997-6005
F:(440) 997-6162

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

Ensure in-services and other training events intended to provide growth, development and mandatory training are provided as related to the CD, and as appropriate Agency staff.

When necessary, perform customer outreach including off-site, in-home appointments/events, customer intake, assessments, eligibility screening, and case support.

Perform other duties as specifically related to the mission of the Community Development service area, CSBG programs and ACCAA, as assigned by the Director.

SKILLS AND QUALIFICATIONS:

Candidate will have a Bachelor's degree in social or human services, or a related field; possess 3-5 years experience in the fields of social or human services, or a related field. Direct experience assisting individuals and families of low and moderate income households, and working with programs designed to end or alleviate poverty, promote economic stability, enhance the community, and improve quality of life.

Demonstrated supervisory experience and leadership.

Capable of planning and organizing work, managing multiple functions, prioritizing tasks as necessary

Proficiently skilled in general computer use. Knowledge of, or ability to master utilization of, all necessary computer software and database programs.

Ability to assess customer needs and identify appropriate resources, referrals and options, provide support to empower the customer to attain self-sufficiency goals.

Displays original thinking and creativity and meets challenges with resourcefulness.

Confidentiality in all aspects of program operation must be maintained.

Requires a courteous, patient individual with the ability to work calmly under stress, understanding the environment of change, deadlines and interruptions.

Must be able to follow both verbal and written directions and have the ability to work as a team member with direct services and support personnel and demonstrate a professional attitude.

Will sometimes be required to work evenings, weekends and holidays and respond to crises. Overnight travel may be required.

Must have available and reliable transportation. Must be able to travel to locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

Must comply with ACCAA Drug Free Workplace policy.

_____ _____

Signature Date

8/2019, reviewed 7/2021

community action
Helping People. Changing Lives.

Community Development Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Alissa Holdson
Director of Development

POSITION: Program Services Specialist

RESPONSIBLE TO: Community Development Coordinator
EMPLOYMENT STATUS: Regular- Full-time
PRIMARY WORK SITE: Community Development Office

GENERAL RESPONSIBILITIES:

Under the direction of the Community Development Coordinator, assists with all Community Development (CD) programs including self-sufficiency programs, information and referral, conducting customer assessments, customer eligibility screening and customer outreach with focus on provision of services through the rental, utility and homeless assistance programs.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Conducts customer intake to create a customer plan of action: welcoming, performing preliminary assessment, establishing a customer record (electronic and paper), completing applications and/or enrolling customers in services as appropriate, and making referrals to other community resources.

Provides case supportive services to customers and families of the customer by assessing their needs and helping them develop goals that move them towards self-sufficiency; monitors progress of customer's goals and makes adjustments as needed.

Ensures timely completion, accuracy, and maintenance of all necessary paperwork, documentation, program reports, and compliance with all applicable internal and external guidelines, requirements and regulations.

Develop or create spreadsheets, reports, and other data tracking tools to enhance efficiency of the department. Provide clerical and administrative assistance for the CD programs as needed.

Ensures quality of service to customers and program partners, builds and maintains positive relations with program partners, on-going communication with customers and program partners, and frequent interactions to promote goals of the customers and programs.

Assists with 2-1-1 Ashtabula County service functions, including use of appropriate database(s), data input and tracking.

Performs customer outreach including off-site, in-home appointments/events.

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

Assists with the marketing of the CD programs; assists coordination of, or conducts, special events, meetings, workshops to represent the Agency and CD programs;

May research, create and deliver workshops and trainings for customers on topics designed to build skills to empower self-sufficiency.

Participate regularly in in-services and other training events intended to provide growth, development and mandatory training evidence as related to this position.

Perform other duties as specifically related to the mission of the Community Development programs and ACCAA, as assigned by the Director.

SKILLS AND QUALIFICATIONS:

Ideal candidate will have a Bachelor's degree in social or human services, education, or a related field; possess 3-5 years of experience in the fields of social or human services, or a related field.

Experience assisting individuals and families of low and moderate income households, particularly those experiencing homelessness, and working with programs designed to end or alleviate poverty, promote economic stability, enhance the community, and improve quality of life.

Capable of planning and organizing work, managing multiple functions, prioritizing tasks as necessary. Displays original thinking and creativity and meets challenges with resourcefulness.

Proficiently skilled in general computer use. Knowledge of, or ability to master utilization of, all necessary computer software and database programs. HMIS Database experience a plus.

Ability to assess customer needs and identify appropriate resources, referrals and options, provide support to empower the customer to attain self-sufficiency goals.

Must be able to follow both verbal and written directions and have the abilty to work as a team member with direct services and support personnel and demonstrate a professional attitude.

Will sometimes be required to work evenings, weekends and holidays and respond to crises. Overnight travel may be required.

Must have available and reliable transportation. Must be able to travel to locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

Must comply with ACCAA Drug Free Workplace policy.

_____ _____

Signature Date

June 2021

2-1-1 Ashtabula County Information & Referral

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

24/7 Call Center

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

Just dial...
2-1-1



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

Database Management/ Resource Verification



The 2-1-1 Database has approximately 225 organizations with 583 attached program and service records, catalogued in accordance with Alliance of Information & Referral Systems (AIRS) taxonomy).

Specialized I&R

with **ENHANCED**

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

Information and Referral for Seniors

2-1-1 Ashtabula County

Online Data

SEARCH community resources 2-1-1

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

www.211ashtabula.org

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

Outreach

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

Info 2-1-1 Ashtabula County Roadshow



2-1-1 ASHTABULA COUNTY

Looking for community resources?

Connect with us!

2-1-1 Ashtabula County



DIAL 2-1-1

All day. Every day.



VISIT ONLINE

www.211ashtabula.org

TEXT "COVID19" TO 211-211

Local information specialists available M - F 8AM - 4PM





COVID-19 INFORMATION HOTLINE

M - F 8AM - 4:30PM

"LIKE" US ON FACEBOOK



www.facebook.com/ashtabulainfo

A service of...

community action

EXHIBIT II

Applicant Budget
Summary

Applicant: Ashtabula County Community Action Agency-Enhanced Senior Information & Referral	
Date From: January 1, 2022	**To: December 31, 2022**

	Amount
I. Staff	
A. Salaries	$ 4,608.67
B. Payroll-Related Expenses	$ 781.33
Total Staff Costs	$ 5,390.00
II. Operations	
A. Travel and Short-Term Training	$ -
B. Consumable Supplies	$ -
C. Occupancy Costs	$ -
D. Contract and Professional Services	$ -
E. Other - Miscellaneous	$ -
Total Operational Costs	$ -
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 5,390.00
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 5,390.00

Budget Computation

Total Operating Expenses	$ 5,390.00
Divided by Total Operating Units	580.20
= Unit Rate	$ 9.29

Unit Rate	$ 9.29
X number of units purchased	580.20
= Total Contract Amount	$ 5,390.00

Unit = 1 Follow-Up, Materials Provided, Research, Advocacy

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
2-1-1 Assessor1	$ 26,000.00	40 hrs/wk	7.00%	$ 1,820.00
2-1-1 Assessor2	$ 17,935.32	30 hrs/wk	7.00%	$ 1,255.47
Community Resource Specialist	$ 33,280.00	40 hrs/wk	2.50%	$ 832.00
Community Development Coord	$ 39,520.00	40 hrs/wk	1.00%	$ 395.20
Program Director	$ 60,008.00	40 hrs/wk	0.35%	$ 210.03
Program Services Specialist	$ 29,120.00	40 hrs/wk	0.30%	$ 95.97
Total Salaries				$ 4,608.67

I. B. Payroll-Related Expenses

		Amount
PERS or Social Security		$ 360.98
Worker's Compensation		$ 18.72
Unemployment Insurance		$ 94.37
Retirement Expenses		$ 25.00
Hospitalization		$ 261.89
Other (*identify*)	Life Insurance	$ 9.87
Other (*identify*)	Dental Insurance	$ 8.00
Other (*identify*)	EAP	$ 2.50
Total Payroll-Related Expenses		$ 781.33

II. A. Travel and Short-Term Training

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

II. B. Consumable Supplies

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

II. C. Occupancy Costs

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

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

Identify Each Contract of Service	Amount
Total Contract & Services Costs	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Total Miscellaneous Costs	$ -

III. Equipment

A. Equipment Depreciation

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

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

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor o
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Ashtabula County Community Action Agency**
Date: **11/12/2021 10:05:04 AM**

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 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 av 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 OR 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: An agreement between Ashtabula County Job & Family Services and **Ashtabula County Community Action Agency** for **Independence and Wellness** programs

Approved as to Legal Form Only:

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

Date: 10.28.2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
INDEPENDENCE AND WELLNESS

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Ashtabula County Council on Aging,** located at **4148 Main Avenue, Ashtabula, OH 44004**to provide **Independence and Wellness** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

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

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

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

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

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

   Independence and Wellness: $52,606.40 and shall not exceed the actual cost of service.

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

$21.19 per unit of Independence & Wellness as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

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

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

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

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

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

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

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

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

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

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

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

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

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

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

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

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

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

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

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

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

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

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

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

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

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

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

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

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

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

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

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

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

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

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

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

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

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

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

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

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

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

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

44. **Miscellaneous Provisions**

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

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

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

SIGNATURES:

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

11/3/21
Date

Lisa Bruckman, Executive Director
Ashtabula County Council on Aging

11/15/2021
Date

Ashtabula County Board of Commissioners

11/23/21
Date

EXHIBIT I

Appendix I
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

Independence and Wellness for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

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

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

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

Applicant Information

AGENCY / ORGANIZATION NAME: ASHTABULA COUNTY COUNCIL ON AGING

ADDRESS: 4148 MAIN AVENUE

PHONE: 440-998-6750 FAX: 440-998-6650

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 23-7263183

EXECUTIVE DIRECTOR/DIRECTOR: LISA BRUCKMAN

PROGRAM COORDINATOR: LISA BRUCKMAN EMAIL: PROGRAM@ASHTABULASENIORS.ORG

FISCAL CONTACT: CAROL BILLIG EMAIL: BKEEP@ASHTABULASENIORS.ORG

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: LISA BRUCKMAN SIGNATURE: Lisa Bruckman

(Note: original signature must be in blue ink)

TITLE: EXECUTIVE DIRECTOR DATE: AUGUST 4, 2021

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: ASHTABULA COUNTY COUNCIL ON AGING, INC.

Company Address: 4148 MAIN AVENUE

Telephone Number: 440-998-6750 FAX: 440-998-1650

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

LISA BRUCKMAN Office: 440-998-6750, Cell: 440-344-1691

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

LISA BRUCKMAN Office: 440-998-6750, Cell: 440-344-1691

The legal status of the Applicant's organization 501C3

Date of establishment/incorporation: SEPTEMBER 29, 1973

Federal Employer Identification Number (FEIN): 23-7263183

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

If yes, name of parent company: _____

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

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

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

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

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

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

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

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

ACJFS RFP #8-22 Section 3 Independence and Wellness Program

A. Program description

1. **Narrative describing proposed service, that clearly demonstrates services can be delivered efficiently.**

ACCOA is proposing to continue to provide Independence and Wellness (I&W) programming that will promote the well-being of older Ashtabula County residents by improving existing in person and virtual programs to reach older adults in their home as well as maintaining and practicing social distance, and COVID-19 safety precautions. Moreover, in the post COVID market, finding and retaining quality employees at ten dollars an hour, is nearly impossible therefore ACCOA has realized the need to have to pay a higher wage to attract and keep competent employees.

The annual inflation rate for the United States for the 12 months increased by 5.5% after rising 5.0% previously, according to U.S. Labor Department data published July 13, 2021. In addition to improving and increasing in person and virtual programs, extra COVID-19 safety precautions to maintain compliance with COVID related health precautions; as well as the necessity to pay a higher wages Ashtabula County Council on Aging, Inc. (ACCOA) is respectfully requesting your consideration of funding in the amount of $67,808.00 to provide 3200 units of service in the I&W program for older adults of Ashtabula County.

ACCOA's I&W program promotes the health and wellness of adults aged 60 and older who live in Ashtabula County. Program implementation not only involves programs at the center but in a variety of settings to reach different audiences. Seniors will participate in scheduled group activities or personal interaction, at the Center, at designated offsite locations and online programing. As well as get together with others with similar interests and participate in age-related programs.

ACCOA's services are designed to help older adults remain safely in their homes and delay or prevent institutionalization. ACCOA provides (and act as a link to) specific resources for older adults and their caregivers that include wellness programs, nutritional support, educational programs about health and aging, and counseling services for caregivers, as well as general assistance with housing, finances, and home safety. ACCOA also provides opportunities for community and civic engagement through various volunteer programs and can enhance individuals' skills and attitudes to live and gain more control over all aspects of their lives.

A monthly newsletter is provided as a reference guide to activities and programs offered through the Center for Active Living for the seniors, as well as notifications through social media, on ACCOA's website, press releases, email, and word of mouth.

The Center for Active Living offers a wide variety of programs and services and intends to continue existing programing in addition to offering new programing; including but not limited to:

- Health Promotion: wellness seminars, health fairs, meditation classes, weekly wellness screenings and health clinics, healthy living seminars, and nutrition clinics. Wellness seminars can help improve quality of life and are a favorite of many seniors. Wellness seminars cover everything from managing arthritis, preventing low back pain and nutrition to causes of balance problems and fall prevention.
    - 2020 ACCOA serviced 160 unduplicated clients and provided 321 units of service in this category.
    - 2019 ACCOA serviced 161 unduplicated clients and provided 323 units of service in this category.

- Transportation: Transportation programs have become a lifeline for older Ashtabula County residents who are responding to COVID-19 social distancing requirements by avoiding public transportation. The "Senior Shuttle" provides free curb-to-curb service for older adults aged 60 and older who are Ashtabula City residents. The service includes transportation to and from ACCOA, non-emergency appointments and general errands within Ashtabula city limits and recreational and cultural outings. Reservations are required a minimum of two days and a maximum of two weeks in advance. Reservations are provided on a first-come, first-served basis. Hours of Operation: 9:00 a.m. to 4:00 p.m. Monday through Friday.
    - 2020 ACCOA serviced 27 unduplicated clients and provided 195 units of service in this category.
    - 2019 ACCOA serviced 43 unduplicated clients and provided 205 units of service in this category.
- Senior Safety: Often seniors are specifically targeted for identity theft, scams, and abuse because criminals believe them to be an easier target. ACCOA will offer presentations that will provide older adults the information they need to protect themselves more effectively from fraud, scamming, phishing, fall prevention, fire emergency protocols, and summer and winter safety programs .
    - 2020 ACCOA serviced 18 unduplicated clients and provided 7 units of service in this category.
    - 2019 ACCOA serviced 36 unduplicated clients and provided 97 units of service in this category.
- Community Engagement: volunteering, dating again workshops, Garage Sale Bonanza, annual rummage sale, Art Center events, expeditions zoos and museums, botanical gardens, metro parks, golf outings, cards, and sports tournaments, Happy Travelers Social and Travel Club.
    - 2020 ACCOA serviced 90 unduplicated clients and provided 331 units of service in this category.
    - 2019 ACCOA serviced 101 unduplicated clients and provided 471 units of service in this category.
- Services that improve quality of life: computer classes, social media, resume writing, Telephone Reassurance calls, bible study, breakfasts, and lunches; commodities box pickup.
    - Staff One-on-One Contacts: While group opportunities offer the largest impact, one-on-one touches are another critical avenue to prevent social isolation amid COVID-19. ACCOA will continue to work remotely, making individual phone calls, and have identified other methods of contacting older adults, including email, newsletters, text, and postcards, to provide older adults with information about important resources.
        - 2020 ACCOA staff provided 21,007 telephone calls, first class mail, emails, postcards, and newsletters to 199 unduplicated clients, to ensure that older adults stay connected, and they have the resources that they need.

- 2019 ACCOA staff completed over 9000 telephone calls to 33 unduplicated clients, to ensure that older adults stay connected, and they have the resources that they need.
- 2020 ACCOA staff provided 842 telephone calls, first class mail, emails, postcards, and newsletters to 337 unduplicated clients, to ensure that older adults stay connected, and they have the resources that they need.
- 2019 ACCOA provided 805 first class mail, emails, and postcards to 321 unduplicated clients, to ensure that older adults stay connected, and they have the resources that they need.

- Programs which offer resources that enable education: Support groups, monthly educational seminars about living well, health care durable power of attorneys, seminars on downsizing and midlife issues, monthly seminars on disease prevention, nutrition, and health promotion, AARP Smart Driver Safety Course, speakers from University Hospitals, ACMC, churches, local nursing homes and assisted living facilities regularly participate in program activities, quilt group, environmentally green friendly initiatives such as gardening activities, recycling, composting, and even a bee raising programs.
  - 2020 ACCOA serviced 17 unduplicated clients and provided 36 units of service in this category.
  - 2019 ACCOA serviced 104 unduplicated clients and provided 376 units of service in this category.
- Programs allowing seniors the opportunity to gather; supporting social independence and preventing isolation and loneliness that is often the result of disconnection from peers and family: Ashtabula County Senior "Senior" Prom, All County Senior Picnic, Summer Potluck Picnic, as well as ten holiday parties with speakers or entertainment, daily congregate lunches, newspaper discussion and coffee hour, Upper Crust Lunch Bunch that meet at various restaurants around the county.
  - 2020 ACCOA serviced 221 unduplicated clients and provided 567 units of service in this category.
  - 2019 ACCOA serviced 109 unduplicated clients and provided 280 units of service in this category.
- Cultural opportunities to meet the needs of the aging community: ACCOA will offer traditional activities to ensure that longtime older clients are not alienated as well as diverse and intellectually appealing activities at untraditional times to fit the schedules of boomers who are working well into their 60's. ACCOA's vision is that younger and older seniors will coherently share the center, each finding something they enjoy.
  - 2020 ACCOA serviced 100 unduplicated clients and provided 93 units of service in this category.
  - 2019 ACCOA serviced 96 unduplicated clients and provided 89 units of service in this category.
- Recreation, socialization, and traditional activities: cards, crafts, puzzles, painting classes, bingo, ice cream socials, monthly birthday parties, and Wii Sports. Traditional activities like bingo and cribbage, blood pressure clinics, bereavement support will be joined by,

Nintendo Wii video game tournaments, investment clinics, and motorcycle clubs. As well as themed dances and courses that provides tips on how to improve memory.

- 2020 ACCOA serviced 144 unduplicated clients and provided 615 units of service in this category.
- 2019 ACCOA serviced 445 unduplicated clients and provided 2152 units of service in this category.

- Technological and social media assistance programs: help seniors figure out how to use mobile devices and tablets or explore ways to seamlessly integrate digital processes into their lives. Classes are hands-on, interactive sessions that cater to both beginner and intermediate levels.
  - Curriculum is geared toward seniors who want to learn how to use different devices, programs, and apps at different levels of experience. Computer classes for seniors range from intermediate computer training curriculums to classes to improve existing computer skills and acquire skills for new employment opportunities and finally to those new to using a computer. A sample of classes include: Computer Fundamentals, Microsoft Office, Mobile Device Related Classes, iPad, iTunes, Apps, Internet and E-mail, Google Photos and Smartphone Photography, Internet, and Cyber Safety. ACCOA proposes to offer an internet cafe and expanded hours to attract younger seniors after work.
    - 2020 ACCOA serviced 16 unduplicated clients and provided 72 units of service in this category.
    - 2019 ACCOA serviced 48 unduplicated clients and provided 124 units of service in this category.
  - Expanded Digital Presence: ACCOA maintains an individual Facebook page allowing members to chat and stay in contact with both staff and other members. To date, these pages have reached nearly 365,000 people to help fill a need for community.
  - Extend Online Classes: ACCOA is now offering virtual videos for older adults over Facebook. Classes range from Yoga, Strength Training, Crafts and Cooking. ACCOA intends to add more individual programming, such as Foreign Language and group Happy Hours.
- Exercise Programs: ACCOA offers a variety of classes in person or online, specifically designed to promote healthier lifestyles for seniors. ACCOA Fitness and Beyond is geared toward older adults. Each class includes cardiovascular, strength training, balance and flexibility exercises and the fostering of strong social relationships between participants. Participants can use chairs for support, if necessary, and increase the weight they use for strength training at their own pace. Each class focuses on four key areas important to the health and fitness of mature participants: low impact cardiovascular; dynamic/static balance work, strength training and stretching. Classes meet twice a week, an hour each session, providing social stimulation as well as physical benefits.
  - 2020 ACCOA serviced 62 unduplicated clients and provided 388 units of service in this category.

- 2019 ACCOA serviced 75 unduplicated clients and provided 207 units of service in this category.

- Obtaining free or reduced cost prescriptions based upon eligibility: ACCOA will continue to provide prescription drug assistance to help meet the needs of seniors who cannot afford their medications. ACCOA intends to increase the number of PAS clients they service by setting up prescription assistance fairs at offsite locations to reach more individuals needing this service. They will help seniors' complete forms, and search for discounts and patient assistants' programs. ACCOA will also aid seniors who are Medicare Part D eligible with information to find suitable drug plans. ACCOA will also assists in scheduling appointments with Social Security representative, estate, and tax planning professionals, and how to enroll in Medicare for the first time.
  - 2020 ACCOA serviced 13 unduplicated clients and provided 21 units of service in this category.
  - 2019 ACCOA serviced 37 unduplicated clients and provided 121 units of service in this category.
- COVID-19 and Social Distancing - As we embark on yet another year living with a pandemic, we continue to operate in an uncertain time with the prevalence of COVID-19 and the now regular parameters of social distancing and the use of face coverings to protect ourselves the best we can from the virus. ACCOA is slowly integrating in person programing back into our daily schedules, and continue to offer virtual programs, so seniors can participate via computer, smart phone, or regular landline, recognizing seniors may still not feel safe in groups and will be able to participate from their own home. ACCOA understands that this is not ideal, but more people each week are learning how to view the videos and anticipate that more people with learn how to participate on Zoom, and laughter and conversation will be shared once again among our members. The technology instructor will be assisting participants with accessing the new video and Zoom programs.
  - 2020 ACCOA reached 23,275 and engaged 2,534 individuals with virtual programing.

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

ACCOA's entire focus is on seniors, their families, and caregivers. Aging is a privilege that we are appreciating more and more as a society. Successful aging has become an important concept to describe the quality of aging. It involves much more than the absence of disease. Successful aging involves maintaining the highest autonomy, well-being, and preservation of one's self and identity as possible, even in the face of limitation or loss. But it is easier said than done. Successful aging is the process of growing older while maintaining physical health, cognitive abilities, and strong social relationships. Life expectancy has increased in part because people are taking better care of themselves which, along with advancements in medicine, has contributed to longer lives. These changes alone do not mean one will age successfully. Aging successfully is more than just living longer.

In a study from the 90's performed by Rowe and Kahn they define successful aging by three general factors: being free of disability or disease, having high cognitive and physical abilities, and interacting with others in meaningful ways. As a result of this study and many others; social participation is

regarded as a defining factor of healthy aging. As social participation naturally decreases with age, the impact of social participation increases considerably. Older adults face increased risks of social isolation which significantly influences their health and increases the risk of loneliness and depression. Opportunities for social participation are essential elements of programs and services designed to promote the health and well-being of older adults. Simply put, successful aging is more likely when individuals are actively engaged in their life.

ACCOA fills an important role in the lives of so many of Ashtabula County's older adults. During this unprecedented time, ACCOA is doing more than ever before to expand their reach, innovate, and provide seniors with access to the critical supports they need. As stated in the "Program Description" many older adults experience feelings of social isolation and interaction with people is a necessity for healthy aging.

ACCOA provides older adults who are at risk of social isolation with opportunities to participate in social activities and build friendships. For many, this helps them overcome depression, relieves loneliness, provides learning opportunities, and alleviates the negative health effects related to social isolation.

> A patron stated: "I come to the Senior Center every day. I eat lunch (sometimes lunch could be hotter), play cards, enjoy coffee with my friends and even cheat my diet with a donut when they have them. I love the informational programs they have. The Senior Center keeps me busy. I do not know what I would do if I could not go there. It is like a second home to me." ET

ACCOA believes that everyone should have the opportunity to live independently with dignity, regardless of age, income, or disability. The natural effects of aging can sometimes make independent living harder than it once was. Difficulties with mobility, behavioral health conditions such as isolation and loneliness, and financial strains are just some of the contributors to a loss of independence in aging adults. While some barriers to independence cannot be avoided, ACCOA takes the time to understand the importance of independence in seniors and looks for ways to increase opportunities for independent living.

ACCOA's I&W program is designed to keep older adults active as they age by promoting activity, both mentally and physically, seniors stay stronger which helps support independent living. Older adults who participate in ACCOAs programs learn to manage and delay the onset of chronic disease and experience measurable improvements in their physical, social, spiritual, emotional, mental, and economic well-being. While aging can sometimes make independent living difficult, small supports, such as home wellness solutions can help seniors maintain independence in their own homes.

When patrons were asked if participation at the center changed anything in their life or attitude, many described the enjoyment of socializing with other members and staff and felt that ACCOA enhanced their quality of life.

> One member said "The Senior Center means everything to me- I'm alone. It gets me out of the house. I think it's helped my well-being and health and everything-which I keep myself busy" IR

Many seniors find themselves unable to afford their prescriptions. It is a choice no one should have to make - pay rent and buy food or get prescriptions filled. Yet all too often it is a choice our seniors, have to make. The PAS program makes it possible for people specifically age 60 and over, who cannot afford to pay for their medications, to get them for free or at a reduced price. While Medicare Part D and Medicaid pays for some medications, those who are not enrolled in a drug plan, or their income

is too high, must pay full costs, out-of-pocket for the medication prescribed for them. In addition, for individuals 60 – 64, who might still be working, and do not have Medicare, PAS can save them thousands of dollars a year in medication expenses. PAS will also assist seniors who are Medicare Part D eligible with information to find suitable drug plans.

One of the most effective means of reducing isolation, and victimization is contact through a telephone call. The Telephone Reassurance Program promotes security of "at risk" older adults while reducing loneliness, by contact through daily telephone reassurance calls. This service allows homebound seniors to remain independent in their homes longer with the security that someone will be providing daily safety checks. This program reduces isolation and helps recipients feel safer and more connected to their community.

Transportation continues to play an increasingly important role ensuring senior's independence, social participation, quality of life and self-development. It enables seniors with reduced mobility to be more visible in the community, which will promote favorable change in society's perception of them. ACCOA's "Senior Shuttle" program allows seniors to gain access to community resources, including meals, grocery shopping, social activities and access to the local pharmacy and financial institutions.

Consistent socialization reduces the likelihood that seniors will experience the depression and anxiety caused by isolation and loneliness. Just as importantly, socialization provides a tremendous boost to a senior's cognitive and mental health. ACCOA's I & W program provides healthy maintenance of the body, mind, and spirit which may seem to lag a bit from issues as one ages.

> As a current member put it; "It makes me feel better when I get involved with stuff and people at the center." HO

With the rapid aging of Ashtabula Counties population and the isolation caused by the sudden onset of COVID-19, the numbers of older adults who benefit from ACCOAs services are expected to increase in the coming years.

- 2020, ACCOA serviced approximately 435 individuals aged 60 and older at least one time.
- 2019, ACCOA serviced 620 unduplicated individuals aged 60 and older at least one time, the largest number of unduplicated clients serviced of all the Senior Levy I&W providers that year.

3. Experience of applicant in administering the proposed service

Ashtabula County Council on Aging, Inc has been in existence since 1973. The Center for Active Living has been providing I & W programs to Ashtabula County Seniors for 48 years and focuses solely on the aging population of this County. ACCOA has been providing prescription assistance and I & W for seniors with funds made available from the Ashtabula County Senior Levy for 21 years, since 2000. ACCOA's programs are strongly supported and connect older adults to vital community services that can help them stay healthy and independent.

4. Past Statistics and Performance. Provide Units of service and number of unduplicated clients for the prior year and the same number for the proposed year.

Units:

- *Prior Year 2020:* ACCOA provided approximately 2,486 service hours to 435 unduplicated clients between January 1, 2020, and December 31, 2020.
- *Previous Year 2019:* ACCOA provided approximately 4,756 service hours to 620 unduplicated clients between January 1, 2019, and December 31, 2019.

Township	AGE 60 - 75 Units/Unduplicated				Age 60-75 Units/Unduplicated		AGE 76+ Units/Unduplicated				Age 76+ Units/Unduplicated	
	2020		2019		**Projected 2022**		2020		2019		**Projected 2022**	
Andover:	15	1	47	6	22	3	1	1	45	6	17	3
Ashtabula:	868	146	1613	210	1173	175	797	108	1256	164	899	126
Austinburg:	6	6	55	7	21	5	1	2	23	3	8	2
Conneaut:	7	7	108	14	50	12	12	9	77	10	71	13
Denmark:	1	1	0	0	0	0			9	1	1	1
Dorset:	1	1	16	2	8	2	17	3	29	4	16	3
Geneva:	43	8	123	16	99	12	43	9	160	21	85	15
Hapersfield:	10	3	16	2	7	1	1	1	7	1	2	1
Hartsgrove:			7	1	1	1			0	0	0	0
Jefferson:	3	3	78	10	52	16	35	14	160	21	125	20
Kingsville:	60	10	91	12	67	11	87	10	114	15	96	13
Lenox:			0	0	0	0	4	1	8	1	3	1
Monroe:	6	3	30	4	13	2			0	0	0	0
Morgan:	16	4	24	3	18	4	18	4	28	4	15	3
Orwell:			9	1	4	1			0	0	1	1
Pierpont:	1	1			6	2					1	1
Plymouth:	14	7	69	9	27	5	36	4	15	2	15	2
Rome:			8	1	3	1	1	1	0	0	5	2
Saybrook:	224	37	316	41	161	22	144	28	191	25	95	15
Sheffield:			7	1	1	1			17	2	5	1
Williamsfield:	14	2			4	1					0	0
Windsor:					2	1					1	1
TOTALS	1289	240	2617	340	1740	279	1197	195	2139	280	1460	222

- *Proposed year:* If this funding request is awarded ACCOA proposes to provide 3200 service hours to approximately 501 unduplicated clients during January 1, 2022, and December 31, 2022.
    - *1 Unit of service = 1 meal, 1 hour, I newsletter, 1 ride, 1 call*

5. **Days and hours program is available**

Generally, the center is open Monday thru Friday 8:30 am to 4:30 pm. The Independence and Wellness Program, with funds made available from this grant, will be scheduled Monday thru Friday between the hours of 9:00 am to 4:00 pm as well as Saturday times as scheduled.

6. **Client Intake**

   a. **Describe the method of client intake**

With each participant in any program at the Center for Active Living an initial interview is conducted. Participant Intake form is completed for each client with name, address, date of birth, telephone number, financial status, and emergency contact info. These forms are updated annually. The new client is provided a tour of the facility highlighting the computer lab, bathrooms and socialization sign-up sheets, any special programs Center for Active Living has to offer as well as to introduce the new client to some current participants.

   b. **Explain the intake process and any follow up that would occur.**

Independence and Wellness for Seniors Intake Process: When an individual age 60 or older attends a program hosted by ACCOA they are asked to sign a "*Participation Log*" with their name, address, township, and date of birth.

Independence and Wellness for Seniors Intake Process for Prescription Assistance: the initial intake and assessment process is performed verbally on the phone using the "*Work Order Request*" form; then an appointment will be scheduled to determine that the client qualifies for prescription assistance and the required documentation will be submitted to the respective resources. Once the prescription is approved for financial assistance the case is closed and documented on the "*Service Log*".

Independence and Wellness for Seniors Intake process for Telephone Reassurance: An initial interview is conducted with the client or caregiver to determine if the client is eligible. Once it is determined that the senior is over the age of 60 and lives alone, an intake form is completed and a start date and the time the call will be placed is determined.

Independence and Wellness for Seniors Intake process for Senior Shuttle services: All participants will complete an Intake form, answer three questions regarding their physical limitations, and sign a waiver prior to taking part in this program.

Independence and Wellness for Seniors Prioritization policy: The activities at the Center for Active Living are designed for active seniors who do not require special care or supervision. All individuals age 60 or older are welcome. However, seniors who require special care or supervision must be accompanied by a caregiver age 18 years or older when visiting the center. Unfortunately, ACCOA has found that inadequate funding limits resources, and as a result there may be waiting lists or limits to the number of participants able to attend some programs.

   c. **Client intake tool**

See Attachments

7. **Provide source and amounts of any federal, state or local funding received for provisions of the proposed services within the past five years**

ACCOA annually requests funding from the United Way for the Independence and Wellness program. The 2021/2022 award from United Way was for $13,250.00 of which $3,500.00 is allocated to the Telephone Reassurance portion of ACCOA's Independence and Wellness program for the 2021/2022 funding year.

a. **Unit rate applicable to each funding source**

No applicable unit rate.

8. **Describe your service collaboration/coordination with other community providers, programs and funding sources**

Collaboration:

In providing I & W programs, ACCOA works with the Jefferson Senior Center, Geneva Senior Center, Conneaut Human Resource Center, Country Neighbor to provide prescription assistance. As well as social services agencies such as Community Action, Ohio Association of Senior Centers, Direction Home Health of Eastern Ohio, Ohio Extension Agency, Legal Aid, Catholic Charities, local physicians, and area hospitals. As well as community volunteers, schools, libraries, local churches, American Legion and Department of Job & Family Services. By participating with the Youth Opportunity (YO) program ACCOA provides intergenerational activity during the months school age children are on summer recess.

B. Specific measurable objectives which reflect what the organization expects to achieve and the impact of the services on the wellbeing of clients over the course of the funding cycle

Total proposed program hours of I&W beginning January 1, 2022, through December 31, 2022, will be 3200.

Objective #1-
Health Promotion:

- Maximize senior involvement in wellness seminars, health fairs, meditation classes, wellness screenings, health clinics, etc.
  - 1-year involvement objective:
    - Increase roster from 160 to 184 in this category.
    - Increase 321 units of service to 369.
    - Achieve 15% senior client involvement.

➢ Identify critical success factors and barriers.

- Success- Quality seminars, health fairs with dynamic presenters to increase attendance.
- Barriers- Repeating presenters and material results in burn out and low retention, hinders consistent participation and growth.

ACCOA will achieve this measurable objective by:
Strategies-

- Report activities to local paper/media/social media/newsletter.
- Utilize assessment survey to select quality speakers and topics.
- Provide a wide range of social, cultural, educational, and occupational activities.
- Promote a Healthy Aging Initiative by offering educational series at non-traditional locations and by seeking new and innovative programs.

Objective #2-
Health Promotion:

- Provide a lifeline for seniors who live alone or feel isolated.
  - 1-year involvement objective:
    - Increase roster from 199 to 228 in this category.

- Increase 21,007 telephone calls, first class mail, emails, postcards, and newsletters to 24,158.
- Achieve 15% senior client involvement.

➢ Identify critical success factors and barriers.

- Success- Provide activities for seniors that can be done independently and with a small group. Such as crafts, sensory activities, games, puzzles, and themed ideas to help keep your home bound seniors active, entertained, and their hands and minds busy!
- Barriers- Fixed incomes, no transportation and unable to obtain supplies.

ACCOA will achieve this measurable objective by:

Strategies-

- Report activities to local paper/media/social media/newsletter.
- Utilize assessment survey to select quality activities and crafts.
- Publish a monthly newsletter that includes games and puzzles for homebound seniors to work on.
- Enhance awareness of the value of friendships and peer relationships.

Objective #3-

Health Promotion:

- Increase the safety and well-being of Ashtabula County Seniors.

- 1-year involvement objective:
  - Increase roster from 18 to 25 in this category.
  - Increase 7 units of service to 48.
  - Achieve 15% senior client involvement.

➢ Identify critical success factors and barriers.

- Success- Provide legal information and advice through legal clinics and community partnerships.
- Barriers- Fixed incomes, no transportation and unable to obtain supplies.

ACCOA will achieve this measurable objective by:

Strategies-

- Report activities to local paper/media/social media/newsletter.
- Utilize assessment survey to select quality activities and crafts.
- Create a curriculum on dating violence, cyber safety, and scams to educate older adults.
- Help older adults maintain financial stability by promoting programs such as rent and utility assistance, SNAP and Elderly Property Assistance Fund.
- Advocate on issues affecting clients served by the Agency at the federal, state, and local levels.

C. Organizational Structure

* See Section 3 – Program Planning & Development – Organizational Structure

D. Provider/Staff Qualifications

* See Section 3 – Program Planning & Development – Provider/Staff Qualifications

1. Description of organization's employee training requirements.

*See Section 2 - Required Documents - G. Employee Training Description

2. **Explain in what capacity volunteers will be used in delivery of the proposed service. Provide the number of active volunteers as well as the number of hours provided annually by volunteers.**

   Volunteers serve in many capacities within ACCOA by contributing time, energies or talents that help to fulfill ACCOA's mission. Volunteers generate enthusiasm and interest and help to create a positive image of the senior center in the community. Volunteers extend and enhance the work of paid staff. They can focus on individual clients or subject areas and thus bring new insights, energy, and time to the work.

   Volunteers fulfill many roles in ACCOA. Generally, they fall into four categories of work: direct service, administrative support, fundraising, and leadership. However, individual activities vary greatly. They may serve as mentors, companions, and coaches. They organize events, participate in fundraisers, provide clerical support, develop new resources, provide logistical support, develop programs, assist with promotional events, and provide leadership and guidance. The roles volunteers can fill are only limited by their need to serve.

   - Approximately 24 volunteers provide roughly 458 volunteer hours in calendar year 2020.
   - Approximately 31 volunteers provide roughly 1874 volunteer hours in calendar year 2019.

EXHIBIT II

INDEPENDENCE & WELLNESS

Applicant Budget Summary

ACJFS RFP #8-22

Applicant: Ashtabula County Council on Aging, Inc.	
Date From: January 1, 2022	**To: December 31, 2022**

		Amount
I. Staff		
A. Salaries	$	48,872.57
B. Payroll-Related Expenses	$	5,400.00
Total Staff Costs	$	54,272.57
II. Operations		
A. Travel and Short-Term Training	$	2,500.00
B. Consumable Supplies	$	2,450.00
C. Occupancy Costs	$	11,300.00
D. Contract and Professional Services	$	3,950.00
E. Other - Miscellaneous	$	2,100.00
Total Operational Costs	$	22,300.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	500.00
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	500.00
Sub- Total of All Costs	$	77,072.57
IV. Minus Other Program Resources	$	3,279.54
Total Program Costs	$	73,793.03

Budget Computation

Total Operating Expenses	$	73,793.03
Divided by Total Operating Units		3,483.00
= Unit Rate	$	21.19

Unit Rate	$	21.19
X number of units purchased		2,483.00
= Total Contract Amount	$	52,606.40

1 Unit = 1 meal, 1 hour, 1 ride, 1 call

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
PAS Coordinator	$ 13,520.00	Annual	65.00%	$ 8,788.00
Director	$ 49,920.00	Annual	30.00%	$ 14,976.00
Fiscal Clerk	$ 18,571.43	Annual	5.00%	$ 928.57
Senior Shuttle Van Driver	$ 10,140.00	Annual	20.00%	$ 2,028.00
Telephone Reassurance Coord.	$ 11,700.00	Annual	50.00%	$ 5,850.00
Computer Tutor	$ 6,240.00	Annual	39.00%	$ 2,433.60
Receptionist 1	$ 14,300.00	Annual	5.00%	$ 715.00
Receptionist 2	$ 14,300.00	Annual	5.00%	$ 715.00
Fitness Instructor	$ 9,360.00	Annual	39.00%	$ 3,650.40
Activities Coordinator	$ 13,520.00	Annual	65.00%	$ 8,788.00
35862				
Total Salaries				$ 48,872.57

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 3,000.00
Worker's Compensation	$ 1,700.00
Unemployment Insurance	$ 200.00
Retirement Expenses	$ 150.00
Hospitalization	$ 350.00
Other (*Medicare*)	
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 5,400.00

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.58	$ 2,000.00
Short-Term, Training	$ 500.00
Total Travel and Short-Term Training	$ 2,500.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 600.00
Cleaning Supplies	$ 250.00
Other *(Postage)*	$ 800.00
Other *(Copies and Faxes)*	$ 800.00
Total Consumable Supplies	$ 2,450.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	$ 1,650.00
Electric	$ 4,950.00
Water	$ 1,000.00
Telephone	$ 2,100.00
Sewer	$ 250.00
Other (Maintenance/janitorial, trash, snow removal)	$ 550.00
Other *(Fuel)*	$ 800.00
Total Occupancy Costs	$ 11,300.00

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

Identify Each Contract of Service	Amount
SchedulePlus - program to document & record	$ 850.00
Selective Insurance Services - Van Insurance	$ 1,000.00
Liability Insurance	$ 800.00
Copy Machine	$ 500.00
Technology	$ 500.00
Audit	$ 300.00
Total Contract & Services Costs	$ 3,950.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Refreshments for five hoilday parties for total of 300 guest	$ 500.00
Puzzles, Playing Cards, Craft Supplies, Games	$ 500.00
Entertainment, Seminar Speakers	$ 500.00
Advertising	$ 100.00
Oasis/Computer Tutor Class Material & Books	$ 500.00
Technology	
Total Miscellaneous Costs	$ 2,100.00

III. Equipment

A. Equipment Depreciation

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

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

Item	Quantity	Amount
Electronic Equipment	5	$ 500.00
Total Small Equipment Purchases		$ 500.00

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Participant Contributions	$ 3,279.54
Total Other Resources	$ 3,279.54

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor o
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Ashtabula County Council On Aging**
Date: **11/12/2021 10:09:15 AM**

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 a 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 aw 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: An agreement between Ashtabula County Job & Family Services and **Ashtabula County Council on Aging** for **Independence and Wellness** programs

Approved as to Legal Form Only:

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

Date: 10·28·2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
SENIOR PROTECTIVE SERVICES

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Catholic Charities of Ashtabula County,** located at **4200 Park Avenue, 3rd Floor Ashtabula, Ohio, 44004** to provide **Protective Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

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

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

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

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

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

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

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

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

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

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

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

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

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

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

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

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

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

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

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

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

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

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

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

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

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

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

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

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

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

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

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

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

24. **Civil Rights:** Grantor and the Subgrantee agree that as a condition of this agreement there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficient (LEP) in their programs and activities as further outlined in Executive Order

13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this Subgrant Agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

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

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

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

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

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

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

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

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

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

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

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

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

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

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

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

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

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

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

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

44. **Miscellaneous Provisions**

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

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

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

SIGNATURES:

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

11/3/21
Date

Jill Valentic, Executive Director
Catholic Charities of Ashtabula County

11/15/21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix II
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Senior Protective Services
Program Description

Adult Protective Services

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County

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

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

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

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

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

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

Applicant Information

AGENCY / ORGANIZATION NAME: Catholic Charities of Ashtabula County

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: _____

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill M. Valentic

PROGRAM COORDINATOR: Bill Daywalt EMAIL: BillD@doyccac.org

FISCAL CONTACT: Jim Herschel EMAIL: jherschel@youngstowndiocesc.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 and Family Services (ACDJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACDJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACDJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACDJFS will fund a proposal. Proposals are subject to review by representatives of ACDJFS. At its sole discretion, ACDJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Jill M. Valentic SIGNATURE: Jill Valentic

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/28/21

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Catholic Charities of Ashtabula County

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

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

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

Jill Valentic, 440-992-2121

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

Jill M. Valentic, 440-992-2121

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

Date of establishment/incorporation: October 4, 1962

Federal Employer Identification Number (FEIN): 34-0714639

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

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _✓_ Yes ____ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _✓_ Yes ____ No

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

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

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

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

The Applicant certifies it is a drug-free work place? _✓_ Yes ____ No

The Applicant certifies it is not delinquent on any Federal debt? _✓_ Yes ____ No

Section 3
Program Planning and Development

A. Program description - Guardianship

1. Proposed service

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

Catholic Charities fulfills its program requirements by providing a trained, qualified staff to serve as guardians, and to recruit and train volunteers to become guardians of incompetent and indigent elderly who may be referred by other agencies, the hospitals, nursing homes, or private citizens. More difficult cases, involving complicated family dynamics and/or legal issues are given to staff, as these are time-consuming and more involved than most volunteers want to be.

The guardianship program serves frail elderly who are diagnosed with Alzheimer's, dementia, conditions related to long-term alcohol abuse, and/or other physical and mental disabilities. In addition, clients typically have a history of, or are in danger of exploitation, neglect and/or abandonment, and do not have the ability to make quality of life decisions.

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

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

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

Catholic Charities provides two guardianship services: Guardian of Person, consisting of a volunteer and ward match; and Guardian of Estate which is coordinated by a staff caseworker under the Agency name. All applications for guardianship are filed by one of the volunteer attorneys. Volunteers do not handle Guardianships of Estate.

2. Need

In Ashtabula County, according to the 2010 census data, 21.8% of the population is age 60 and older, versus the state rate of 19.9%. According to the Center for Community Solutions' Northeast Ohio Regional Impact and Outcomes (NEORIO) report, this number grew to 24.8% in 2015, and is expected to grow to 32.5% by 2030. During the SFY 2012-2013, the Ashtabula County Adult Protective Services (APS) provided services to 259 cases of elderly who were in danger of harm, unable to protect themselves, and/or had no one to assist them; 15 of which were deemed emergencies, and 45 cases were in need of protective services. The NEORIO report further estimates that there were 1,021 cases of elder abuse or neglect in Ashtabula County in 2014. Of those, only 176 were reported to APS.

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

- 9.5% of the elderly population experience some type of abuse
- 36% of nursing homes have been in violation of elder abuse laws
- 91% of nursing homes lack adequate staff to properly care for patients

The National Coalition Against Domestic Violence reports:

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

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

3. Experience of applicant in administering the proposed service

The concept of the Guardianship Program began in 1992, when the late Catholic Service League Executive Director, Patrick Sorohan, answered the call of the community by becoming a personal guardian to a number of wards. After his death in 1994, the Senior Care Network, a consortium of Ashtabula County organizations and individuals serving the elderly, formed a task force that devoted themselves to developing the now Patrick Sorohan Ashtabula County Volunteer Guardianship Program. Training and consultation for the volunteer model were provided by a well established and nationally recognized program in Cleveland known as the Volunteer Guardianship Program, a program of the Lutheran Metropolitan Ministry Association. This training and model, coupled with Catholic Charities experience and community orientation, worked to build a strong and successful program for Ashtabula County. Since the program's establishment in 1996, the agency has served over 200 Guardianships for Ashtabula County. Catholic Charities of Ashtabula County is the only organization in Ashtabula County that provides Guardianship Services.

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

4. Program Statistics – Guardianship

Service Area	Unduplicated clients 2020 age 60-75	Unduplicated clients projected 2022 age 60-75	Unduplicated clients 2020 age 76 +	Unduplicated clients projected 2022 age 76 +
Andover	0	2	1	1
Ashtabula	28	33	10	12
Austinburg	3	4	1	2
Conneaut	3	4	3	4
Geneva	15	16	4	5
Jefferson	2	4	4	6
Kingsville	3	5	4	5
Orwell	1	3	0	1
Other **	0	0	1	0
TOTAL	**55**	**71**	**28**	**36**

** Client living outside of the county temporarily in a special living institution.

Guardianship units of service:

Period of time	Units of service
2020 actual	884
2022 projected**	1000

**Forecasting Units of service to increase from post pandemic activity.

5. Days and hours program is available

Catholic Charities of Ashtabula County has office hours on Monday through Friday from 8:30 am – 5:00 pm. Employees and volunteer guardians in the program are available to receive telephone calls regarding their wards 24 hours/day – 7 days/week. The Protective Services Supervisor and staff guardians are available to serve as a temporary backup to volunteer guardians. Additionally, all volunteer guardians have 24/7 access to program staff.

COVID-19

Catholic Charities of Ashtabula County Guardianship Program services are available by appointment over the phone and/or virtually to meet the needs of potential referrals in need in Ashtabula County during the COVID-10 Pandemic.

The health and safety of our staff, volunteers and clients is our main priority. CCAC is requiring the Guardianship Program to adhere to the guidelines provided as a directive from the State of Ohio as listed below to help prevent the spread of illness if in person. Guardianship staff and volunteers must wear mask when around others at the hospitals, nursing homes, other health care appointments and during visitations.

A Covid-19 Pandemic Procedure was developed to ensure the safety of staff, volunteers, and wards of the Guardianship Services Program. All Group or congregate living settings, such as nursing homes are closed to the public, therefore care plans, visits, and ward updates take place via telephone or video apps. While in the office, and as the community re-opens, staff and volunteers should practice safety guidelines, including frequent hand washing, the use of hand sanitizer, disposable gloves, and the wearing of masks in the office and any public area during office hours.

6. Client Intake

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

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

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

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

Referrals and Waiting List:

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

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

Under 60 years of age: All other referrals, for those under the age of 60, are prioritized by greatest need. Any referral must demonstrate the need for services and must not have other means of assistance through an appropriate family member or friend.

Prioritization Policy (60 years of age):

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

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

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

Assessments:

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

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

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

Once the assessment is completed, the Protective Services Supervisor or Guardianship Caseworker will look to find an appropriate volunteer guardian. Volunteers are matched based upon their location, availability and comfort level with the prospective client's level of care. Until the prospective client is matched with a volunteer guardian, the Protective Services Supervisor and Guardianship Caseworker will continue to assess the client's status and monthly reassess his or her need for guardianship. At times, a prospective client may have a change in his or her situation where guardianship may not be pursued by the program. For example, a suitable family member or friend may be available to become the guardian for the prospective client, or the client's ability to make personal and/or medical decisions for him or herself has been made evident. If a prospective client is in immediate need for a guardian and a volunteer is not available, a staff guardian may apply for Guardian of Person.

Even though the goal of the program is to utilize a volunteer guardian, there may be complicated circumstances surrounding the guardianship that would necessitate the need for a staff to become the guardian. If and when the ward's casework becomes stabilized, a volunteer guardian may be considered for successor guardianship.

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

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

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

The Protective Services Supervisor will ensure that the volunteer has met with the ward and is familiar with the Probate Court Process prior to the hearing date. Once the guardianship is ordered by the Ashtabula County Probate Court, the Protective Services Supervisor will continue to work with the volunteer guardian to review the ward's needs and answer any questions pertaining to the guardianship and the program. A volunteer guardian may serve as Guardian of Person for no more than three wards concurrently.

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

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

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

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

7. Federal, State and local funding for guardianship services

Source	2016	2017	2018	2019	2020	Unit Rate
Catholic Charities	28,688	21,300	23,177	28,240	45,000	N/A
Probate Court	11,000	10,000	10,000	0	9,000	N/A
Senior Levy	35,000	35,000	33,637	29,767	$35,000	78.00
Title XX	48,118	48,126	48,126	48,126	$48,000	78.00
United Way	4,208	4,216	3,989.31	3,719	$3,250	N/A
ACMHRSB**	-	-	10,977	57,576	$60,000	N/A
Donation	2,298	-	-	1,100	-	N/A

** Guardianships under 60 years of age

8. Collaboration
The Volunteer Guardianship program coordinates its services with the following programs, services, funding sources and providers in the area:

- *Adult Protective Services:*

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

- *Ashtabula County Probate Court:*

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

- *Health Care Services and Establishments:*

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

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

Behavioral health organization refers those under the age of sixty, currently living in the community who are experiencing a Severe and Persistent Mental Illness (SPMI) and are in need of a guardian. This service is contracted by the Board.

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

Section 3
Program Planning and Development

A. Program description – Representative Payeeship

1. Proposed service

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

Representative Payeeship is a less restrictive protective service than Guardianship, and the courts are not involved. However, the beneficiary is restricted from having control of his or her monthly benefit amount. Upon approval of the Social Security Administration, a caseworker from Catholic Charities of Ashtabula County becomes a payee to those who cannot manage their finances. CCAC actually receives the beneficiary's monthly check and distributes it. The caseworker ensures that basic shelter, food and clothing needs are met, and that appropriate benefits are accessed; thus providing stability to those who are vulnerable to exploitation.

Clients of the program are typically diagnosed with mental illness, alcohol and drug addiction and/or physical and mental disabilities. Most clients have been a victim of exploitation and abuse and may have been easily taken advantage of financially. Given these factors, funds are often misused and needs such as shelter and food go unmet, leading to homelessness, poor health, lower functioning and hospitalization.

The Representative Payeeship Program is responsible for the following actions:

- Using benefits for the beneficiary's current and foreseeable basic living needs.
- Coordinating Representative Payee application with Social Security and case manager.
- Providing advocacy for client.
- Managing any client debt, negotiating with creditors.
- Keeping all records of receipt and expenditure of client benefits.
- Meeting with client and/or case manager to create and discuss budget.
- Providing monthly allowance/spending checks.
- Conducting Social Security annual accounting report.
- Being aware of the client's financial, legal, vocational status and living situation

2. Need

In Ashtabula County, according to the 2010 census data, 21.8% of the population is age 60 and older, versus the state rate of 19.9%. According to the Center for Community Solutions' Northeast Ohio Regional Impact and Outcomes (NEORIO) report, this number grew to 24.8% in 2015, and is expected to grow to 32.5% by 2030. The NEORIO report further estimates that there were 1,021 cases of elder abuse or neglect in Ashtabula County in 2014. Of those, only 176 were reported to APS.

The Representative Payeeship program at Catholic Charities serves all ages, but has seen growth in the senior population in need of these services. In 2009, seniors comprised 17.5% of the total program's participants; and 2017 reflects that approximately 26% of the program's participants were seniors. At the end of 2013, Ashtabula ranked 25th in the state with the number of SSI recipients 65 and older; at the end of 2014, it ranked 20th.

Over ninety percent of the individuals in the Representative Payeeship program are dealing with mental health issues and are in danger of homelessness and/or exploitation by friends and family members, or have no one to help them manage their financial affairs. As a result, they have difficulty prioritizing their financial needs and the difference between needs and wants is not clear. Given these factors, funds are often misused and basic needs such as shelter and food go unmet, leading to homelessness, poor health and lower functioning.

Representative Payeeship services greatly improve the quality of life for Ashtabula County seniors and allows them to avoid homelessness and exploitation.

3. Experience of applicant in administering the proposed service

The Representative Payeeship program began over 25 years ago as a result of an unmet need. The Executive Director experienced the challenging situations of many of the Agency's clients and felt compelled to do something about the exploitation taking place. As a result, he began taking on a small caseload. As the community became aware of the program, referrals increased and the Agency then hired a part-time caseworker to provided dedicated Payeeship services. The Agency currently has one full-time caseworker and one part-time caseworker in the program.

The agency is an organizational payee as defined by SSA and is audited every two years by the Social Security Administration for compliance and best practices. The Representative Payeeship program utilizes a client management system that manages the client needs and monthly financials.

4. Program Statistics - Payeeship

Service Area	Unduplicated clients 2020 age 60-75	Unduplicated clients projected 2022 age 60-75	Unduplicated clients 2020 age 76 +	Unduplicated clients projected 2022 age 76 +
Andover	0	1	1	2
Ashtabula	31	35	9	15
Austinburg	3	2	1	4
Conneaut	3	2	3	5
Geneva	15	17	5	7
Jefferson	2	5	4	6
Kingsville	3	6	4	6
Orwell	0	0	0	0
Other **	1	1	1	1
TOTAL				
	58	**69**	**28**	**46**

** Client currently living in an outside facility

SSL Payeeship units of service:

Period of time	Units of service
2020 actual	504
2022 projected	525

5. Days and hours program is available

Catholic Charities of Ashtabula County has office hours on Monday through Friday from 8:30 am – 5:00 pm.

Representative Payee- Covid-19

Catholic Charities of Ashtabula County Representative Payeeship Program services are available by appointment over the phone and/or virtually to meet the needs of potential referrals in need in Ashtabula County during the COVID-10 Pandemic. To ensure ultimate safety for the client staff and/or volunteer, all processes will be conducted over the phone/virtual.

The health and safety of our staff, volunteers and clients is our main priority. CCAC is requiring the Representative Payeeship Program to adhere to the guidelines provided as a directive from the State of Ohio as listed below to help prevent the spread of illness if in person. Clients are required to wear a mask while inside our agency.

A Covid-19 Pandemic Procedure was developed to ensure the safety of staff, volunteers, and wards of the Representative Payee Services Program. Staff will temporarily meet with clients and/or their case managers or home health care givers via telephone or video apps. Client's checks will temporarily be mailed to their home address. While in the office, and as the community re-opens, staff and volunteers will practice safety guidelines, including frequent hand washing, the use of hand sanitizer, disposable gloves, and the wearing of masks in the office and any public area during office hours.

6. Client Intake

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

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

The Protective Services Supervisor or Payeeship Caseworker accepts and reviews all referrals to the program.

Waiting List:

60 years or older: All referrals of prospective clients, 60 years or older, receive priority services, and as a result, are not placed on a waiting list in the Representive Payeeship program. The Representative Payeeship Program application process is implemented immediately to ensure the referred applicant's immediate fiduciary needs are being met in a timely process. Majority of these referrals are from Adult Protective Services.

Under 60 years of age: All other referrals, for those under the age of 60, are prioritized by greatest need. Any referral must demonstrate the need for services and must not have other means of assistance through an appropriate family member or friend.

Prioritization Policy (60 years of age):

If in the circumstance where a waiting list must be created due to an increase in demand which affects the lead-time of implementing new Representative Payeeship services, the following prioritization process is developed:

All clients referred to a waiting list are managed by the program supervisor and listed by referral date. 60 and older referrals will be prioritized by referral source. Eg APS or medical provider and if the client do not have an alternative and/or trusted family and/or friends to assist client in need.

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

Once a new client is accepted into the program, the caseworker is responsible for the following activities:

- Implementing the application process for Representative Payeeship to the Social Security Administration
- Meeting with client and/or support groups of client to explain program and understand the client's everyday needs
- Collecting personal and financial information of client
- Communicating with client vendors regarding billing and Catholic Charities' involvement
- Developing a client budget and understanding client's personal needs
- Meeting monthly or as needed to review payee's current needs and special requests

The Representative Payeeship application is enclosed.

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

Source	2014	2015	2016	2017	2018	2019	2020	Unit Rate
Catholic Charities	46,399	48,000	55,250	55,832	59,093	72,000	77,000	N/A
Ashtabula County Mental Health and Recovery Services Board	4,815	1,605	18,864	34,985	37,020	37,020	35,000	N/A
Program Service Fees (those clients < age 60)	11,155	12,091	12,348	14,788	13,658	13,250	13,000	N/A
Senior Levy	21,000	24,729	24,729	24,729	26,091	29,962	24,729	66.88
United Way	21,526	21,532	21,641	21,079	19,376	17,779	15830	N/A

8. Service collaboration/coordination

The Representative Payeeship Program coordinates its services with the following programs, services, and providers in the area:

- *Adult Protective Services:*

  APS refers those aged 60 and above, currently living in the community, who may be exposed to risk due to abuse, neglect and exploitation because of his or her inability to make appropriate financial decisions. When there is no family or lack of appropriate family to handle their monthly benefit, APS may call upon CCAC to serve as the Representative Payee. However, there are situations when the prospective client is not voluntary with APS offered services and there is a concern for the person's welfare. APS may then pursue a Protective Order through the Ashtabula County Probate Court and request Catholic Charities to apply as Representative Payee to the prospective client.

- *Ashtabula County Probate Court:*

  The Probate Judge or Magistrate may find it necessary to exercise all other options for an individual prior to pursuing guardianship. As a result, CCAC may be court-ordered to

serve as a Representative Payee. Representative Payeeship may prove to stabilize and improve the client's quality of life by ensuring that life's necessities such as shelter, food and clothing needs are met; therefore having no need to pursue Guardianship.

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

  Behavioral health organization refers those under the age of sixty, currently living in the community who are experiencing a Severe and Persistent Mental Illness (SPMI) and are in need of a guardian. This service is contracted by the Board.

- *Social Security Administration*

  When the Social Security Administration determines that an individual is not able to manage his or her benefits, or that exploitation may be occurring, they will refer the individual to CCAC.

  Ashtabula County Board of Developmental Disabilities

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

- *Other:*

  CCAC also works closely with local mental health agencies, and area other service providers.

EXHIBIT II

Applicant Budget

Summary

Applicant: Catholic Charities of Ashtabula County/Guardianship	
Date From: January 2022	**To: December 2022**

	Amount	
I. Staff		
A. Salaries	$	15,499.00
B. Payroll-Related Expenses	$	4,256.02
Total Staff Costs	$	19,755.02
II. Operations		
A. Travel and Short-Term Training	$	550.30
B. Consumable Supplies	$	365.00
C. Occupancy Costs	$	1,510.00
D. Contract and Professional Services	$	1,469.00
E. Other - Miscellaneous	$	1,565.00
Total Operational Costs	$	5,459.30
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	25,214.32
IV. Minus Other Program Resources	$	-
Total Program Costs	$	25,214.32

Budget Computation

Total Operating Expenses	$	25,214.32
Divided by Total Operating Units		323.28
= Unit Rate	$	78.00

Unit Rate	$	78.00
X number of units purchased		323.28
= Total Contract Amount	$	25,214.32

Unit 1 hour of direct service

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Caseworker	$ 34,320.00	Year	20.00%	$ 6,864.00
Program Supervisor	$ 41,600.00	Year	15.00%	$ 6,240.00
Front Desk	$ 32,240.00	Year	5.00%	$ 1,612.00
Office Coordinator	$ 46,425.00	Year	1.00%	$ 464.00
Fiscal Support	$ 31,907.00	Year	1.00%	$ 319.00
Total Salaries				$ 15,499.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 1,185.67
Worker's Compensation	$ 154.99
Unemployment Insurance	$ 154.99
Retirement Expenses	$ 774.95
Hospitalization	$ 1,785.42
Other (*identify*) Life & Disability Ins.	$ 200.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 4,256.02

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ 250.30
Short-Term, Training	$ 300.00
Total Travel and Short-Term Training	$ 550.30

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 250.00
Cleaning Supplies	$ -
Other *(identify) Program Supplies*	$ 75.00
Other *(identify) Other Supplies*	$ 40.00
Total Consumable Supplies	$ 365.00

II. C. Occupancy Costs

	Amount
Rent	$ 1,250.00
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	$ 250.00
Sewer	
Other *(identify) Alarm*	$ 10.00
Other *(identify)*	
Total Occupancy Costs	$ 1,510.00

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

Identify Each Contract of Service	Amount
Auditor	$ -
Technology	$ 200.00
Other Contract Service Fees	$ 1,269.00
Total Contract & Services Costs	$ 1,469.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage & Shipping	$ 350.00
Advertising	$ 40.00
Computer Software Training & Support	$ 750.00
Other Technological	$ 75.00
Other Printing & Publications	$ 100.00
Volunteer Development	$ 50.00
Court Fees	$ 200.00
Total Miscellaneous Costs	$ 1,565.00

III. Equipment

A. Equipment Depreciation

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

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

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

July 2021

Section 4
Applicant Budget
(Attachment B)

Representative Payeeship

Applicant Budget

Summary

Applicant:Catholic Charities of Ashtabula County/Payeeship	
Date From: January 2022	**To: December 2022**

	Amount	
I. Staff		
A. Salaries	$	19,824.00
B. Payroll-Related Expenses	$	4,501.00
Total Staff Costs	$	24,325.00
II. Operations		
A. Travel and Short-Term Training	$	100.00
B. Consumable Supplies	$	500.00
C. Occupancy Costs	$	1,455.00
D. Contract and Professional Services	$	2,050.00
E. Other - Miscellaneous	$	2,724.00
Total Operational Costs	$	6,829.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	500.00
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	500.00
Sub- Total of All Costs	$	31,654.00
IV. Minus Other Program Resources	$	-
Total Program Costs	$	31,654.00

Budget Computation

Total Operating Expenses	$	31,654.00
Divided by Total Operating Units		459.52
= Unit Rate	$	68.88

Unit Rate	$	68.88
X number of units purchased		459.52
= Total Contract Amount	$	31,654.00

Unit 1 hour of direct service

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

Item	Quantity	Amount
Laptop - Caseworker	1	$ 500.00
Total Small Equipment Purchases		$ 500.00

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Program Supervisor	$ 41,600.00	Year	5.00%	$ 2,080.00
Caseworker	$ 37,128.00	Year	37.00%	$ 13,737.00
Front Desk	$ 32,240.00	Year	10.00%	$ 3,224.00
Fiscal Support	$ 31,907.00	Year	1.00%	$ 319.00
Office Coordinator	$ 46,425.00	Year	1.00%	$ 464.00
Total Salaries				$ 19,824.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 1,516.00
Worker's Compensation	$ 198.00
Unemployment Insurance	$ 198.00
Retirement Expenses	$ 991.00
Hospitalization	$ 1,498.00
Other (*identify*) Life & Disability	$ 100.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 4,501.00

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ 50.00
Short-Term, Training	$ 50.00
Total Travel and Short-Term Training	$ 100.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 150.00
Cleaning Supplies	$ -
Other *(identify) Program Supplies*	$ 300.00
Other *(identify) Other Supplies*	$ 50.00
Total Consumable Supplies	$ 500.00

II. C. Occupancy Costs

	Amount
Rent	$ 1,200.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ -
Utilities (if not included in rent) must be itemized	
Heat	
Electric	
Water	
Telephone	$ 250.00
Sewer	
Other *(identify) Alarm*	$ 5.00
Other *(identify)*	
Total Occupancy Costs	$ 1,455.00

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

Identify Each Contract of Service	Amount
Auditor	$ 200.00
Technology	$ 150.00
Other Contract Service Fees	$ 1,700.00
Total Contract & Services Costs	$ 2,050.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage & Shipping	$ 454.00
Advertising	$ 5.00
Computer Software Training & Support	$ 750.00
Other Technological	$ 100.00
Other Printing & Publications	$ 50.00
Bank Service Fees & Surety Bond	$ 1,340.00
Other Misc.	$ 25.00
Total Miscellaneous Costs	$ 2,724.00

III. Equipment
A. Equipment Depreciation

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

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor c
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Catholic Charities Of Ashtabula County**
Date: **11/12/2021 10:10:37 AM**

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

Name/Organization	Address
African Refugee Educational and Cultural Services	3800 Sullivant Avenue
Anew Educational Services	11470 Euclid Ave. #170
Anew Educational Services	11470 Euclid Avenue #170
Education Recruiting Services	4601 E. 5th Avenue
Educational Institute of Learning and Innovation	2935 Lafeuille Avenue
Greater Educational Service Center, Phoenix Village Academy P2	5455 North Marginal Road, Suite 521
Greater Educational Service Center, Phoenix Village Academy S1	5455 North Marginal Road, Suite 521
HOME-Hands on Math/Reading Education	5437 Maple Canyon Avenue
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 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 aw 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: An agreement between Ashtabula County Job & Family Services and **Catholic Charities of Ashtabula County** for **Senior Protective Services** programs

Approved as to Legal Form Only:

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

Date: 11/15/2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Ashtabula County Community Action Agency,** located at **4200 State Road, Ashtabula, OH 44004** to provide **Homemaker Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

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

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Homemaker: $49,000.00 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$26.89 per unit of Homemaker as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant Agreement number
    -Service month and year
    -Subgrantee's name, address, telephone number and billing contact person's name
    -Total amount invoiced for the month

    (2) A spreadsheet (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    (D) Notwithstanding sections (A), (B), and (C) of this Article, if the funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty. If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** Grantor and the Subgrantee agree that as a condition of this agreement there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficient (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this Subgrant Agreement.

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

25. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly relating to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant Agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to providing an obligation for any amount or level of funding, resources or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

Therefore, the below listed parties enter into this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

11/3/21
Date

Judith Barris, Executive Director
Ashtabula County Community Action Agency

11/13/21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix IV
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Homemaker and/or Companionship
Program Description

Homemaker Assistance for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Homemaker for Seniors

The basic purpose of this program is to offer home-based services thereby delaying premature or unnecessary institutional care, where appropriate. Homemaker services are provided only in cases where neither the senior, nor anyone in the household, is capable of performing or financially providing for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

The homemaker program will provide supportive daily living services to seniors, so they can continue to live independently in a safe, clean and healthy environment. Services provided will coincide with the care plan developed by the provider during the initial assessment which may include but are not limited to: housecleaning and laundry to ensure a healthy environment. This service is for the participant and specifically excludes services for all other household members. The participant must be present during the delivery of the service. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days and when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

Applicant Information

AGENCY / ORGANIZATION NAME: Ashtabula County Community Action Agency

ADDRESS: PO 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

Alissa Holdson 440-990-1721 440-997-6162

PHONE: Diana Brook 440-990-1778 FAX: 440-998-0973

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Judith Barris

Alissa Holdson, Enhanced Information & Referral aholdson@accaa.org

PROGRAM COORDINATOR: Diana Brook, Homemaker Services EMAIL: WICAshtabula@odh.ohio.gov

FISCAL CONTACT: Renee Sherman EMAIL: rsherman@accaa.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job and Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Judith Barris SIGNATURE: Judith Barris

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/29/21

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Ashtabula County Community Action Agency

Company Address: PO Box 2610, Ashtabula, OH 44005-2610

Telephone Number: 440-997-5957 FAX: 440-992-3319

The name and telephone number of the person(s) who has the authority to submit Proposal:
Alissa Holdson- 440-990-1721
Diana Brook- 440-990-1778

The name and telephone number of the person(s) who has the authority to sign contracts:

Judith Barris- 440-997-5957

The legal status of the Applicant's organization 501 c 3

Date of establishment/incorporation: 1965

Federal Employer Identification Number (FEIN): 34-1059824

Is the Company co-owned or controlled by a parent company? ___ Yes X- No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? X Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? X Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? X Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. X Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes X No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. X Yes ___ No

The Applicant certifies it is a drug-free work place? X Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? X Yes ___ No

Ashtabula County Community Action Agency
Senior Services Levy - Homemaker Service
Section 3 – Program Planning and Development

A. Program Description

1. The proposed Homemaker Service Program will provide light housekeeping tasks and laundry services for seniors living in the following areas of Ashtabula County: Ashtabula City, Ashtabula Township, Kingsville Township, Plymouth Township and Jefferson. This service enables older individuals to remain in the familiar surroundings of their homes in spite of their limitations and prevents premature institutionalization. The following tasks will be part of the Homemaker Service Program and will assist seniors to maintain safe, clean and healthy environments:

- Personal Laundry and Linens (including washing, drying, folding and putting laundry away)
- Housecleaning
    - Dusting
    - Sweeping
    - Vacuuming
    - Mopping
    - Washing dishes
    - Wiping down appliances
    - Wiping down counter tops
    - Cleaning of bathrooms
    - Changing bed linens
    - Washing inside windows (without use of ladder)
    - Removing trash
- Miscellaneous light housekeeping tasks not specified above

Trained homemakers will perform the above activities in accordance with a service plan developed by the assessor during the initial assessment for each eligible individual. These services will be provided for the participating senior only and will be limited to areas of the home occupied by the senior. Frequency of the service will vary between once every two weeks, depending on the client's needs and situation. Tasks that will not be offered as a part of the Homemaker Service are those that typically fall under a Chore service. These include heavy household cleaning tasks such as washing walls and ceilings, washing outside windows, washing inside windows that are difficult to reach, and shampooing carpets or furniture. Tasks not listed above shall be considered and evaluated on a case-by-case basis.

During the emergency COVID-19 shut down ordered by Governor DeWine this past year, the program continued to provide homemaker services to clients. Many clients requested to suspend services during that time. Homemakers were provided with facemasks, face shields, gloves and hand sanitizer for use while in the homes of those clients who remained active in the program. Reusable facemasks

were also made available to interested seniors. Social distancing was practiced at each visit. Other precautionary measures such as waiving client signature requirements and conducting telephone assessments versus in-home were implemented. Once Governor DeWine lifted restrictions, other clients requested that their services resume. Due to the continued pandemic situation, all precautions continue to be practiced with each homemaker visit.

2. The most recent census population projection data shows that 19.6 percent of Ashtabula County's residents are age 65 and older. This figure is projected to increase significantly due to our aging population. Projections by the Scripps Gerontology Center at Miami University indicate that this segment of the population will increase to 25.8 percent or 25,445 individuals by the year 2030. Moreover, the population aged 85 and over is projected to increase significantly until the year 2050.

Research shows that many older people prefer to stay at home despite their declining health. Seemingly simple daily household activities become difficult, if not impossible. Support from a non-medical, in-home service such as the Homemaker Service Program can be the decisive factor in allowing a senior to remain independent and preserve his/her desired quality of life. This approach is also more economical for the senior and the community-at-large since home-based services cost much less than other options such as assisted living and skilled nursing facilities.

3. Community Action has served senior citizens for five decades and previously provided the Homemaker Program for thirty (30) years until 2009, when funding was discontinued. In January 2018, Community Action was awarded funding through the Senior Services Levy to resume the provision of homemaker services. The agency utilized program staff with years of previous homemaker experience and added new staff to implement the service. ACCAA has continued to provide homemaker services since 2018.

4. Below is a chart that contains statistics for the previously funded year, January – December of 2020, as well as the proposed service levels for FY2022.

Community Action
Homemaker Service Statistics

	Ages 60 - 75				Ages 76+			
	Served in 2020		*Proposed 2022*		Served in 2020		*Proposed 2022*	
Service Area Township, Village or City	Units	Unduplicated Clients	*Units*	*Unduplicated Clients*	Units	Unduplicated Clients	*Units*	*Unduplicated Clients*
Ashtabula City	206	14	*380*	*18*	591	35	*845*	*40*
Ashtabula Township	127	9	*210*	*10*	307	27	*588*	*28*
Jefferson Township	0	0	*42*	*2*	0	0	*42*	*2*
Jefferson Village	37.75	5	*105*	*5*	55	5	*105*	*5*
Plymouth Township	41	3	*63*	*3*	53.5	5	*105*	*5*
Saybrook Township	61.75	4	*105*	*5*	38.5	3	*105*	*5*
Totals	**473.5**	**35**	***905***	***43***	**1045**	**75**	***1790***	***85***

The number of units provided during FY20 and FY21 are lower than originally planned due to the pandemic. As stated above, many seniors did not wish to receive homemaker service and requested to have their services suspended. Some seniors have returned to the program and their services have resumed. However, the program is experiencing difficulty in recruiting and retaining homemakers, as are many employers and most service providers. To address the lack of available homemakers, the agency has raised the hourly start rate for homemakers to attract candidates to the open positions. This hourly rate increase will also help with homemaker retention rates.

5. The days and hours of operation for the Homemaker Service Program will be from 8:00 a.m., until 4:30 p.m., Monday through Friday, each week.

6. Referrals to the program will be received from various sources – self-referrals, relatives, friends, neighbors, ministers, medical professionals, social workers, Adult Protective Services, hospice organizations, social service agencies and senior centers. Seniors may also be referred to the Homemaker Service Program by the 2-1-1 Ashtabula County service, a comprehensive information and referral program serving Ashtabula County. Upon receipt of a referral or contact, a preliminary intake procedure will be followed to determine if the person being referred meets the age and residency requirements of the program. If eligible, an assessment process will then occur to determine whether the senior is in need of homemaker services.

The initial assessment will be a face-to-face interview in the senior's home by an assessor to evaluate the senior's current living conditions and circumstances. A Prioritization Assessment/Circumstantial Risk Assessment tool will be completed to determine the level of need for the service. Individuals with the highest scores on the prioritization assessment will be offered service. The assessor will then determine the range of homemaker services needed, frequency and the length of time for which the services will be required. This determination will be based on the client's ability to perform light housekeeping tasks and his/her general physical condition. Other factors will be assessed such as safety conditions and any special areas of concern (extreme conditions, animal waste, insect infestation, loose railings, etc.) This information will be recorded on the Homemaker Client Service Plan. All necessary paperwork for enrollment in the program will be completed by the assessor and signed by the client at this point.

When a wait list exists for services, individuals with the highest priority scores will be added to the program in chronological order as openings become available.

Clients will be re-assessed every one-hundred eighty (180) days to determine any changes in the level of need for homemaker service. Identified changes will be reflected in a new Homemaker Client Service Plan.

If a client is temporarily inactive from the homemaker service due to illness, hospitalization or an extended absence from the home, an additional re-assessment will be performed prior to the client

continuing in the Homemaker Service Program. This additional re-assessment will be performed to determine any changes in the level of need, frequency and duration of homemaker services.

When a client is no longer in need of homemaker services, he/she may be discharged. Discharge may occur due to one of several reasons: long-term hospitalization, admittance to a long-term care facility, changes in the current support system, improvement of health status or self-termination of service.

Copies of the Prioritization Assessment/Circumstantial Risk Assessment form and the Homemaker Client Service Plan are included in this application.

7. Community Action began receiving Senior Services Levy funding in fiscal year 2018. The agency receives no other funding for the provision of Homemaker services. A five-year funding and unit history chart is included as an attachment.

8. Community Action believes in the importance of fostering strong collaborative relationships with key stakeholders including community service providers, government entities, funding sources and others that serve seniors in our county. The agency also coordinates with other community partners such as Adult Protective Services, Catholic Charities, Regional Home Health, hospice providers, senior centers, libraries, churches and physicians. ACCAA is a member of various collaborative networks and councils that address issues that affect seniors such as the Ashtabula County Transportation Advisory Committee, Ashtabula County Housing Council, Ashtabula County Health Assessment Committee, START, Second Chance, Ashtabula County Public Advisory Team, Building Resiliency Together, AIM Higher and Broadband Task Force.

B. Provide specific measurable objectives which reflect what the organization expects to achieve and the impact of the services on the well-being of clients over the course of the funding cycle.

The ACCAA objectives for Fiscal Year 2022 are:

1. One hundred twenty eight (128) unduplicated seniors will receive 2,695 hours of homemaker service.
2. Ninety percent (90%) of seniors receiving homemaker services will indicate that they feel this service has helped them to remain in their homes and avoid institutionalization.
3. Ninety percent (90%) of seniors receiving homemaker services will agree that that the Homemaker Service Program helped them to maintain or improve their health status.

These objectives will be measured using the Homemaker Service Summary forms that document receipt of homemaker services and the Homemaker Service Evaluation forms that are completed annually. Copies of these forms are included in this proposal.

C. Organizational Structure

1. The Ashtabula County Community Action Agency (ACCAA) was established in 1965 as an Economic Opportunity Committee by a resolution of the County Commissioners, under the provision of the Economic Opportunity Act. The County Commissioners enacted resolutions to abolish the Committee and create the Agency with a governing board in 1972. The status is a non-government public agency. ACCAA has a separate governing board; the agency is not a department of the county government. Ashtabula County Community Action Agency is a 501(c) (3) non-profit organization having received the Internal Revenue Service (IRS) designation on February 26, 1974. ACCAA is not incorporated.

Community Action has four (5) divisions: Housing, Head Start, Health & Nutrition Services, Community Development and Planning. The Homemaker Service Program will be located in the Health and Nutrition Services Division. The Director of the Health and Nutrition Services division reports directly to the Agency Executive Director. Reporting to the Division Director is the Senior Services Program Coordinator. Reporting to the Senior Services Program Coordinator are the Client Service Specialist, the Client Service Specialist/Assessor, the Client Service Specialist/Billing Clerk and the Homemakers. Organizational charts are included as attachments.

The main source of ACCAA's financial support is local, state, and federal grants, as well as some private contributions.

Community Action has a Board of Directors that is composed of 15 members. The composition of the board is dictated by the Community Services Block Grant Act. The composition is as follows: one third- government or elected public officials or their representatives, not less than one third- democratically selected low-income individuals or their representatives, and the remainder are officials or members of business, industry, religious, law enforcement, education, or other major community groups. The Board reviews all programs, accepts budgets and applications, and hires the Executive Director of the Agency.

A current roster of the ACCAA Board of Directors is included in this grant application

D. Provider/Staff Qualifications

1. Passionate, experienced and dedicated are some of the words that describe the ACCAA staff involved with programs that provide services to seniors. The Health & Nutrition Services Director has 38 years of social service program/administrative experience and is responsible for the overall program direction, compliance, budgeting and reporting. This position also supervises the Senior Services Program Coordinator.

The Senior Services Program Coordinator is responsible for managing the day-to-day operations of all homemaker service activities. The Client Service Specialist, the CSS/Assessor, the CSS/Billing Clerk and the Homemakers report directly to the Senior Services Program Coordinator. The CSS/Billing Clerk is responsible for all billing and various program reports. The CSS/Assessor is responsible for

the processing of program referrals and conducting client assessments to determine eligibility and level of service delivery. Homemakers provide direct service in senior homes.

Others with responsibility in this program include the Executive Director, the Administrative and Fiscal Directors, the IT Director, the Executive and Administrative Assistants and fiscal staff.

Job descriptions for all personnel directly involved with the Homemaker Service Program are included with this proposal as attachments.

2. New agency staff members meet monthly for the first twelve months of employment as part of the agency onboarding program. Topics specific to ACCAA are covered such as agency policies and procedures, agency programs and the agency mission. Other topics presented include ethics, cultural diversity, time management, trauma informed care, community resources, communication, and professionalism. Mid-level staff members participate in quarterly education and training sessions to foster and promote better leadership skills. Also, agency staff is required to participate in the *Bridges Out of Poverty* training.

Homemakers attend trainings specific to their program responsibilities and needs. The Community Action Homemakers receive training in the areas of record keeping and documentation, ethics, HIPAA and confidentiality, body mechanics, handling emergencies, universal precautions, laundry, housekeeping, pandemic safety and home safety. New Homemakers shadow the coordinator or other experience Homemakers as they learn their job duties. New Homemakers begin to work independently when they can demonstrate competency with all job duties.

Throughout the year, various in-service trainings are provided for all Homemaker program staff. These trainings include relevant topics that pertain to the provision of Homemaker services.

3. The agency does not plan to utilize volunteers in the Homemaker Service Program at this time.

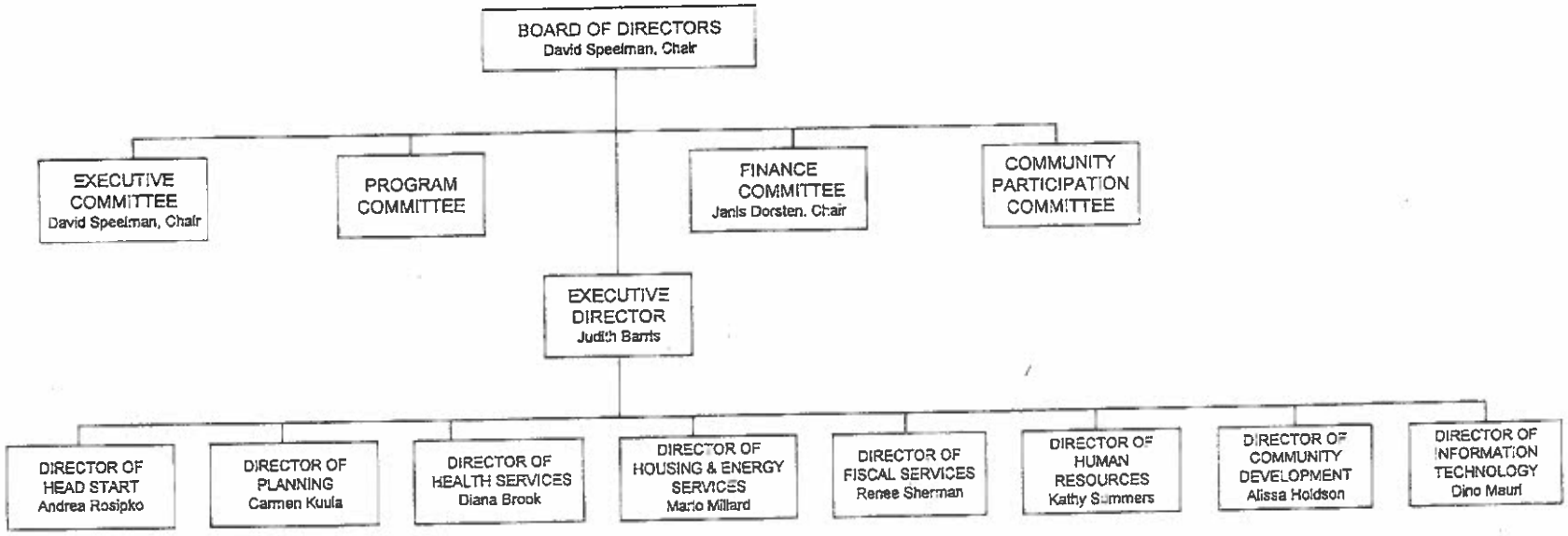
ACCAA - 5 Year Funding and Unit Rate History

Homemaker Program

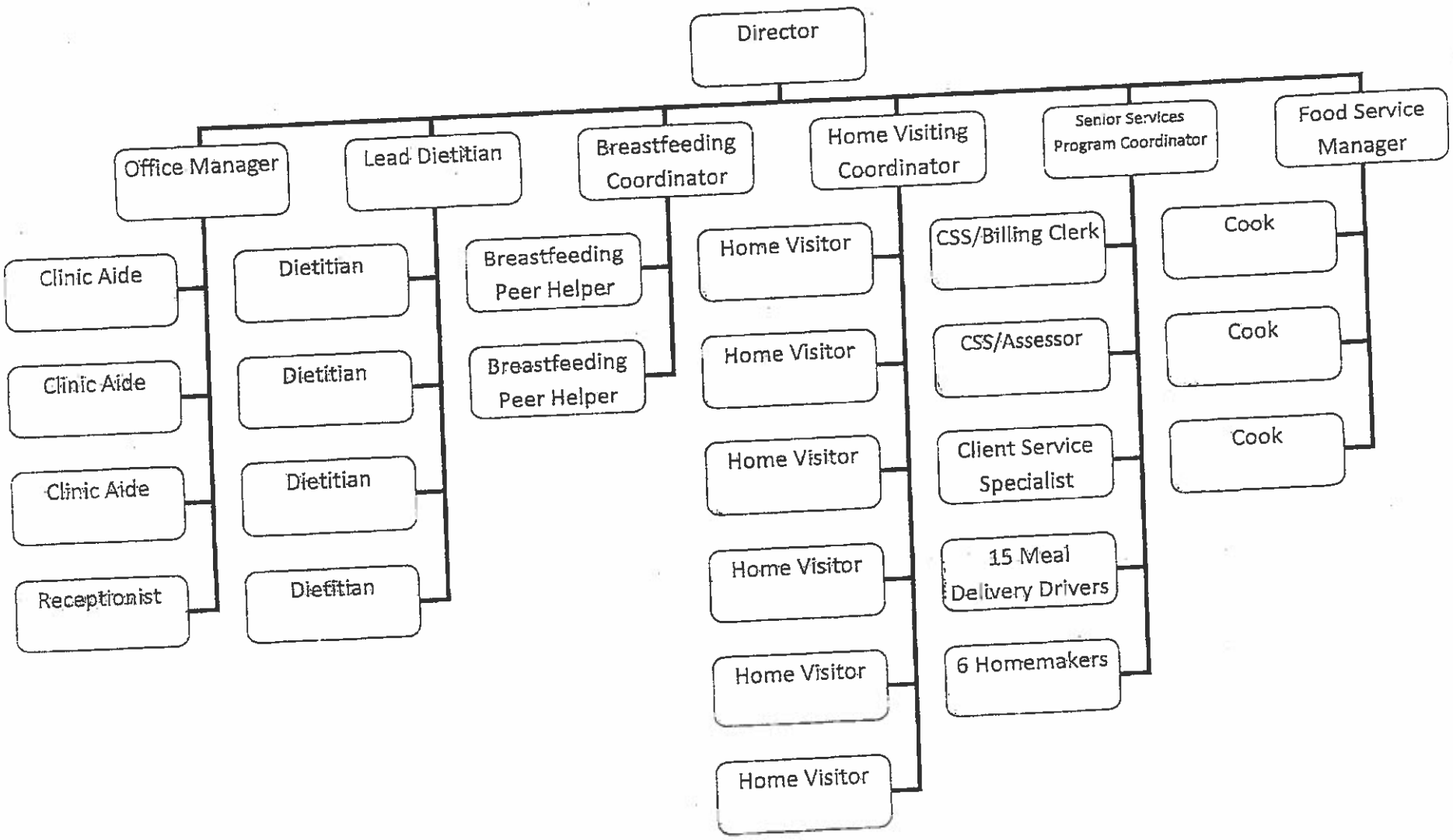
	2021		2020		2019		2018		2017	
Source	Amount	Unit Rate	Amount	Unit Rate	Amount	Unit Rate	Amount	Unit Rate	Amount	Unit Rate
Senior Services Levy	$ 70,000	$ 25.97	$ 92,142	$ 25.97	$ 92,125	$ 25.97	$ 93,289	$ 26.29	$ -	$ -

ASHTABULA COUNTY COMMUNITY ACTION AGENCY

July 2021



Health and Nutrition Services Division



Revised 7-2019

community action
Helping People. Changing Lives.

Administrative Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

2021 Board of Directors

Ms. Lori Lee	Kent State University – Ashtabula Private Sector
Preston Watkins	Ashtabula Area Ministerial Alliance Private Sector
Ms. Lori Pawlowski	Ashtabula County Medical Center Private Sector
Mr. Paul Bolino	Community Counseling Center- ACCHDO Liaison Private Sector
Georgia Klemencic	Growth Partnership for Ashtabula County Private Sector
Mrs. Mary Kay Gersin	City Manager, Geneva Public Sector
Ms. Sarah Bogardus	County Commissioner Casey Kozlowski Public Sector
Ms. Annette Griffin	County Commissioner JP Ducro Public Sector
Ms. Renee Howell, Secretary	County Commissioner Katherine Whittington Public Sector
Dr. Debra Barrickman	Ashtabula Area City School Board Public Sector

Continued

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610
P:(440) 997-5957 www.accaa.org F:(440) 992-3319

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

Ashtabula County Community Action Agency
Board of Directors- Page 2

Ms. Tania Burnett	Children's Services Low Income Sector
Ms. Raechal Towner	Head Start Policy Council Low Income Sector
Mr. David Speelman, Chairperson	United Way of Ashtabula County Low Income Sector
Mr. Ron Loos, Vice-Chairperson	Seniors of Ashtabula County Low Income Sector
Ms. Janis Dorsten, Treasurer	Ashtabula Area Board of Realtors Low Income Sector

Job Description

POSITION: Health and Nutrition Services Director

RESPONSIBLE TO: Executive Director

LEVEL/SALARY RANGE: 10

EMPLOYMENT STATUS: Regular, Full Time, Exempt

POSITIONS SUPERVISED: Office Manager, Lead Certifier, Senior Services Coordinator, Home Visiting Program Coordinator, Breastfeeding Coordinator and WIC Breastfeeding Peer Helpers

PRIMARY WORK SITE: Health and Nutrition Services Division

GENERAL RESPONSIBILITIES:

Responsible for all functions within the Health and Nutrition Services Division, particularly as related to grant applications, budget design, service provision, and all aspects of future program development and implementation.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Direct supervision of the Office Manager, Lead Certifier, SNP Coordinator, Home Visiting Program Coordinator, Breastfeeding Coordinator and Breastfeeding Peer Helpers. Responsible as Contract Manager for the Help Me Grow and MIECHV Home Visiting Programs.

Works closely with coordinators and managers to plan and develop customer-focused service programs.

Represents the ACCAA to funding sources, other service agencies, political sub-divisions and the community-at-large.

Ensures compliance with all applicable state and federal laws and regulations.

Interacts with government and professional organizations to advocate legislative and policy changes.

Plans direction Division is going: implement reorganization.

Evaluates new and existing funding sources and programs. Develops and submits grant applications.

Represents division programs to Agency Board of Trustees as requested by Executive Director, updating on program and financial changes.

Advises and assists the Executive Director with all matters affecting the financial operations of the Agency, providing information or materials and performing other such duties as required.

Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions.

SKILLS AND QUALIFICATIONS:

Demonstrated ability to administer a whole program or a portion of a program by: creative deployment of resources; design of the plan/implement/assessment process; and proficient oral and written communication skills.

Will sometimes be required to work evenings, weekends and holidays, and to respond to emergency situations. Required to travel to Agency facilities and community locations. Overnight travel will be required. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

Must comply with ACCAA Drug Free Workplace policy.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

Signature _____ Date _____

Revised: 8/18

JOB DESCRIPTION

POSITION: Senior Services Program Coordinator

RESPONSIBLE TO: Health and Nutrition Services Director

LEVEL/SALARY RANGE: 8

EMPLOYMENT STATUS: Regular, Full Time

POSITION SUPERVISES: Site Supervisors, Meal Delivery Drivers, Customer Service Specialist, Billing Clerk, Assessor, Homemakers

GENERAL RESPONSIBILITIES:

Works with the Division Director to implement and monitor senior services in accordance with the Agency mission. Assures compliance with Agency, SNP and Homemaker Services policies and procedures. Coordinates and supervises the daily operations of the senior programs. Monitors customer caseload and billing compliance.

DUTIES AND RESPONSIBILITIES:

1. Effectively supervises staff working in the Senior Nutrition and Homemaker Services Programs. This includes managing daily operations, providing support/motivation and monitoring staff performance.
2. Participates in the hiring process.
3. Develops, presents and maintains training schedules for SNP and Homemaker staff As required.
4. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
5. Serves as contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery.
6. Participates in preparation of grant applications or budget revisions as required.
7. Assures compliance with all applicable internal and external guidelines, requirements and regulations.
8. Represents the Agency at special events, health fairs, meetings and workshops to promote the Senior Nutrition Program, Homemaker Service and ACCAA.
9. Ensures quality service to customers and resolves customer issues and/or concerns.
10. Recruits, supports and trains program volunteers.

11. Substitutes for staff members as needed.
12. Ensures program and staff compliance with all food and physical safety issues related to the Senior Nutrition Program and Homemaker Service Program. Reports all safety incidents/concerns as required.
13. Attends staff meetings and trainings as required.
14. Maintains customer confidentiality as required by ACCAA and funding sources.
15. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will possess at least an Associate's degree in the fields of social/human service, food service management, or business management or possess 2 to 3 years of equivalent work experience. Candidates with Bachelor's degree preferred. Candidates with degrees in other fields may be considered. Must possess supervisory/management experience or demonstration of comparable skills. Must possess excellent computer skills. Must have knowledge of or ability to effectively learn all necessary computer software and database programs.

Candidate must demonstrate ability to work with seniors, low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 40 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____
Signature Date

Reviewed: 5/20

JOB DESCRIPTION

POSITION: Client Service Specialist

RESPONSIBLE TO: Senior Services Program Coordinator

LEVEL/SALARY RANGE: 6

EMPLOYMENT STATUS: Regular, Part Time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:

Works with Agency staff to ensure SNP and Homemaker services are delivered in accordance with the Agency mission.

DUTIES AND RESPONSIBILITIES:

1. Enrolls customers in the appropriate SNP program. Conducts home visits as part of the enrollment process. Maintains appropriate client files and documentation.
2. Answers and routes in-coming phone calls when in office.
3. Enters data in ServTracker and other software programs as required.
4. Substitutes for HDM Drivers and Site Managers. The Customer Service Specialist is the first substitute scheduled.
5. Documents and maintains customer waiting lists.
6. Works with program staff to ensure quality service to customers and helps to resolve customer issues and/or concerns.
7. Assists with SNP staff, Homemaker Service staff, OWF, Mature Services and volunteer trainings as required.
8. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
9. Serves as a contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery.
10. Performs all aspects of the job in compliance with applicable internal and external guidelines, requirements and regulations.
11. Represents the Agency at special events, health fairs, meetings and workshops to promote the Senior Nutrition Program, Homemaker Service and ACCAA.
12. Substitutes for other staff members as needed.
13. Observes and follows all safety policies and procedures related to the Senior

Nutrition and Homemaker Service programs. Reports any unsafe conditions, accidents, injuries and near injuries to the SS Coordinator.

14. Attends staff meetings and trainings as required.
15. Maintains customer confidentiality and abides by code of ethics as required by ACCAA and funding sources.
16. Cross trains with other SNP positions as required.
17. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and possess at least an Associate's degree in the fields of social, human services or business management and/or possess 2 to 3 years of equivalent work experience in the fields of social, human services or a related field. Must be proficient in general computer use. Must have knowledge of or ability to master utilization of all necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation that can be used for meal delivery and home visits, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 50 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____

Signature Date

Revised 8/2018

JOB DESCRIPTION

POSITION: Client Service Specialist/Assessor

RESPONSIBLE TO: Senior Services Program Coordinator

LEVEL/SALARY RANGE: 5

EMPLOYMENT STATUS: Regular, Full Time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:

Works with Agency staff to ensure Homemaker services are delivered in accordance with the Agency mission.

DUTIES AND RESPONSIBILITIES:

1. Enrolls customers in the Homemaker Service and SNP programs. Conducts home visits as part of the enrollment process. Provides on-going client assessments as required by funding sources. Maintains appropriate client files and documentation.
2. Answers and routes in-coming phone calls when in office.
3. Enters data in ServTracker and other software programs as required.
4. Substitutes for Homemakers and SNP Delivery Drivers, if needed.
5. Documents and maintains client waiting lists.
6. Works with program staff to ensure quality service to clients and helps to resolve client issues and/or concerns.
7. Assists with other senior program staff, OWF, Mature Services and volunteer trainings as required.
8. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
9. Serves as a contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery.
10. Performs all aspects of the job in compliance with applicable internal and external guidelines, requirements and regulations.
11. Represents the Agency at special events, health fairs, meetings and workshops to promote the Homemaker Services Program and ACCAA.
12. Substitutes for other staff members as needed.
13. Observes and follows all safety policies and procedures related to the Homemaker

Services and SNP programs. Reports any unsafe conditions, accidents, injuries and near injuries to the SS Coordinator.

14. Attends staff meetings and trainings as required.
15. Maintains customer confidentiality and abides by code of ethics as required by ACCAA and funding sources.
16. Cross trains with other senior program positions as required.
17. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and possess at least an Associate's degree in the fields of social, human services or business management and/or possess 2 to 3 years of equivalent work experience in the fields of social, human services or a related field. Must be proficient in general computer use. Specifically, candidate must be proficient in Excel and Microsoft Word.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation that can be used for meal delivery and home visits, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 50 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____

Signature Date

Revised 8/2018

JOB DESCRIPTION

POSITION: Senior Nutrition Program Billing Clerk

RESPONSIBLE TO: Senior Nutrition Program Coordinator

LEVEL/SALARY RANGE: 5

EMPLOYMENT STATUS: Part Time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:

Works with Agency staff to ensure SNP services are delivered in accordance with the Agency mission.

DUTIES AND RESPONSIBILITIES:

1. Prepare and submits bills to Senior Nutrition Program funding sources for reimbursement.
2. Prepares customer donation statements. Posts customer donations and reconciles bank statements.
3. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
4. Monitors receipt of payments from funding sources and customers.
5. Resolves customer issues related to donations and private pay accounts.
6. Answers and routes in-coming phone calls.
7. Enters data in software programs as required.
8. Works with program staff to ensure quality service to customers and helps to resolve customer issues and/or concerns.
9. Assists with SNP staff, OWF, Mature Services and volunteer trainings as required.
10. Serves as a contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery.
12. Performs all aspects of the job in compliance with applicable internal and external guidelines, requirements and regulations.
13. Represents the Agency at special events, health fairs, meetings and workshops to promote the Senior Nutrition Program and ACCAA.
14. Substitutes for other staff members as needed including site managers and drivers.
15. Observes and follows all safety policies and procedures related to the Senior

Nutrition Program. Reports any unsafe conditions, accidents, injuries and near injuries to the SNP Coordinator.

16. Attends staff meetings and trainings as required.
17. Maintains customer confidentiality and abides by code of ethics as required by ACCAA and funding sources.
18. Performs client assessments via telephone or home visits as required.
19. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and possess at least an Associate's degree in the fields of social, human services or business management and/or possess 2 to 3 years of equivalent work experience in the fields of social, human services or a related field. Must be proficient in general computer use. Must have knowledge of or ability to master utilization of all necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation that can be used for meal delivery and home visits, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 50 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____

Signature Date

Revised 5/2016

community action
Helping People. Changing Lives.

Health and Nutrition Services

Judith Barris
Executive Director

Sherry Detrick
Board Chairperson

Diana Brook
Health and Nutrition Director

POSITION: Homemaker

RESPONSIBLE TO: Senior Services Program Coordinator

LEVEL/SALARY RANGE: 2

EMPLOYMENT STATUS: Regular, Part time

PRIMARY WORKSITE: 3225 Lake Avenue
Ashtabula, Ohio 44004

GENERAL RESPONSIBILITIES:

Performance of light housekeeping tasks in accordance with the Homemaker service.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Light housekeeping tasks including but not limited to:

- Laundry (including washing, drying, folding and putting laundry away)
- Housecleaning
  - Dusting
  - Sweeping
  - Vacuuming
  - Mopping
  - Washing dishes
  - Wiping down appliances
  - Wiping down countertops
  - Cleaning of bathrooms
  - Changing bed linens
  - Washing inside windows (without use of ladder)
  - Removing trash
- Miscellaneous light housekeeping tasks not specified above

Participate regularly in in-service training events and formal education.

Maintain knowledge regarding safety issues related to the position and report all safety

incidents/concerns.

Perform other duties as assigned as they specifically relate to the mission of the Ashtabula County Community Action Agency.

SKILLS AND QUALIFICATIONS:

Ability to demonstrate proficiency in performing light homemaking tasks.

Must be able to communicate effectively.

Confidentiality in all aspects of program operation must be maintained.

Must be able to follow both verbal and written directions and have the ability to work as a team member.

Must be able to travel to any of the designated locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

Position requires ability to bend, climb stairs and lift up to fifty pounds.

All employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

Must comply with ACCAA Drug Free Workplace Policy.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____

Signature Date

Revised 11/2017

community action
Helping People. Changing Lives.

Health and Nutrition Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Diana Brook
Health and Nutrition Director

JOB DESCRIPTION

POSITION:	**Receptionist**
CLASSIFICATION:	**Human Services**
LEVEL:	**4**
EMPLOYMENT STATUS:	**Full Time (40 HOURS) Full Year (52 WKS)**
RESPONSIBLE TO:	**Office Manager**
SUPERVISES:	**None**
PRIMARY WORK SITE:	**3225 Lake Avenue, Ashtabula**

BASIC FUNCTION: To ensure service to employees and the public by answering in-coming telephone calls and receiving and referring calls to appropriate locations. Receive and assist with visitors in the program office with courteous, knowledgeable and prompt service.

MAJOR RESPONSIBILITIES AND KEY TASKS:

- Receive, route and/or transfer telephone calls to locations as outlined by procedure.
- Receive and transfer of messages, verbal and written, in a clear concise manner.
- Receive and assist Health & Nutrition clients, employees and visitors.
- Respond to the informational needs of co-workers and visitors in a professional friendly manner.
- Participate in planning of communication needs with supervisor and team to provide responsive and quality services to Health & Nutrition clients, employees and visitors.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Preference given to high school graduate with successful related work experience.

EXPECTATIONS:

- Must maintain confidentiality within and out of the program.
- Follow both verbal and written directions.
- Work as a team member.
- Maintain a positive attitude.
- Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.
- Be prompt and maintain good attendance.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by the agency.

ESSENTIAL JOB FUNCTIONS:

- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ADDITIONAL REQUIREMENTS:

- Possess a valid Ohio driver's license; and insurability monitored by the ACCAA insurance carrier.
- Never have had a conviction and agree to a review by the Ohio Bureau of Criminal Investigation and FBI.
- Pass initial and regular drug screenings.
- Perform duties as assigned.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA. E.O.E. D.F.W.P.

_____ _____

Signature Date

EXHIBIT II

Applicant Budget

Summary

Applicant: Ashtabula County Community Action Agency - Homemaker	
Date From: 1/1/22	**To: 12/31/22**

		Amount
I. Staff		
A. Salaries	$	36,703.09
B. Payroll-Related Expenses	$	7,612.91
Total Staff Costs	$	44,316.00
II. Operations		
A. Travel and Short-Term Training	$	2,100.00
B. Consumable Supplies	$	100.00
C. Occupancy Costs	$	1,090.00
D. Contract and Professional Services	$	660.00
E. Other - Miscellaneous	$	734.00
Total Operational Costs	$	4,684.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	49,000.00
IV. Minus Other Program Resources	$	-
Total Program Costs	$	49,000.00

Budget Computation

Total Operating Expenses	$	49,000.00
Divided by Total Operating Units		1,822.24
= Unit Rate	$	26.89

Unit Rate	$	26.89
X number of units purchased		1,822.24
= Total Contract Amount	$	49,000.00

Unit = 1 Hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 98,671.00	Annual	0.85%	$ 838.70
IT Manager	$ 66,356.00	Annual	0.85%	$ 564.03
Human Resource Manager	$ 63,803.00	Annual	0.85%	$ 542.33
Executive Assistant	$ 39,431.00	Annual	0.85%	$ 335.16
Director, Fiscal Services	$ 63,803.00	Annual	0.85%	$ 542.33
Accountant	$ 61,227.00	Annual	0.85%	$ 520.43
Administrative Assistant	$ 30,307.00	Annual	0.85%	$ 257.61
Accounts Payable Specialist	$ 31,588.00	Annual	0.85%	$ 268.50
Receptionist	$ 21,840.00	Annual	2.50%	$ 491.40
Client Service Specialist	$ 31,200.00	Annual	2.50%	$ 780.00
Client Service Specialist/Assessor	$ 12,480.00	Annual	52.00%	$ 6,489.60
lient Service Specialist/Billing Cle	$ 23,790.00	Annual	2.50%	$ 594.75
Senior Services Coordinator	$ 39,998.00	Annual	4.00%	$ 1,598.26
Homemakers	$ 22,880.00	Annual	100.00%	$ 22,880.00
Total Salaries				$ 36,703.09

I. B. Payroll-Related Expenses

		Amount
PERS or Social Security		$ 2,807.91
Worker's Compensation		$ 974.16
Unemployment Insurance		$ 362.64
Retirement Expenses		$ 2,056.73
Hospitalization		$ 1,308.29
Other (*identify*)	Dental Inurance	$ 19.18
Other (*identify*)	Life Insurance	$ 83.99
Other (*identify*)		
Total Payroll-Related Expenses		$ 7,612.90

II. A. Travel and Short-Term Training

		Amount
Mileage Reimbursement rate per mile:	$ 0.50	$ 2,100.00
Short-Term, Training		
Total Travel and Short-Term Training		$ 2,100.00

II. B. Consumable Supplies

Type		Amount
Office Supplies		$ 50.00
Cleaning Supplies		
Other *(identify)*	PPE Supplies	$ 50.00
Other *(identify)*		
Total Consumable Supplies		$ 100.00

II. C. Occupancy Costs

	Amount
Rent	$ 500.00
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	$ 100.00
Electric	$ 100.00
Water	$ 20.00
Telephone	$ 125.00
Sewer	$ 20.00
Snow Removal/Lawn Care/Trash Removal/Interior Maintenance	$ 200.00
Security/Fire Protection	$ 25.00
Total Occupancy Costs	$ 1,090.00

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Audit	$ 150.00
Consultants for Workers' Comp, COBRA, Employee Assistance Program	$ 25.00
Insurances	$ 100.00
ServTracker Software	$ 225.00
Occupational Health Services (Drug Testing)	$ 160.00
Total Contract & Services Costs	$ 660.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Criminal Background Checks	$ 144.00
Postage	$ 25.00
Copying/Printing	$ 50.00
Document Shredding	$ 15.00
Banking/Non-Personnel Fiscal/Miscellaneous Expenses	$ 500.00
Total Miscellaneous Costs	$ 734.00

III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
N/A								
Total Equipment Depreciation				$ -	$ -	$ -		$ -

III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount
N/A		
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
N/A		
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
N/A	
Total Other Resources	$ -

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor o
88 East Broad
Post Office Bo
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Community Action Agency**
Date: **11/12/2021 10:05:04 AM**

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 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 av 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 OR 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: An agreement between Ashtabula County Job & Family Services and **Ashtabula County Community Action Agency** for **Homemaker** services.

Approved as to Legal Form Only:

By: _____
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 10·28·2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Conneaut Human Resource Center,** located at **327 Mill Street Conneaut, Ohio 44030** to provide **Homemaker Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

Therefore, in consideration of the mutual covenants contained in this Subgrant Agreement, the parties agree as follows:

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Homemaker: $22,659.56 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$21.02 per unit of Homemaker as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant Agreement number
    -Service month and year
    -Subgrantee's name, address, telephone number and billing contact person's name
    -Total amount invoiced for the month

    (2) A spreadsheet (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    (D) Notwithstanding sections (A), (B), and (C) of this Article, if the funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant . Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** Grantor and the Subgrantee agree that as a condition of this agreement there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficient (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this Subgrant Agreement.

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

25. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly relating to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant Agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to providing an obligation for any amount or level of funding, resources or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

Therefore, the below listed parties enter into this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

11/3/21
Date

Ryan Tattrie, Executive Director
Conneaut Human Resource Center

11-15-21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix IV
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Homemaker and/or Companionship
Program Description

Homemaker Assistance for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Homemaker for Seniors

The basic purpose of this program is to offer home-based services thereby delaying premature or unnecessary institutional care, where appropriate. Homemaker services are provided only in cases where neither the senior, nor anyone in the household, is capable of performing or financially providing for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

The homemaker program will provide supportive daily living services to seniors, so they can continue to live independently in a safe, clean and healthy environment. Services provided will coincide with the care plan developed by the provider during the initial assessment which may include but are not limited to: housecleaning and laundry to ensure a healthy environment. This service is for the participant and specifically excludes services for all other household members. The participant must be present during the delivery of the service. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days and when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

Applicant Information

AGENCY / ORGANIZATION NAME: Conneaut Human Resources Council, Inc.

ADDRESS: 327 Mill Street Conneaut, Ohio 44030

PHONE: 440-593-5273 FAX: 440-599-7441

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1381897

EXECUTIVE DIRECTOR/DIRECTOR: Ryan Tattrie

PROGRAM COORDINATOR: Ryan Tattrie EMAIL: Director@conneauthrc.org

FISCAL CONTACT: Diana Spencer EMAIL: Dianap1999@gmail.com

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job and Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Ryan Tattrie SIGNATURE: R E Tattrie

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 8-1-21

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Conneaut Human Resource Center

Company Address: 327 Mill Street Conneuat, Ohio 44030

Telephone Number: 440-593-5273 FAX: 440-599-7441

The name and telephone number of the person(s) who has the authority to submit Proposal:

Ryan Tattrie 440-593-5273

The name and telephone number of the person(s) who has the authority to sign contracts:

Ryan Tattrie 440-593-5273

The legal status of the Applicant's organization NON PROFIT 501 c(3)

Date of establishment/incorporation: 7/11/1983

Federal Employer Identification Number (FEIN): 34-1381897

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? ___ Yes _X_ No

If yes, has the company filed all required EEO reports to the necessary agencies? ___ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free work place? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

CONNEAUT HUMAN RESOURCES COUNCIL, INC,
HOMEMAKER SERVICES RFP#8-22

Program Description
APPENDIX IV

A. PROGRAM DESCRIPTION

The Conneaut Human Resources Center is dedicated to making human social services more available to the community by defining needs and providing programs and access to information to over 2,500 individuals who utilize our facility each month. The Center also provides the Senior Together Program and acts as a Congregate Meal site for seniors.

CHRC provides seniors in the service area assistance with general household tasks and many with no family in the area, serious health issues and lack of financial resources. This homemaker service provides seniors 60 and over an ability to maintain their independence and provides a direct benefit to the seniors in the service area which includes: Conneaut City, N. Kingsville Village, and the Townships of Kingsville, Monroe, Dorset, Sheffield, Pierpont, Richmond and N. Andover.

Clients receive one (1) to two (2) hours of service one time per week every other week. If the need warrants, a client may receive up to three (3) hours one time per week, every other week which allows CHRC to maximize the services for full efficiency. This program assists seniors with the needed household tasks and supportive daily living services in a clean, healthy environment. This service will continue until any one of the following occurs: self-sufficiency, capable of self-care, receiving care from another source or moved to another location or institution or die. If additional hours are required it will be determined by health needs and living conditions. For example, if the client requires only laundry services or lunch preparation, possibly a home delivered meal or ride to the CHRC lunch site may be more applicable and less costly. All consumable supplies shall be provided by the client.

The Executive Director will provide the supervision of the clients and homemakers. Scheduling will be handled internally with support staff. The assessments and quality assurance monitoring will be shared with a Registered Nurse and the Director and the ongoing assessments will occur every 180 days. The Registered Nurse from the Conneaut City Health Department will try and be utilized but due to pandemic needs, assessments and plans may be developed by CHRC staff to prepare the initial care plans and provide the ongoing review and sign off. ***The assessment tool and supervisory visit tool are attached***

CHRC has provided Homemaker Services since 2011 to the designated service area. CHRC proposes to provide 1100 hours of homemaker services for approximately 70 unduplicated individuals. The proposed unit rate is $25.00 per hour for a total cost of $27,500.00 from the Senior Levy. Following is the

Homemaker Statistical Data for January through December, 2020. Total Units served during 2020 Ages 60+: 1089. We feel that there is a very good likely hood that the Pandemic will have another big influence on our reduction of numbers from 2019.

SERVICE AREA Township, City, Or Village	UNITS & UNDUPLICATED CLIENT AGE 60-75 2019	PROPOSED UNITS & UNDP. CLIENT AGE 60-75 2022	UNITS & UNDUPLICATED CLIENT UNITS AGE 76+ 2019	PROPOSED UNITS UNDP. CLIENT AGE 76+ 2022
Conneaut Monroe	Units 381 Clients 19	Units 200 Clients 20	Units 791 Clients 40	Units 626 Clients 35
N. Kingsville	Units 55 Clients 2	Units 30 Clients 3	Units 64 Clients 3	Units 130 Clients 4
Kingsville	Units 34 Clients 2	Units 10 Clients 1	Units 60 Clients 3	Units 45 Clients 4
Pierpont	Units 0 Clients 0	Units 4 Clients 1	Units 36 Clients 1	Units 55 Clients 3
TOTALS	Units 470 Clients 23	Units 244 Clients 20	Units 1100 Clients 44	Units 856 Clients 50

During the COVID epidemic we experienced a DATA Loss. Information taken from March through December, was not segregated into age groups or geographic locations. We are presently going through and logging each individual hour and categorizing it into its respective area. We have numbers for the entire year; 1089 hours of service were recorded for the Homemaker Program in 2020.

Homemaker Service will be available 5 days per week and hours will be scheduled per customer need. Homemakers will work between the hours of 8:00 a.m. and 5:00 p.m. Service will, if possible, commence within three (3) to five (5) working days of the initial assessment call if possible. All homemaker services will be provided from the Conneaut Human Resources Center located at 327 Mill Street, Conneaut, OH 44030.

When perspective clients have been referred, the Executive Director will schedule an assessment appointment. A home visit will occur within three (3) to five (5) working days after contact with client. An Intake and Assessment tool will be utilized which includes name, address, telephone number, date of birth, demographics, financial information, medical history, ADL/AIDL, service plan and emergency contact information. All clients must sign a Release of Information and eligibility will be based on medical status and availability of family support. Ongoing assessments will be provided per service specifications quarterly or if there is a change in medical status.

Volunteers will not be utilized in the homemaker program.

CHRC does not anticipate any limitations in providing homemaker program services and will coordinate services, when appropriate with other agencies. CHRC provides various supportive services and has the ability to evaluate clients and determine appropriate services whenever possible. The homemaker service provides a vital supportive service that enables the older adults to maintain independence and remain at home longer. No other federal or state funding sources are utilized specifically for this homemaker service. CHRC has a commitment to improving the lives of the aging population and improving their quality of life throughout their lifetime.

B. ORGANIZATIONAL STRUCTURE

Formed in 1978, the Conneaut Human Resources Center (CHRC) is a nonprofit corporation operated by a volunteer Board of Directors and managed by an Executive Director. The facility located in Ashtabula County, Conneaut, Ohio serves the communities of Conneaut City, N. Kingsville Village, and the Townships of Kingsville, Monroe, Dorset, Sheffield, Pierpont, Richmond and N. Andover.

In 1985, through the funds that were granted by the Civic Development Corporation of Ashtabula County, the Conneaut Human Resources Center was able to move its operations from a home on Broad Street to a facility that was formerly a grocery store. This 20,000 square foot location on Mill Street is home to programs, agencies & organizations that are designed to help improve the quality of life.

Our agency partners include The Country Neighbor Program in Orwell, Ohio and the Cleveland Food Bank. The Conneaut Human Resources Center houses the Conneaut Food and Emergency Assistance Program; the HALO (Holiday Angels Loving Others) Program; Conneaut Health Department; Right Track for Kids (After School and Summer Program); Seniors Together Program which includes Prescription/Health Related programs, Independence and Wellness, Homemaker and Chore/Handyman for Seniors; Conneaut Civil Service Commission; ASPIRE (Adult Basic Literacy) Classes; WIC (Woman-Infants & Children); Ashtabula County Community Action Agency (Congregate Meal Site and HEAP/PIPP); Summer Food Program for Kids, Reading/Math Summer School (Conneaut Area City Schools); Signature Health Counseling Services.

Conneaut Human Resources Center through their bylaws has a fifteen (15)-member board and currently the board is comprised of nine (13) members. The Board of Directors meets the second Thursday of every month. ***List of Directors Attached***

The CHRC funding in part has been provided by United Way of Ashtabula County, the Ashtabula County Senior Services Levy, the rental of the facilities and hall, and through the generosity of the community. The Conneaut Human Resources Center is an equal opportunity employer/service provider. ***Organizational Chart Attached.***

C. PROVIDER/STAFF QUALIFICATIONS

Executive Director: Responsible for the overall implementation, fiscal accountability, administration of the program, and reports directly to the CHRC Board of Directors.

The Director will be responsible for ensuring home visit/assessment completion and quality assurance with the clients in partnership with the Registered Nurse.

The Director is also responsible for billing, scheduling, record-keeping, assignments, monitoring clients, and reporting statistical data in a confidential manner.

Support Staff will be responsible to assist in recordkeeping, scheduling of the homemakers, monitoring clients, statistical data, and quality assurance as needed.

Homemakers: Responsible for the direct service for general house cleaning duties such as dusting, floors, rugs, kitchen, bathroom, change linens, laundry if needed, etc. for each client.

Financial Director: Responsible for the fiscal accountability, payroll, and fiscal report processes of the program assists with the administrative responsibility, benefits management, and the completion of unit report processing of the project.

Morning/Afternoon Office Assistant: Answers telephone, directs calls/walk-ins to appropriate staff, time sheets for homemakers, initial inquiry forms, active client lists, assessment schedules, monthly homemaker work calendar, and performs general office duties to assist administration, as requested.
Job Descriptions Attached

rt/2021

EXHIBIT II

Applicant Budget

Summary

Applicant: Conneaut Human Resources Center	Homemaker Service
Date From: January 1, 2022	To: December 31, 2022

	Amount	
I. Staff		
A. Salaries	$	26,294.00
B. Payroll-Related Expenses	$	2,335.00
Total Staff Costs	$	28,629.00
II. Operations		
A. Travel and Short-Term Training	$	1,700.00
B. Consumable Supplies	$	1,200.00
C. Occupancy Costs	$	2,400.00
D. Contract and Professional Services	$	871.00
E. Other - Miscellaneous	$	735.00
Total Operational Costs	$	6,906.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	35,535.00
IV. Minus Other Program Resources	$	12,875.44
Total Program Costs	$	22,659.56

Budget Computation

Total Operating Expenses	$	22,659.56
Divided by Total Operating Units		1,078.00
= Unit Rate	$	21.02

Unit Rate	$	21.02
X number of units purchased		1,078.00
= Total Contract Amount	$	22,659.56

Unit = 1 hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Home Services Person	$ 11,700.00	15 hr/week	100.00%	$ 11,700.00
Home Services Person	$ 11,700.00	15 hr/week	100.00%	$ 11,700.00
Executive Director	$ 25,000.00	30 hr/week	5.00%	$ 1,250.00
Receptionist	$ 11,000.00	26 hr/week	9.00%	$ 1,000.00
Finance Director	$ 12,870.00	15 hr/week	5.00%	$ 644.00
Total Salaries				$ 26,294.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 1,630.00
Worker's Compensation	$ 323.00
Unemployment Insurance	
Retirement Expenses	
Hospitalization	
Other (*identify*) Medicare	$ 382.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 2,335.00

II. A. Travel and Short-Term Training

		Amount
Mileage Reimbursement rate per mile:	$ 0.56	$ 1,700.00
Short-Term, Training		
Total Travel and Short-Term Training		$ 1,700.00

II. B. Consumable Supplies

Type		Amount
Office Supplies		
Cleaning Supplies		
Other *(identify)*	PPE	$ 1,200.00
Other *(identify)*		
Total Consumable Supplies		$ 1,200.00

II. C. Occupancy Costs

	Amount
Rent	$ 2,400.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*	
Total Occupancy Costs	$ 2,400.00

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Supervisor Nurse Assessments	$ 600.00
Copier Service	$ 271.00
Total Contract & Services Costs	$ 871.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Liability Insurance	$ 735.00
Total Miscellaneous Costs	$ 735.00

III. Equipment
A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Donations	$ 12,875.44
Total Other Resources	$ 12,875.44

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of
88 East Broad
Post Office Bo
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Conneaut Human Resource Center**
Date: **11/12/2021 10:11:50 AM**

This search produced the following list of **11** possible matches:

Name/Organization	Address
Bright Ideas Management and Consulting	801 S. Copper Key Court
Chaney Cement Contractors	4500 Timber Ridge Dr.
Congo, H. Marie	5170 Poets Way
Conley, Loyd	P.O. Box 62
Connell, Steve	8851 Cedar Hills Road
Connolly, Erin	100 S. Huron Street
Crane Run Construction	15589 Holman Rd.
Dudley, Sr. (LED Consulting), Edward	2720 Airport Drive
LED Consulting	576 Brook Hollow
LED Consulting	676 Brook Hollow
Ohio Works First Program, Prevention, Retention and Contingency	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes a 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 aw 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: An agreement between Ashtabula County Job & Family Services and **Conneaut Human Resource Center** for **Homemaker** Service programs

Approved as to Legal Form Only:

By: _____
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 10.28.2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the 1st day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Country Neighbor Program, Inc.,** located at **39 South Maple Street Orwell, Ohio 44076** to provide **Homemaker Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

Therefore, in consideration of the mutual covenants contained in this Subgrant Agreement, the parties agree as follows:

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Homemaker: $99,807.12 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$23.00 per unit of Homemaker as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant Agreement number
    -Service month and year
    -Subgrantee's name, address, telephone number and billing contact person's name
    -Total amount invoiced for the month

    (2) A spreadsheet (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    (D) Notwithstanding sections (A), (B), and (C) of this Article, if the funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant . Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** Grantor and the Subgrantee agree that as a condition of this agreement there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficient (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this Subgrant Agreement.

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

25. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly relating to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant Agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to providing an obligation for any amount or level of funding, resources or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

Therefore, the below listed parties enter into this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

Patrick J Arcaro, Executive Director
Ashtabula County Job & Family Services

11/3/21
Date

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11-15-21
Date

Ashtabula County Board of Commissioners

11/23/21
Date

EXHIBIT I

Appendix IV
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Homemaker and/or Companionship
Program Description

Homemaker Assistance for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Homemaker for Seniors

The basic purpose of this program is to offer home-based services thereby delaying premature or unnecessary institutional care, where appropriate. Homemaker services are provided only in cases where neither the senior, nor anyone in the household, is capable of performing or financially providing for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

The homemaker program will provide supportive daily living services to seniors, so they can continue to live independently in a safe, clean and healthy environment. Services provided will coincide with the care plan developed by the provider during the initial assessment which may include but are not limited to: housecleaning and laundry to ensure a healthy environment. This service is for the participant and specifically excludes services for all other household members. The participant must be present during the delivery of the service. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days and when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

Applicant Information

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): 39 South Maple Street

ADDRESS: Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Joshua Woodard EMAIL: joshua.woodard@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: Tina.Hansel@countryneighbor.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job and Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: August 3, 2021

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

The name and telephone number of the person(s) who has the authority to submit Proposal:

Barbara Klingensmith, Executive Director (440)437-6311

The name and telephone number of the person(s) who has the authority to sign contracts:

Barbara Klingensmith, Executive Director (440)437-6311

The legal status of the Applicant's organization Not for Profit 501(c)(3) Organization

Date of establishment/incorporation: March of 1981

Federal Employer Identification Number (FEIN): 34-1331627

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free work place? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

COUNTRY NEIGHBOR PROGRAM, INC.
HOMEMAKER SERVICES
PROGRAM PLANNING AND DEVELOPMENT

A. PROGRAM DESCRIPTION

1. NARRATIVE OF PROPOSED SERVICE

Country Neighbor continues to receive more requests from individuals for homemaker services than personal care. We have found that more individuals need assistance with general household tasks but are not as frail as the personal care clients. Many homemaker clients never reach the point of needing personal care but need support with their household tasks to remain in their home independently.

Homemaker services include but are not limited to dusting and straightening furniture, cleaning floors or rugs by a wet or dry mop or vacuum, cleaning the kitchen by washing dishes, pots, pans, and the outside of appliances, counters and cabinets. The homemaker may also clean the oven or defrost the refrigerator, clean the tub, shower, sink, toilet, urinal or bedside commode, change bed linens and make beds, wash inside windows or mirrors, and remove trash from the home. He/she may do laundry including washing and drying clothes, folding and ironing clothes and linens, and putting away finished laundry; or doing errands to pick up groceries, personal items, and mail.

Homemakers may not climb a ladder to clean windows or walls, move heavy furniture, or do yard work. Nor will they do banking that would consist of check cashing, or credit card cash advances. They are not permitted to do prescription pickups, as well.

Clients receive services based on the LPN's assessment and care plan. At this point in time, approximately 3.6% of our clients receive 2 hours ***every week*** and 96.4% receive 1.5 hours up to 2 hours ***every other week.*** By doing service this way, we are able to help many more people.

We try to maximize the services for full efficiency. For example, if customers need only lunch preparation, we provide a home delivered meal rather than a homemaker since it is less costly to provide a meal. If the client receives both personal care and homemaker services, the homemaker performs all the household tasks and the home health aide ***only*** does the bathing/shaving, etc. since the homemaker service is not as costly as the personal care service.

2. Need for The Service

For the 2022 funding cycle, Country Neighbor is proposing to provide 4,428 hours of homemaker for 185 individuals at a unit rate of $23.00 which is an increase from $22.25 per hour. It has become imperative that we continue to increase our staff salaries and benefits to be more competitive in the job market and to attract and hold on to more qualified employees for a more stable workforce in our In-Home Services programs.

Currently, we have 2 priority 1's on our homemaker waiting list and an additional 31 as priority 2's for a total of 33 on a wait list. We only place 1's and 2's on the wait list. We communicate to anyone scoring over that they do not currently meet the level of need and if their circumstances change to contact the office for a re-evaluation.

As of today, we are serving 110 active ACSSL homemaker clients.

Country Neighbor is requesting an increase of $3,314 for 2022, from $98,530 to $101,844. The increase is directly related to the increase in the unit rate. Without the additional funding, we will have to reduce the number of units we are currently providing.

3. Experience of the Applicant

Country Neighbor has provided homemaker services for well over 32 years throughout southern Ashtabula County. Currently, we also serve northern Trumbull County, as well.

4. Statistics of Past Performance

During the period of January 1, 2020 through December 31, 2020, Country Neighbor provided 4,296.25 hours of Ashtabula County Senior Services Levy homemaker services for 182 clients. Currently, 90.1% are over the age of 75. Some clients come into the program on a short-term basis while others are long term.

JANUARY 2020 THROUGH DECEMBER 2020 UNITS/CLIENTS BY TOWNSHIPS

Service Area Township, Village or City	Units Provided & Unduplicated Clients Served in past 12 months age 60 to 75	Proposed Number of Units & Unduplicated Clients to be Served age 60 to 75	Units Provided & Unduplicated Clients Served in past 12 months age 75+	Proposed Number of Units & Unduplicated Clients to be Served age 75+
Andover	346.75/15	240/13	444/15	469/16
Cherry Valley	0/0	0/0	114.5/4	90/3
Colebrook	0/0	0/0	0/0	50/1
Dorset	13.75/1	50/1	0/0	25/1
Hartsgrove	47/3	50/1	61.5/2	65/1
Lenox	82.5/1	25/1	24.75/4	100/3
Morgan	69.25/2	65/1	122.75/5	175/5
New Lyme	0/0	15/1	17.25/1	75/3
Orwell	533.5/14	175/14	274.5/13	241/13
Richmond	48/1	0/0	22/1	50/2
Rome	73/5	5/1	79.25/6	175/5
Trumbull	32.75/3	0/0	25.25/2	80/1
Wayne	0/0	0/0	82/1	75/2
Williamsfield	127/3	40/2	100.25/6	75/7
Windsor	9.75/2	10/1	0/0	90/3
Denmark	0/0	25/1	0/0	25/1
Pierpont	0/0	25/1	0/0	25/1
Saybrook	0/0	50/1	146/14	231/13
Austinburg	0/0	25/1	41/2	37/1
Geneva	112.25/9	150/9	294/20	300/21
Harpersfield	0/0	50/2	0/0	50/2
Jefferson	366.5/7	365/6	585.25/19	550/21
Austinburg	0/0	10/1	31.25/1	0/0

5. DAYS AND HOURS OF SERVICE

Service is available 5 days per week and hours will be scheduled, per client need. Generally, the homemakers will work between the hours of 7:00 a.m. and 5:00 p.m. As a rule, we will be able to begin service for the client within 3 to 5 days of initial assessment. All homemaker services will be provided from the Orwell facility, 39 South Maple Street, in Orwell.

6. CLIENT INTAKE AND ASSESSMENT

a. Description of Client Intake

When a referral is received into our office, the In-Home Services Supervisor's office is responsible to contact the client or representative to set up an in-home, face to face assessment appointment for the LPN. Appointments are generally made within 1-2 business days. As part of the initial assessment, the LPN reviews the HIPAA form, completes the Basic NAPIS Form, the Care Plan for Homemaker, the Homemaker Prioritization form, a medication list, and a narrative describing the clients need for the service(s). He/she then completes a Consumer Service Summary listing the service(s) that are to begin for the client.

The completed forms are returned to the office for the RN's review and signoff. The client is scheduled for the recommended service(s). A reassessment of need and evaluation of the care plan and homemaker will be completed generally, every 93 days. If the client calls to end service(s), the service(s) is stopped. Or, if during the reassessment, it is determined that the service(s) is no longer needed, the service(s) would be stopped. Should the client need to resume, the LPN would go back out and evaluate the situation, and if it is determined that the service(s) needs to resume, the client would be put back on the schedule.

b. Provider Assessment Process

When perspective clients are referred, the In-Home Services Supervisor's office will try to schedule an assessment appointment within 24 hours. A visit to the home will be made by the LPN and a Service Intake and Assessment tool is completed which includes name, address, telephone number, date of birth, demographics, financial information, medical history, ADL/IADL, service plan and emergency contact. A Care Plan and Client Prioritization Form will also be completed. All customers must sign a Release of Information. Eligibility will be based on medical status basis and availability of family support. Ongoing assessments will be provided, per service specifications. If breaks occur during service, for example, extended hospital stays, a reassessment will be completed upon their return home to determine the client's health status.

When the LPN goes out to do the assessment, he/she does a prioritization checklist for each client, so we know who is most in need. If a homemaker calls off and has a client in greater need than another client, we send another homemaker to the client with the greater need. When we must go to a waiting list, a prioritization checklist is also

completed so that we know the clients with the most need, as they would be the first clients to receive services when we have openings.

Priority Level 1 is the level of highest priority and level 5 is the lowest. In addition to medical or mental conditions, consideration is given to age, the availability of family or community support and the need for multiple services.

The LPN will provide a supervisory visit to update the client's care plan and evaluate the homemaker's performance every 93 days. If the client calls to end service(s), the service(s) is stopped. Or, if during the care plan update, it is determined that the service(s) is no longer needed, the service(s) will be stopped. Later, should the client need to resume, the LPN would go back out and evaluate the situation, and if it is determined that the service(s) needs to resume, the client would be put back on the schedule.

c. Submit Client Assessment Tool

Country Neighbor's complete Assessment tool is attached.

7. SOURCES AND AMOUNTS OF FEDERAL, STATE OR LOCAL FUNDING WITHIN THE PAST 5 YEARS AND UNIT RATES

Country Neighbor receives Federal funds from Direction Home of Eastern Ohio for homemaker services in southern Ashtabula County. We are required to provide a minimum 15% match, cash and in-kind, and collect project income for the service. Therefore, the rate that we are reimbursed is not the fully allocated unit rate for the service.

YEAR	AMOUNT	FEDERAL UNIT RATE	FULLY ALLOCATED UNIT RATE INCLUDES MATCH
2021	$11,935	$22.25	$26.21
2020	$11,935	$21.75	$26.07
2019	$11,935	$19.00	$22.96
2018	$11,935	$19.00	$24.16
2017	$11,935	$19.00	$24.10
2016	$11,935	$19.00	$24.32

8. Service Collaboration/Coordination

Country Neighbor works with the social service agencies, Veterans Administration, Department of Job & Family Services staff, hospitals, and physician's offices located throughout Ashtabula County. With homemaker services, Ashtabula County Community Action Agency and the Conneaut Human Resource Center provide the program in Ashtabula City and the northeastern quadrant and Country Neighbor provides homemaker in the northwestern quadrant and the southern half, east to west. When we

get into the shared areas of the County, we check to see which agency is the best fit for the specific situation, taking into consideration such things as waiting lists and distance from current clients.

B. Specific Measurable Objectives

Country Neighbor is a multi-purpose community center providing a focal point for services to assist individuals and families by providing a "service support system" enabling seniors to stay in their home for as long as possible without jeopardizing health and safety issues.

The Country Neighbor homemakers only complete the tasks that the senior has difficulty doing as we do not want to take away the individual's ability to do what they are able to do. Many seniors have difficulty with cleaning the bathrooms, showers, tubs, commodes, mopping, and sweeping. The homemaker service provides a clean, safe environment.

Measurable Objective:

- To provide 4,428 hours of homemaker services for 185 individuals in Ashtabula County

Impact:

- Enables individuals to remain in their home in a clean, safe, healthy environment
- Community based care is less costly than institutionalization
- Clients experience better quality of life and maintain their independence

Strategies:

- Complete Intake and Assessment documents prior to start of service
- Daily delivery documentation completed by office staff and homemakers
- Ongoing supervisory visits by LPN to determine health status of clients

C. ORGANIZATIONAL STRUCTURE

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is help people remain independent by providing supportive services enhancing their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, personal care, prescription assistance, emergency food, rental/utility assistance, socialization, education, and wellness activities.

Generally, our service area consists of the southernmost 15 townships in Ashtabula County and the northern most 15 townships in Trumbull County.

The Ashtabula County Food Bank (Country Neighbor) serves 18 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2020, we distributed over 2 million pounds of food to our partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Direction Home of Eastern Ohio, Ashtabula County Job & Family Services, Ohio Department of

Job and Family Services, United States Department of Agriculture, Trumbull County Senior Services Levy, and the United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meets monthly, generally, the last Monday of each month. *(List attached)*

An Organizational Chart is attached.

D. PROVIDER/STAFF QUALIFICATIONS

RN Supervisor: Supervises the LPN, approves all care plans and monitors for adherence to program requirements.

LPN: The LPN provides each face-to-face home visit, upon initial assessment, completes all service assessment tools, determines eligibility, develops the Care Plans for each individual client, provides ongoing monitoring and reassessment home visits, generally every 93 days or more often, if necessary.

Homemakers: The Homemakers are responsible for the direct service such as cleaning, cooking, errand/prescription pickups, grocery shopping, laundry, etc. for each customer

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the project

Assistant Director: Directly responsible for fiscal responsibilities, payroll, financial reporting processes of the program and the human resources function of staff training schedules and benefit activities of the agency. Also assist the Executive Director with the day-to-day operations of the program.

Administrative Assistant/Bookkeeper: Assist the Assistant Director with fiscal responsibilities, payroll, financial reporting, clerical duties, reporting, etc.

In-Home Services Supervisor: Is responsible for the implementation of the program. She reports to the Executive Director and is responsible for ensuring home visit/assessment completion with the customers in partnership with the LPN and the Registered Nurse. Assists the Executive Director with the overall implementation of the program and employee management.

Receptionist: Answer telephone, directs calls/walk-ins to appropriate staff, clocks in the home health aides on appropriate funding sources when they call in from each customer's home, perform general office duties to assist administration, as requested

Data Entry/Backup Receptionist: Cover the desk and telephone when the receptionist is not available. Responsible for all data entry and accuracy of client information. She clocks in the home health aides on appropriate funding sources when they call in from each client's home, perform general office duties to assist administration, as requested.

2. Organization's Training Requirements of Homemaker Staff

When a new homemaker is hired, he/she receives orientation on the agency policies and procedures, proper documentation, Code of Ethics, HIPAA regulations, emergency procedures, drug free workplace, and job description review.

Once he/she passes the physical, completes drug testing, and a background check, he/she will receive twenty hours of training and skill testing by return demonstration; or has completed other approved training programs in a health-related field; or has completed one year of supervised employment in a health or human services field, and performs successful written and skill testing by return demonstration.

The twenty hours of training and testing would include but is not limited to universal precautions for infection control, meal preparation/nutrition, laundry, basic home safety, housecleaning skills, body mechanics, communication skills, and documentation skills. All homemakers will receive at least eight hours of continuing education every twelve months. The RN, LPN and HR staff works cooperatively for the in-service trainings.

3. Volunteer Capacity

We do not utilize volunteers in the homemaker program.

EXHIBIT II

Applicant Budget

Summary

Applicant: Country Neighbor Program, Inc.	**(Homemaker)**	**Revised**
Date From: January 1, 2022	**To: December 31, 2022**	

	Amount	
I. Staff		
A. Salaries	$	77,271.00
B. Payroll-Related Expenses	$	8,561.00
Total Staff Costs	$	85,832.00
II. Operations		
A. Travel and Short-Term Training	$	7,700.00
B. Consumable Supplies	$	1,005.00
C. Occupancy Costs	$	1,428.00
D. Contract and Professional Services	$	4,350.00
E. Other - Miscellaneous	$	95.12
Total Operational Costs	$	14,578.12
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	100,410.12
IV. Minus Other Program Resources	$	603.00
Total Program Costs	$	99,807.12

Budget Computation

Total Operating Expenses	$	99,807.12
Divided by Total Operating Units		4,339.50
= Unit Rate	$	23.00

Unit Rate	$	23.00
X number of units purchased		4,339.50
= Total Contract Amount	$	99,807.12

Unit = 1 Hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 77,500.00	Annual	4.50%	$ 3,490.00
Assistant Director	$ 50,000.00	Annual	4.00%	$ 2,000.00
Administrative Assistant/Bkkp	$ 33,280.00	Annual	3.00%	$ 1,000.00
In Home Services Supervisor	$ 30,160.00	Annual	17.99%	$ 5,425.00
Receptionist I	$ 22,880.00	Annual	5.00%	$ 1,144.00
Data Support/Backup Recpt	$ 24,960.00	Annual	6.99%	$ 1,745.00
RN Supervisor	$ 2,500.00	Annual	20.00%	$ 500.00
LPN Assessors	$ 27,300.00	Annual	28.85%	$ 7,875.00
Homemakers	$ 127,439.00	Annual	42.08%	$ 53,622.00
Facility Maintenance	$ 10,400.00	Annual	4.52%	$ 470.00
Total Salaries				$ 77,271.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 5,911.00
Worker's Compensation	$ 2,085.00
Unemployment Insurance	$ 300.00
Retirement Expenses	$ 215.00
Hospitalization	$ -
Other (*identify*) Life Insurance	$ 50.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 8,561.00

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: 56 cents per mile (IRS)	$ 7,500.00
Short-Term, Training	$ 200.00
Total Travel and Short-Term Training	$ 7,700.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 655.00
Cleaning Supplies	$ 350.00
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ 1,005.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 50.00
Utilities (if not included in rent) must be itemized	
Heat	$ 180.00
Electric	$ 480.00
Water	$ 40.00
Telephone	$ 630.00
Sewer	$ -
Other *(identify) Garbage*	$ 48.00
Other *(identify)*	
Total Occupancy Costs	$ 1,428.00

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Audit	$ 750.00
D & O Insurance	$ 300.00
Liability Insurance	$ 750.00
Technology	$ 1,800.00
Employee Testing	$ 750.00
Total Contract & Services Costs	$ 4,350.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Advertising	$ 50.00
Equipment Repair & Maintenance	$ 25.00
Miscellaneous Expense	$ 20.12
Total Miscellaneous Costs	$ 95.12

III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Participant Contributions	$ 603.00
Total Other Resources	$ 603.00

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of
88 East Broad
Post Office Bo
Columbus, OH 4321(

(614) 46(
(800) 28(

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program Inc.**
Date: **11/12/2021 10:13:38 AM**

This search produced the following list of **7** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lawrence County Educational Service Center	304 N. 2nd Street
Lawrence County Schools Council of Governments	304 N. 2nd Street
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes a 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 awa 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: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc.** for **Homemaker** services

Approved as to Legal Form Only:

By: _____
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 10.28.2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job & Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **ACMC Regional Home Health** located at **2131 Suite 2, Lake Ave., PO Box 1428, Ashtabula, Ohio 44005** to provide **Personal Care Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

Therefore, in consideration of the mutual covenants contained in this Subgrant Agreement, the parties agree as follows:

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Personal Care: $127,008.00 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$36.00 per unit of Personal Care as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include: client name, address, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant Agreement number
    -Service month and year
    -Subgrantee's name, address, telephone number and billing contact person's name
    -Total amount invoiced for the month

    (2) A spreadsheet (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals

should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    (D) Notwithstanding sections (A), (B), and (C) of this Article, if the funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant . Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No

such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** Grantor and the Subgrantee agree that as a condition of this agreement there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficient (LEP) in their programs and activities as further outlined in Executive Order

13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this Subgrant Agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

25. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly relating to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant Agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the American's with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to providing an obligation for any amount or level of funding, resources or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

EXHIBIT I

Appendix I
ACJFS RFP #6-22
Ashtabula County Senior Services Levy
Personal Care
Program Description

Personal Care for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Personal Care for Seniors

The purpose of the personal care program is to offer in-home services that would be an alternative to institutional care, where appropriate. Personal Care services are provided only in cases where neither the senior, nor anyone in the household, is capable of performing or financially providing for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Eligible participants must: a) have a verified need for the service b) be age 60 or over, c) and reside in Ashtabula County.

The personal care program provides basic health maintenance and/or personal hygiene assistance to individuals in their homes. Care received will assist seniors in their Activities of Daily Living (ADL's) and Instrumental Activities of Daily Living (IADL's) but not at the level provided in a nursing home. This program may include but not be limited to trained paramedical care, bedside nursing care therapy (i.e. occupational, physical, or speech), and personal hygiene which may include using the bed, tub, shower, and partial bath techniques. Personal hygiene can also include providing nail and skin care and oral hygiene. The administration of prescribed medications may also be included under medical supervision. In emergency situations, personal care services may also be used to provide respite for a participant's caregiver. Services must be provided in the participant's residence. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

Therefore, the below listed parties enter into this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

11/3/21
Date

ACMC Regional Home Health

11/15/2021
Date

11/23/21
Date

Ashtabula County Board of Commissioners

Applicant Information

AGENCY / ORGANIZATION NAME: Ashtabula Regional Home Health Services

ADDRESS: 2131 Lake Avenue Suite 2. Ashtabula, OH 44004

PHONE: 4440-992-4663 FAX: 440-992-0687

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1143158

EXECUTIVE DIRECTOR/DIRECTOR: Sue Shadle MSN RN sue.shadle@acmchealh.org

PROGRAM COORDINATOR: Karen Chech RN EMAIL:
karen.chech@acmchealth.org

FISCAL CONTACT: Don Kepner CFO EMAIL:
don.kepner@acmchealth.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 a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Michael J. Halowski SIGNATURE: _____

(Note: original signature must be in blue ink)

President & CEO 7/28/2021

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Ashtabula Regional Home Health Services (dba ACMC Regional Home Health)

Company Address: 2131 Lake Avenue Suite 2, Ashtabula, OH 44004

Telephone Number: 440-992-4663 FAX: 440-992-0687

The name and telephone number of the person(s) who has the authority to submit Proposal:

Sue Shadle MSN RN (440) 997-6293

The name and telephone number of the person(s) who has the authority to sign contracts:

Michael J. Habowski, C.E.O. (440) 997-6294

The legal status of the Applicant's organization 501(C) 3 tax exempt

Date of establishment/incorporation: 06/03/1974

Federal Employer Identification Number (FEIN): 34-1143158

Is the Company co-owned or controlled by a parent company? ☒Yes ☐No

If yes, name of parent company: Ashtabula County Medical Center

Is the Applicant authorized/licensed to do business in the state of Ohio? ☒Yes ☐No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? ☒Yes ☐No

If yes, has the company filed all required EEO reports to the necessary agencies? ☒Yes ☐No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. ☒Yes ☐No

Does the company have current or future plans for a buyout or sale? ☐Yes ☒ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. ☒Yes ☐No

The Applicant certifies it is a drug-free work place? ☒Yes ☐ No

The Applicant certifies it is not delinquent on any Federal debt? ☒Yes ☐ No

Section 3-Program Planning and Development

A. Program Description

1. ACMC Regional Home Health (ACMC RHH) proposes to provide personal care services through the Ashtabula County Senior Service Levy. Eligible clients are those over the age of 60, residents of Ashtabula County, and have a demonstrated need for personal care and do not have another resource for the care. Clients will be assessed for possibility of another resource for care and referred if appropriate. ACMC RHH currently provides personal care services to clients receiving skilled services from Medicare and Medicaid as well as clients receiving non-skilled long term care services. The proposed service area includes the Northern portion of the Ashtabula County area.

   Personal care will be provided by home health aides. All aides at ACMC RHH are Medicare certified. Medicare certified means they have received 80 hours of training and are skill tested. They receive a minimum of 12 continuing education hours every year. Personal care includes assisting the patient with activities of daily living: bathing, grooming, dressing and application of prosthetic devices. As time allows, incidental activities of daily living are also addressed, this includes simple household chores such as changing bed linens and simple meal preparation. Clients are typically scheduled for 1-2 one hour visits per week. The initial assessment is completed by a registered nurse (RN). The RN determines eligibility and develops a plan of care to be followed by the home health aide. The RN visits at least every 60 days to supervise the aide, assuring that the aide is maintaining service that is within the aide's scope of practice and that service is being provided in a safe manner. The RN provides a reassessment screening of the patient health risks and functional needs every 6 months.

   ACMC RHH is very efficient with the delivery of personal care services. First, the aides are assigned to clients based on geographic region. In addition, the home health aides are considered shared employees; therefore they are able to see clients under any program that the organization provides service for within the geographic region. This supports continuity of care for the client. Continuity of care is important in regards to establishing a trusting relationship as well as saving the client from repetitively orienting the aides to their particular needs. The client keeps the same aide when transitioning between programs. ACMC RHH provides both skilled and non-skilled long term personal care to the majority of payer sources. If the patient health status declines and they qualify for skilled services under another payment system we have the ability for a seamless transition of care to another program and payment source. This gives us the ability to stretch levy dollars and see more unduplicated patients.

All care is delivered following the most up-to-date infection control guidelines as recommended by the Centers for Disease and Control and Prevention (CDC) for prevention of COVID-19. All agency caregivers are trained in infection control guidelines and are provided with necessary personal protective equipment to provide safe care.

2. The U.S. Census Bureau (Retrieved 07/20/2020 from www.censusreporter.org) estimates the current population of Ashtabula County to be 97,493. According to the Census Bureau, 15% of the population is between the ages of 60 – 69, 8% is between the ages of 70 – 79 and 4% of the population is over the age of 80. For seniors 65 and older, 15% live below the poverty line. The unprecedented challenges of caring for and protecting the lives and well-being of our elderly population have never been as evident as it has been during the continuing COVID-19 pandemic conditions. With advancing age, the potential for chronic health conditions and functional limitations increase. The challenge within the community to care for our revered but vulnerable elders is to provide the care needed in the best possible, safest and cost-effective environment as possible. The place to do this is the individuals own home. With a little bit of assistance, such as personal care, our elders can be helped to remain at home with dignity for as long as possible. In addition to the assistance with personal care needs, ACMC RHH is able to make an impact in the clients overall well-being by empowering the clients to self-manage chronic health conditions with the oversight of the RN.

3. ACMC RHH has been providing personal care services since 1974 through the Medicare and Medicaid benefit programs and since 2000 under the Senior Levy Program. We are a Medicare certified agency and are surveyed by the Ohio Department of Health a minimum of every 3 years. We maintain strong patient experience scores and demonstrate exceptional reliability of service.

4.

Service Area	Clients/Units provided 2020	YTD-Clients/Units provided to date 2021 Jan-Jun	2022Proposed Clients/Units Provided
Northern Ashtabula County	84 Unduplicated Clients 3612 Units	65 Clients 1798 Units Project 3600 by year end	85 Unduplicated Clients 4,400 Units
Breakout of locality	44003 1 44004 32 44030 17 44032 1 44041 7 44047 6 44048 3 44068 1 44082 4 44084 2		

ACMC RHH proposes for 2022 to maintain an active daily census of patients (85 unduplicated for the year) receiving 1-2 personal care visits per week. We propose providing 4,400 units at $36.00 per unit of service. The cost of the unit service is inclusive of RN assessment visit every 60 days. This is an increase in unit request due to continued wait list for services.

5. The proposed days and hours available are Mon-Friday 8am to 4:30 pm. The agency is closed on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.

6. Client intake
   a. Method: Referrals come into the aide intake department. They can be mailed, e-mailed, faxed, phoned, or hand delivered. Referrals come from nurses, physicians, social workers, discharge planners, clients and or family members, Adult Protective Services, and neighbors.
   b. A phone call is made to schedule the initial visit and begin obtaining information to screen for priority and appropriateness.
   The RN makes a visit to the home to assess the client's functional status and qualifications for service as well as conduct screening using validated evidenced-based scales for fall risk, geriatric depression, and mental status exam as needed. The skills of a RN are required for this

level of scope of practice. The RN is also knowledgeable about community resources and will make appropriate referrals if the need is identified through this screening process. For example, the nurse may call the physician to request skilled care under Medicare or Medicaid programming. If able to meet patient needs through other programming, we are able to stretch valuable levy dollars.

c. We maintain a policy on management and prioritization of the waiting list for all our long term programs. That policy is attached along with intake forms. This policy assures that those with the greatest functional deficits will receive prioritization if there is a waiting list. It is based on Centers for Medicare and Medicaid (CMS) Outcome Assessment Information Set (OASIS) indicators measuring a person's ability to safely groom, bath, transfer, walk, and dress self. These indicators have been validated by Medicare as a reliable measurement of patient need and serve as outcome measurements for Medicare.

7. Medicare is our primary payer source. The 2022 Medicare national per-visit payment amounts for a home health aide in our skilled program is $59.68 and a nurse is $131.80.

   The unit rate for Title XX personal care service in our long term care program is $36.00.

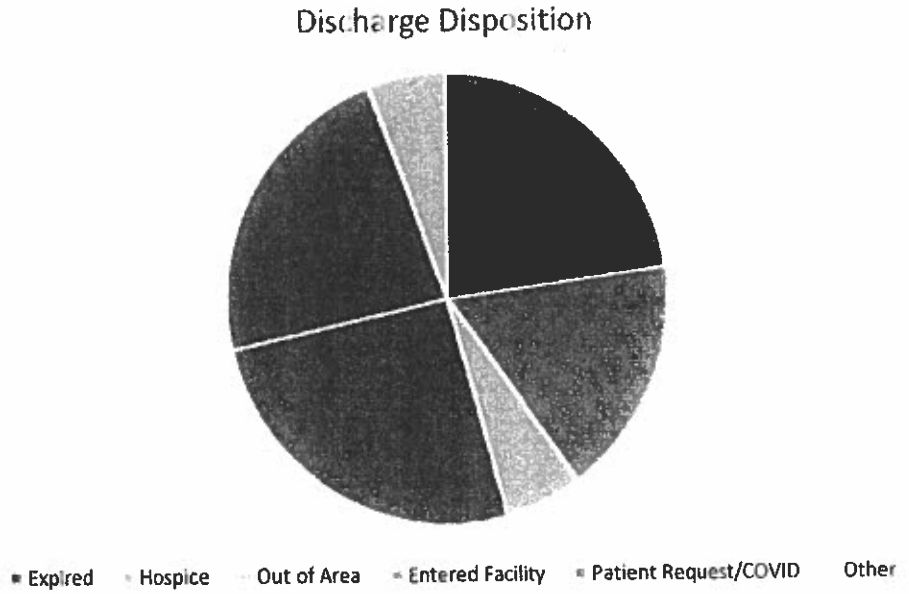
   The current private pay rate for personal care service is $37.00 per hour with a projected increase in 2022 to make necessary wage adjustments with shortages in applicants for home health aide positions.

8. ACMC RHH networks with various organizations within Ashtabula County to advocate for seniors and promote awareness of need for community support of the tax levy to support the growing number of seniors within our communities. These agencies include but are not limited to Direction Home (Area Agency on Aging 11), Catholic Charities, Community Action, and the Ashtabula County Health Department. In addition, ACMC RHH is a member of the Ohio Council for Home Care and Hospice and the Ohio Community at Home Network advocating for community-based services throughout the state of Ohio.

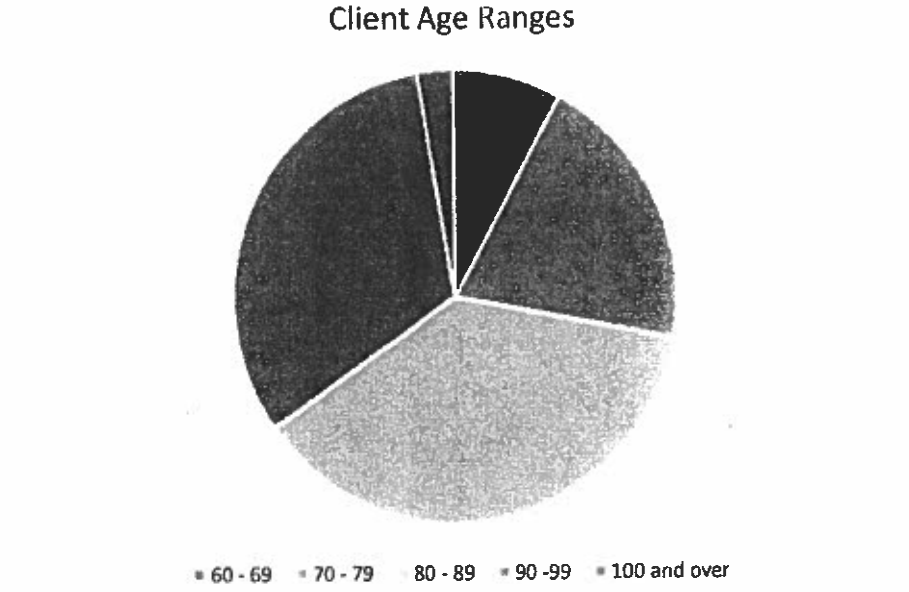
B. Specific Measurable Objectives

On our non-skilled side we gather data on the disposition of clients upon discharge or transfer to institutional care or to other programming. The overall goal is to decrease

or avoid the need for institutional care. In 2020, we exited a total of 35 persons from the program (8 passed away, 6 were transferred to hospice, 2 moved out of the geographic region, 9 entered assisted living or long term care, 8 discharged per request/COVID concerns, 2 discharged for other).



Clients ages ranged from 60 years of age to 104.Those aged above the age of 90 make up 34% of the Senior Levy census. This past year we served 2 centenarians aged 100 and 104.



The length of stay in the program ranged from 1 month to over 5 years with an average time in the program for these individuals being 18 months. If these individuals were cared for in an assisted living for those 18 months the cost would have been around $50,400.00 for each individual, assuming an average cost per month in a facility is $2,800.00 per month. The cost of a skilled nursing home for the same time frame would be $128,664.00 per individual, assuming an average cost of $7,148 per month. This is an excellent return in Senior Levy investment dollars.

In addition, we gather information on all programs compliance with timeliness of the provision of the supervision and satisfaction with the services provided. 98% of nursing visits occurred within the goal of every 60 day supervision with 60% of the visits occurring with aide present in the home for direct observation of performance.

In the first half of 2021, 28 surveys returned out of 50 patient surveys sent. 100% ranked all service indicators as Good to Excellent. The breakdown is as follows:

	Excellent	Good	Fair	Poor
Nurse was courteous.	**26**	**2**	**0**	**0**
Nurse was concerned about your needs.	**26**	**2**	**0**	**0**
Nurse visit were helpful.	**26**	**2**	**0**	**0**
Nurse gave clear instructions.	**26**	**2**	**0**	**0**
Nurse listened and respected your wishes.	**26**	**2**	**0**	**0**
Nurse assessed care given by the home care aide.	**26**	**2**	**0**	**0**
Aide wore identification.	**26**	**2**	**0**	**0**
Aide was courteous.	**26**	**2**	**0**	**0**
Aide was concerned about your needs.	**26**	**2**	**0**	**0**
Aide visit was helpful.	**26**	**2**	**0**	**0**
Aide provided care in a safe manner.	**26**	**2**	**0**	**0**
Aide was knowledgeable and competent.	**26**	**2**	**0**	**0**
Office staff were helpful and courteous on phone.	**26**	**2**	**0**	**0**

A sampling of comments written by patients on the program reflects how much they value the services:

"Thank you for helping my Mom while she was ill with COVID."

"Care and concern is above and beyond, thank you and God bless."

"I just love my aide. Very helpful. Helps me laugh that helps with my depression."

"Aide is so kind and willing to help with needs. He appreciates her in so many ways. She does a wonderful job and the nurse is great at her job. I truly appreciate everyone's patience."

"Your services are helping me stay physically healthier than before I received them. I wish you could still provide the cleaning services for my wife she gets so discouraged and hopeless."

"Quality service."

"You have wonderful people working for you."

C. Organizational Structure

ACMC RHH was incorporated in June 1974 and operates as a Medicare/Medicaid certified home care agency. The agency is a wholly owned subsidiary of Ashtabula County Medical Center and operates as a separate entity. The agency has two business units. The two business units are skilled care, and non-skilled care. The primary source of support for skilled care is Medicare, Medicaid, Private Insurance, Veteran Association, and Worker's Compensation. Skilled care is about 85% of the overall agency services. Under the non-skilled business unit we provide long term community supported services with funding from United Way, Title XX, Title III and the Senior Services Levy. We also have private pay clients receiving personal care, homemaking, and phlebotomy services. We use a geographic team service model to advance our coordination of care. ACMC RHH employs 70 staff members. The Organizational Chart and Board of Trustees roster is attached.

Because the agency is a Medicare certified organization it is held to higher standards for oversight of aide services, hence the increased frequency of supervised visits by an RN. While this increases cost over a non-Medicare certified organization the oversight helps to protect the vulnerable population we serve from any exploitation and improves the clients overall well-being by assessing clients risk areas and making necessary referrals.

D. Provider/Staff Qualifications

1. Enclosed please find the job description for the Executive Director, the Non-Acute Program Supervisor, the RN providing clinical assessments and the home care aides. The Executive Director has 35 years of expertise in the home health field and currently services on the Board for the Ohio Community at Home Network. Past community services/experience includes Spiderweb Board, the Ashtabula County Mental Health and Recovery Services Board, and Leadership Ashtabula County. The current Aide Supervisor is an RN with 15 years' experience in home health with both skilled and non-skilled programs. Prior experience included rehabilitative nursing and Assistant Director of Nursing at a long term care facility.
   ACMC RHH has 12 home health aides with 1 to over 20 years' experience that provide friendly, reliable and top quality personal care. Home health aides are employed in benefited positions which helps keep turnover to a minimum and longevity high in an industry plagued with shortages.
   The RN providing clinical assessments has only been with the organization for 2 years and joined us with over 33 years of emergency room experience.

2. Please refer to Section 2 – G for employee training program outlines. In addition to orientation, home health aides are required to have 12 hours of continuing education each year.

3. No volunteers are used in the delivery of service.

ACMC Regional Home Health

ACMC Healthcare System

An affiliate of Cleveland Clinic

Target Group: Long Term Care /Non-Acute Care Program		Original Date of Issue: 02182020	Version: 1
Approved by: Management	Date Last Approved/Reviewed: 02182020	Prepared by: Sue Shadle MSN RN	Effective Date: 02182020

TITLE

Management and Prioritization of Long Term Care Program Waiting List

PURPOSE

To define a reasonable method for prioritization of applicants waiting for Long Term Care personal care services for consistency in admission to program. This is applicable only to programs supported by Title XX, Direction Home and United Way, and Senior Levy funding sources.

POLICY

A waiting list will be maintained by the Long Term Care Supervisor that establishes a tiered prioritization system based on need. Top priority will be given to individuals referred by Adult Protective Services due to concerns for neglect or abuse. The second tier is based on functional need and living situation (lives alone or with others). Individuals with a functional score of 15 or above will be prioritized. The third and final tier is date of referral for service and will be first come first serve.

PROCEDURE

1. Individuals will be first assessed for eligibility for other programming before placement on the waiting list. These programs include but are not limited to Waiver, Passport, Veteran's Affairs, and private long term care insurance.
2. Individuals that are on long term care (LTC) program but become eligible for acute care service will be placed on hold from the LTC program but stay on the waiting list so LTC service can be resumed when no longer eligible for acute care services.
3. Once application for LTC service is received a functional score will be assigned for prioritization. This score is derived using select questions from the Medicare Outcome Assessment Information Set (OASIS) that measure ability to safely and independently ambulate, transfer, groom, dress upper and lower body, bath, toilet, and feed self as well as a measurement of fall risk.

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

ASHTABULA REGIONAL HOME HEALTH

GRANT PROGRAMS/PRIVATE DUTY INTAKE FORM

Date: _____

Client Name: _____

Current Skilled Patient: ☐ Yes ☐ No MRN# _____

Address: _____

Phone#: _____ DOB: _____ Gender: _____

Contact Person: _____

Diagnosis: _____

_____

Functional limitations: _____

_____

Physician: _____

Request for Services: ☐ Homemaking ☐ Personal Care ☐ Phlebotomy ☐ ALZ

_____

_____

Day of week/hours: _____

START DATE: _____

Person Calling: _____ Phone number: _____

Fee source: _____

Accepted: ☐ Yes ☐ No

Comments: _____

_____

_____

_____

Signature: _____

Date: _____

Revised 08/17

Patient Functional Triage Assessment Form

ACMC Regional Home Health
Non-Acute Personal Care Programs

Name: _____ D.O.B. _____

Functional Deficit Score: _____ ? live Alone, Data referred used services

(M1800)	Grooming: Current ability to tend safely to personal hygiene needs (specifically: washing face and hands, hair care, shaving or make up, teeth or denture care, or fingernail care).	
Enter Code: ☐	0	Able to groom self unaided, with or without the use of assistive devices or adapted methods.
	1	Grooming utensils must be placed within reach before able to complete grooming activities.
	2	Someone must assist the patient to groom self.
	3	Patient depends entirely upon someone else for grooming needs.
(M1810)	Current Ability to Dress Upper Body safely (with or without dressing aids) including undergarments, pullovers, front opening shirts and blouses, managing zippers, buttons, and snaps:	
Enter Code: ☐	0	Able to get clothes out of closets and drawers, put them on and remove them from the upper body without assistance.
	1	Able to dress upper body without assistance if clothing is laid out or handed to the patient.
	2	Someone must help the patient put on upper body clothing.
	3	Patient depends entirely upon another person to dress the upper body.
(M1820)	Current Ability to Dress Lower Body safely (with or without dressing aids) including undergarments, slacks, socks or nylons, shoes:	
Enter Code: ☐	0	Able to obtain, put on, and remove clothing and shoes without assistance.
	1	Able to dress lower body without assistance if clothing and shoes are laid out or handed to the patient.
	2	Someone must help the patient put on undergarments, slacks, socks or nylons, and shoes.
	3	Patient depends entirely upon another person to dress lower body.
(M1830)	Bathing: Current ability to wash entire body safely. Excludes grooming (washing face, washing hands, and shampooing hair).	
Enter Code: ☐	0	Able to bathe self in shower or tub independently, including getting in and out of tub/shower.
	1	With the use of devices, is able to bathe self in shower or tub independently, including getting in and out of the tub/shower.
	2	Able to bathe in shower or tub with the intermittent assistance of another person: (a) for intermittent supervision or encouragement or reminders, OR (b) to get in and out of the shower or tub, OR (c) for washing difficult to reach areas.
	3	Able to participate in bathing self in shower or tub, but requires presence of another person throughout the bath for assistance or supervision.
	4	Unable to use the shower or tub, but able to bathe self independently with or without the use of devices at the sink, in chair, or on commode.
	5	Unable to use the shower or tub, but able to participate in bathing self in bed, at the sink, in bedside chair, or on commode, with the assistance or supervision of another person.
	6	Unable to participate effectively in bathing and is bathed totally by another person.
(M1840)	Toilet Transferring: Current ability to get to and from the toilet or bedside commode safely and transfer on and off toilet/commode.	
Enter Code: ☐	0	Able to get to and from the toilet and transfer independently with or without a device.
	1	When reminded, assisted, or supervised by another person, able to get to and from the toilet and transfer.
	2	Unable to get to and from the toilet but is able to use a bedside commode (with or without assistance).
	3	Unable to get to and from the toilet or bedside commode but is able to use a bedpan/urinal independently.
	4	Is totally dependent in toileting.

Form utilizes OASIS D Elements Effective 1/1/2019
From the Centers for Medicare & Medicaid Services

(M1845) Toileting Hygiene: Current ability to manage toilet hygiene safely, adjust clothes and/or incontinence pads before and after using toilet, commode, bedpan, urinal; if managing ostomy, includes wiping area around stoma, but not managing equipment.

Enter Code

0 Able to manage toileting hygiene and clothing management without assistance.
1 Able to manage toileting hygiene and clothing management without assistance if supplies/implements are laid out for the patient.
2 Someone must help the patient to maintain toileting hygiene and/or adjust clothing
3 Patient depends entirely upon another person to maintain toileting hygiene.

(M1850) Transferring: Current ability to move safely from bed to chair, or ability to turn and position self in bed if patient is bedfast.

Enter Code

0 Able to independently transfer.
1 Able to transfer with minimal human assistance or with use of an assistive device.
2 Able to bear weight and pivot during the transfer process but unable to transfer self.
3 Unable to transfer self and is unable to bear weight or pivot when transferred by another person.
4 Bedfast, unable to transfer but is able to turn and position self in bed.
5 Bedfast, unable to transfer and is unable to turn and position self.

(M1860) Ambulation/Locomotion: Current ability to walk safely, once in a standing position, or use a wheelchair, once in a seated position, on a variety of surfaces.

Enter Code

0 Able to independently walk on even and uneven surfaces and negotiate stairs with or without railings (specifically: needs no human assistance or assistive device)
1 With the use of a one-handed device (for example, cane, single crutch, hemi-walker), able to independently walk on even and uneven surfaces and negotiate stairs with or without railings.
2 Requires use of a two-handed device (for example, walker or crutches) to walk alone on a level surface and/or requires human supervision or assistance to negotiate stairs or steps or uneven surfaces.
3 Able to walk only with the supervision or assistance of another person at all times.
4 Chairfast, unable to ambulate but is able to wheel self independently.
5 Chairfast, unable to ambulate and is unable to wheel self.
6 Bedfast, unable to ambulate or be up in a chair.

(M1870) Feeding or Eating: Current ability to feed self meals and snacks safely. Note: This refers only to the process of eating, chewing, and swallowing, not preparing the food to be eaten.

Enter Code

0 Able to independently feed self.
1 Able to feed self independently but requires:
(a) meal set-up; OR
(b) intermittent assistance or supervision from another person; OR
(c) a liquid, pureed or ground meat diet.
2 Unable to feed self and must be assisted or supervised throughout the meal/snack.
3 Able to take in nutrients orally and receives supplemental nutrients through a nasogastric tube or gastrostomy.
4 Unable to take in nutrients orally and is fed nutrients through a nasogastric tube or gastrostomy.
5 Unable to take in nutrients orally or by tube feeding.

(M1910) Risk for Falling: Has the patient had a multifactor Falls Risk Assessment using a standardized, validated assessment tool?

Enter Code

0 No
1 Yes, and it does not indicate a risk for falls.
2 Yes, and it does indicate a risk for falls.

Ashtabula Regional Home Health
ACMC Healthcare System

An affiliate of
Cleveland Clinic

PO Box 1428
Ashtabula, Ohio 44005-1428
(440) 992-4663
FAX (440) 992-0687

2021 Board of Trustees

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Craig Sernik – Chairperson-Elect

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Kelly Hancock, Cleveland Clinic Representative

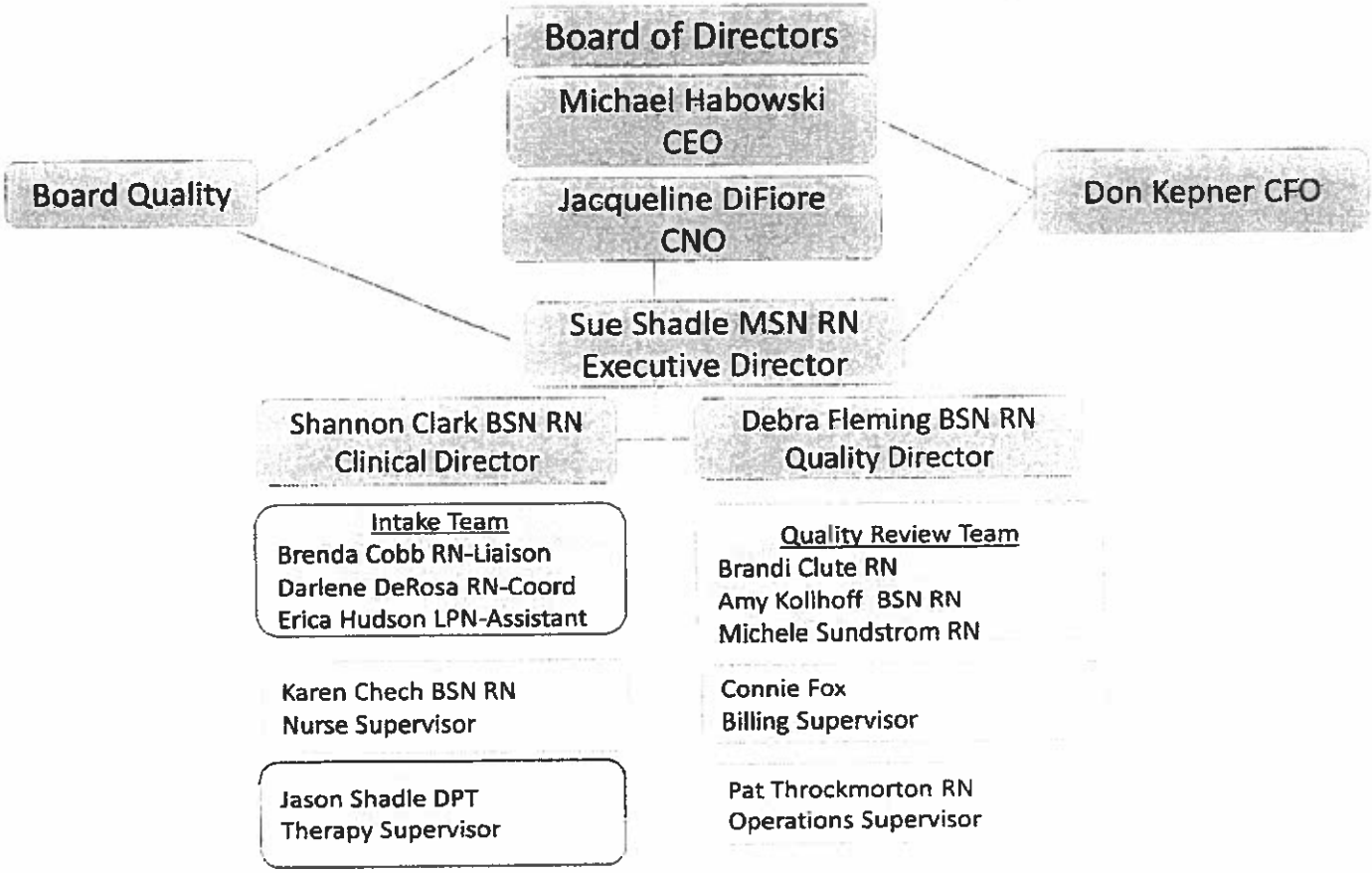
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Richard Parker, DO, Cleveland Clinic Representative

Alexander Taich, MD, ACMC Chief of Staff

Evangelos Bibidakis, MD, Vice-Chief of Staff

ACMC Regional Home Health Organizational Chart 2021



Ashtabula Regional Home Health
ACMC Healthcare System

An affiliate of Cleveland Clinic

Ashtabula County Medical Center

Executive Director ACMC RHH

Last Published: 4/8/2018
Last Modified: 4/8/2018

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	800
Position Name	Executive Director ACMC RHH
Department Code	88300
Department Name	SHARED
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx

Template Used: Management Employees

Weights - (Total:100%)

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities

- Minimum requirement: Bachelor Degree in Business Administration or Healthcare / Master's Degree in business or healthcare preferred
- Demonstrated strong problem solving skills sufficient to resolve complex patient problems
- Excellent analytical skills with ability to gather and present complex information
- Excellent interpersonal and oral communication skills to deal with all levels of the organization and diverse cultures
- Strong basic computer system knowledge

Required Length and Type of Experience
Minimum of 3 years of clinical supervisory experience

Required Licensure or Certification
Current Ohio RN Licensure preferred

Required Physical and Environmental Demands
Requires full range of motion, including manual and finger dexterity and eye-hand coordination. Requires hearing and vision corrected to normal range. Ability to operate office machines with or without adaptive devices. May require walking, standing, and/or sitting for extensive periods of time.

GENERAL SUMMARY

- The Executive Director of home health establishes implements and evaluates goals and objectives for home care services that meet and promote the standards of quality and contribute to the total organization and philosophy.

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

80%

I. ORGANIZATIONAL EXPECTATIONS

1. **Cleveland Clinic Experience:**
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
      ○ NA ◉ NI ○ MM ○ FM ○ EP
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
      ○ NA ○ NI ◉ MM ○ FM ○ EP
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
      ○ NA ○ NI ○ MM ○ FM ○ EP
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
      ○ NA ◉ NI ○ MM ○ FM ○ EP
   e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
      ○ NA ○ NI ○ MM ○ FM ○ EP

f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.
NA NI MM FM EP

2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   NA NI MM FM EP
   b. Promotes the goals of the organization.
   NA NI MM FM EP
   c. Communicates ideas in a constructive manner.
   NA NI MM FM EP
   d. Shares project and process responsibility
   NA NI MM FM EP
   e. Displays initiative and works to improve skill sets relative to job function.
   NA NI MM FM EP
3. **Customer Service Orientation:**
   a. Responds promptly to internal and external customer requests.
   NA NI MM FM EP
   b. Interacts with personnel in a supportive, respectful manner.
   NA NI MM FM EP
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
   NA NI MM FM EP
   d. Acknowledges and respects individual and cultural differences.
   NA NI MM FM EP
4. **Adaptability**
   a. Responds to change in a positive manner
   NA NI MM FM EP
   b. Takes the initiative to assist others when work is completed.
   NA NI MM FM EP
   c. Shows flexibility in accepting assignments.
   NA NI MM FM EP
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
   NA NI MM FM EP
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   NA NI MM FM EP
   b. Completes assignments without prompting.
   NA NI MM FM EP
   c. Communicates effectively through verbal and written communication.
   NA NI MM FM EP
   d. Produces quality outcomes.
   NA NI MM FM EP
6. **Managerial Responsibilities**: Includes overall accountability for assigned work group relative to operational goals, personnel requirements, and budgetary constraints.
   a. Provides timely feedback to staff concerning performance.
   NA NI MM FM EP
   b. Allocates resources according to priorities.
   NA NI MM FM EP
   c. Recommends and insures appropriate staffing levels.
   NA NI MM FM EP
   d. Delegates and supervises employee performance effectively.
   NA NI MM FM EP
   e. Communicates with personnel and promotes teamwork.
   NA NI MM FM EP
   f. Works within the boundaries of assigned budget.
   NA NI MM FM EP
   g. * Thank You Notes: Complete at least 2 per week and maintain thank you note log.
   NA NI MM FM EP
   h. * Employee Rounding: Minimum - weekly.
   NA NI MM FM EP
   i. * Department Meetings: Hold at least once a month and record minutes to reflect meeting content.
   NA NI MM FM EP
   j. * Leadership Development: Attend at least one Regional Leadership Forum. Attend 2 courses per year at the Center for Leadership and Learning.
   NA NI MM FM EP
   k. * Community Service Activities: Actively participate as a board member in good standing on 1 community board. Contribute hours to volunteer activities and record the hours via the approved tracking system. Hours required per year: VPs = 50; Department Heads = 25.
   NA NI MM FM EP

II. TECHNICAL EXCELLENCE 20%

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. Primary responsibility for the operational and financial performance of Home Health coordinated closely with the Chief Executive Officer and Chief Financial Officer.
   NA NI MM FM EP

2. Responsible for maintaining full regulatory compliance with federal, state, and local codes, regulations, and ordinances.
   ◯ NA ◯ NI ◯ MM ◯ FM ◯ EP
3. Directly responsible to implement established mission & philosophy, objectives and policies; oversees a plan for achievement of specific objectives and periodically reviews and evaluates that plan.
   ◯ NA ◯ NI ◯ MM ◯ FM ◯ EP
4. Directly responsible to meet with the ACMC Healthcare System Board regularly to discuss home health's financial status, philosophy and objectives, capital expenditures, management issues, community relations, other.
   ◯ NA ◯ NI ◯ MM ◯ FM ◯ EP
5. Directly responsible to present periodic reports reflecting professional services and financial activities of home health and hospice and such other reports as may be required.
   ◯ NA ◯ NI ◯ MM ◯ FM ◯ EP
6. Directly responsible to represent home health in its relationships with other health agencies and organizations and groups in the community; in dealings with outside agencies such as government and other third party payors; and at all top level meetings, national, state, or local.
   ◯ NA ◯ NI ◯ MM ◯ FM ◯ EP
7. Promote the delivery of safe, high quality, effective home care services.
   ◯ NA ◯ NI ◯ MM ◯ FM ◯ EP
8. Represent Agency in the community, assist with community needs assessment, stay current with industry trends and changes.
   ◯ NA ◯ NI ◯ MM ◯ FM ◯ EP
9. Facilitate the delivery of Home Care services by acting as a resource for staff, physicians, referral sources, patients, and other internal and external customers.
   ◯ NA ◯ NI ◯ MM ◯ FM ◯ EP
10. Conflict and complaint management and resolution
    ◯ NA ◯ NI ◯ MM ◯ FM ◯ EP
11. Evaluation of home health services and personnel using measurable outcomes and objectives
    ◯ NA ◯ NI ◯ MM ◯ FM ◯ EP
12. Other related duties as assigned
    ◯ NA ◯ NI ◯ MM ◯ FM ◯ EP

Overall Performance Rating

OVERALL PERFORMANCE RATING
◯ Needs Improvement ◯ Meets Most Expectations ◯ Fully Meets Expectations ◯ Exceptional Performance

Ashtabula Regional Home Health
ACMC Healthcare System

Affiliated with Cleveland Clinic

Ashtabula County Medical Center

SUPERVISOR AIDE

Last Published:3/7/2013
Last Modified:2/8/2016

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	808
Position Name	SUPERVISOR AIDE
Department Code	BB300
Department Name	SHARED
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx

Template Used: Management Performance Evaluation

Weights - (Total:100%)

GENERAL SUMMARY

- Coordinates and manages the provision of day-to-day Home Care Aide care. Coordinates and manages the provision of Private Duty care.
- Primary office setting. Requires occasion travel in and out of town for meetings, seminars, and workshops. Involves dealing with stressful situations, frequent changes, and need to problem solve. Requires ability to develop policy and procedure.

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities
BSN degree desirable
Excellent communication and teaching skills.
Understanding of patient population served
Understanding of personal care/support services
Understanding of staff/supervisory responsibilities

Required Length and Type of Experience
A minimum of 3 years clinical nursing experience.
A minimum of 1 year experience in Home Health nursing or community nursing
Minimum of 1 year experience in management or supervision of HCA in the home setting.

Required Licensure or Certification
RN currently licensed in State of Ohio

Required Physical and Environmental Demands
Requires eye/hand coordination and manual dexterity sufficient to operate a telephone analyze and prepare written records. Requires normal range of hearing to communicate. Requires intermittent sitting and traveling about in office.

MANAGERIAL COMPETENCY ASSESSMENT

This performance assessment evaluates key competencies and job specific indicators established for employees functioning in a managerial capacity at the Cleveland Clinic. Competencies are to be evaluated according to the scale below. Please indicate a rating for each of the competencies listed. Each competency section should represent a specific weight within the ranges indicated and collectively equal 100%.

Ratings

(0)	(1)	(2)	(3)	(4)
Not Applicable	Needs Improvement	Meets Most Expectations	Fully Meets Expectations	Exceptional Performance
(N/A)	(NI)	(MM)	(FM)	(EP)

80%

I. DRIVES MISSION, VISION, VALUES

1. **Employee Engagement:** Provides feedback on the previous employee engagement survey. Facilitates participation in effective action planning sessions. Drives progress on goals set during action planning sessions. Consistently works to make ACMC Healthcare System "the best place to work and grow" by communicating with the team around key organizational and departmental information, empowering others, building the healthcare organization's talent through strategic hiring and development of others, building trust and accountability within the work unit and by driving program execution. Communicates regularly and effectively with team and reports; anticipates issues, serves as a role model for sharing information and transparency; makes self available to address questions and problems as they arise. (Include the manager's goal and result in the comments, and additional commentary)
   N/A NI MM FM EP

2. **Cleveland Clinic Experience:** Adheres to the following values: Quality, Innovation, Teamwork, Service, Integrity and Compassion. Creates and models a culture where caregivers are given the opportunity to provide the best outcomes for patients and employees. Caregiver's actions reflect a Patients First mindset. Provides superior service interactions; anticipates patients' needs and fully meets their expectations; conducts professional conversations with patients, visitors, and fellow caregivers. Responds effectively to unmet service expectations and provides service recovery that exceeds patients' needs. Open to coaching, and coaches others in order to support and sustain a superior patient experience. (Include supportive metrics/goals and commentary)
   N/A NI MM FM EP

3. **Serving Leadership:** Actively demonstrates the following serving leader competencies (include supportive metrics/goals and commentary):
   a. ***Visionary:*** Sees big picture; connects mission to job and inspires others to move from ambiguity to certainty; articulates a common vision.
      NA NI MM FM EP
   b. ***Humility:*** Sincere, honest, trustworthy; promotes positive work environment; listens with empathy; empathizes and expresses appreciation. Acts without arrogance; removes obstacles that keep team members from succeeding in their roles.
      NA NI MM FM EP
   c. ***Accountability and Drive:*** Has high expectations of self and others. Creates a culture of accountability and high performance, action-oriented and tenacious; plans/sets priorities and executes against plan.
      NA NI MM FM EP
   d. ***Leadership:*** Motivates, inspires and influences across multiple levels; promotes collaboration, has courage to stand alone; makes effective decisions; uses good, sound judgment.
      NA NI MM FM EP
   e. ***Develops Self and Others:*** Coachable - demonstrates ability to coach and mentor others. Creates and implements appropriate developmental plans for self, individual, and team improvement.
      NA NI MM FM EP

II. TECHNICAL EXCELLENCE

10%

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. Coordinate/supervise Home Care Aides: Reviews aide plans of care and makes assignment based on patient need and staff skill and availability. Review new and updated plans of care for appropriateness and frequency changes. Oversee scheduling, including week end, evening, and holidays.
   N/A NI MM FM EP
2. Recruits and maintains certified Home Care Aide staff: Oversees training, orientation, evaluation, and continuing education for HCA staff.
   N/A NI MM FM EP
3. Supervises Private Duty Program: Assists with policy and procedure development for Private Duty. Reviews requests for care and accepts referrals as appropriate. Evaluate care provided and plans for future growth.
   N/A NI MM FM EP
4. Assists with overall Agency functions as needed: Assists with providing on-call coverage. Assists with functions of other supervisors as needed.
   N/A NI MM FM EP
5. Overall interdepartmental personnel work relations: Maintains strictest confidentiality of patient, employee, and Agency information. Performs related work as required. Effective time management. Cooperative and professional internal and external relationships. Attends more than 80% of meetings. Demonstrates professionalism in appearance and actions. Follows agency policy/procedures including adhering to safety guidelines and reporting any concerns regarding to fraud and abuse issues.
   N/A NI MM FM EP

III. LEADERSHIP RESPONSIBILITIES

10%

1. **Resource Management:** Includes overall accountability for assigned work group relative to operational goals, personnel requirements, and budgetary management.
   a. Allocates resources according to priorities.
      NA NI MM FM EP
   b. Recommends and ensures appropriate staffing levels.
      NA NI MM FM EP
   c. Delegates and supervises employee performance effectively.
      NA NI MM FM EP
   d. Works within boundaries of assigned budget.
      NA NI MM FM EP
2. **Managerial Responsibilities:**
   a. Thank You Notes: Complete at least 2 per week and maintain thank you note log.
      N/A NI MM FM EP
   b. Employee Rounding: Minimum – weekly.
      N/A NI MM FM EP
   c. Department Meetings: Hold at least once a month and record minutes to reflect meeting content.
      N/A NI MM FM EP
   d. Leadership Development: Attend at least one Regional Leadership Forum. Attend 2 courses per year at the Center for Leadership and Learning.
      N/A NI MM FM EP
   e. Community Service Activities: Actively participate as a board member in good standing on 1 community board. Contribute hours to volunteer activities and record the hours via the approved tracking system. Hours required per year: VPs = 50; Department Heads = 25.
      N/A NI MM FM EP

IV. ESSENTIAL JOB REQUIREMENTS: Follows and upholds all relevant policies, procedures and guidelines affecting the work environment, including maintenance of required competencies and communication skills.

- Attends appropriate training and meetings.
  Yes No

- Completes appropriate unit/department specific competency checklists.
  Yes No
- Demonstrates knowledge and behavior related to regulatory and patient safety requirements.
  Yes No
- Complies with policies and procedures.
  Yes No
- Conducts monthly departmental meetings with minutes.
  Yes No
- Ensures enterprise wide communications are cascaded and initiatives are effectively implemented.
  Yes No

Overall Performance Rating

Overall Performance Rating
Needs Improvement Meets Must Expectations Fully Meets Expectations Exceptional Performance

Ashtabula Regional Home Health
ACMC Healthcare System

An affiliate of Cleveland Clinic

Ashtabula County Medical Center

NA GRANTS & LTC RN

Last Published:5/21/2014
Last Modified:2/8/2016

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	812
Position Name	NA GRANTS & LTC RN
Department Code	88308
Department Name	GRANT PROGRAMS
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx

Template Used: Non Management Employees

Weights - (Total:100%)

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities
BSN degree desirable. Excellent communication and teaching skills. Understanding of personal care aide and homemakers

Required Length and Type of Experience
A minimum of 3 years clinical nursing experience. A minimum of 1 year experience in home health nursing or community nursing. Minimum of 1 year experience in management or supervision of HHA in the home setting.

Required Licensure or Certification
R.N. currently licensed in State of Ohio

Required Physical and Environmental Demands
Requires eye/hand coordination and manual dexterity sufficient to operate a telephone, analyze and prepare written records, and provide hands-on care to clients. Requires normal range of hearing to communicate with staff, clients, physicians, and other health care providers. Must be able to lift and carry 25 lbs.

GENERAL SUMMARY

Frequency Rating Scale
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

I. ORGANIZATIONAL EXPECTATIONS 80%

1. Cleveland Clinic Experience:
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
      NA NI MM FM EP
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
      NA NI MM FM EP
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
      NA NI MM FM EP
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
      NA NI MM FM EP
   e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
      NA NI MM FM EP
   f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.
      NA NI MM FM EP
2. Employee Engagement:
   a. Participates in employee engagement projects, programs, and action plans.
      NA NI MM FM EP
   b. Promotes the goals of the organization.
      NA NI MM FM EP
   c. Communicates ideas in a constructive manner.
      NA NI MM FM EP

d. Shares project and process responsibility
NA NI MM FM EP

e. Displays initiative and works to improve skill sets relative to job function.
NA NI MM FM EP

3. **Customer Service Orientation:**
a. Responds promptly to internal and external customer requests.
NA NI MM FM EP

b. Interacts with personnel in a supportive, respectful manner.
NA NI MM FM EP

c. Greets others with a pleasant demeanor; acknowledges presence of others.
NA NI MM FM EP

d. Acknowledges and respects individual and cultural differences.
NA NI MM FM EP

4. **Adaptability**
a. Responds to change in a positive manner
NA NI MM FM EP

b. Takes the initiative to assist others when work is completed.
NA NI MM FM EP

c. Shows flexibility in accepting assignments.
NA NI MM FM EP

d. Accepts constructive criticism without defensive response and changes behavior appropriately.
NA NI MM FM EP

5. **Efficiency and Effectiveness**
a. Manages time effectively and meets established deadlines.
NA NI MM FM EP

b. Completes assignments without prompting.
NA NI MM FM EP

c. Communicates effectively through verbal and written communication.
NA NI MM FM EP

d. Produces quality outcomes.
NA NI MM FM EP

20%

II. TECHNICAL EXCELLENCE

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth**, as appropriate.

1. Establishes criteria for client acceptance into non acute programs in collaboration with funding source and CEO.
NA NI MM FM EP
2. Screens referrals for appropriateness and makes patient assessment visits. Responds to referrals timely. Notifies clients, if necessary, of any waiting.
NA NI MM FM EP
3. Keeps current on community resources and makes referrals as appropriate.
NA NI MM FM EP
4. Establishes a Plan of Care with an emphasis on keeping client at home as independent as possible: Utilizes the Nursing Process. Sets goals with patient/family input. Maintains clinical competency.
NA NI MM FM EP
5. Supervises HCA working for non acute programs: Makes patient care assignments. Reviews charts. Schedules patient care conferences as needed. Is available to discuss patient care concerns with visit staff.
NA NI MM FM EP
6. Keeps physician informed of patient status.
NA NI MM FM EP
7. Keeps statistics and patient information as requested by funding source: Assists with any requested reports by funding source.
NA NI MM FM EP
8. Overall interdepartmental personnel work relations: Maintains strictest confidentiality of patient, employee, and agency information. Performs related work as required. Effective time management. Cooperative and professional internal and external relationships. Attends more than 80% of meetings. Demonstrates professionalism in appearance and actions. Follows agency policy/procedures including adhering to safety guidelines and reporting any concerns regarding to fraud and abuse issues.
NA NI MM FM EP
9. Continually strives for excellence in the grant programs: Assists with CQI activities
NA NI MM FM EP

III. ESSENTIAL JOB REQUIREMENTS

Follows and upholds all relevant policies, procedures and guidelines affecting the work environment, including maintenance of required competencies and communication skills.

- Attends appropriate training and meetings.
Yes No
- Completes appropriate unit/department specific competency checklists.
Yes No
- Demonstrates knowledge and behavior related to regulatory and patient safety requirements.
Yes No
- Complies with policies and procedures.
Yes No
- Conducts monthly departmental meetings with minutes.
Yes No

- Ensures enterprise wide communications are cascaded and initiatives are effectively implemented.
  Yes No

Overall Performance Rating

OVERALL PERFORMANCE RATING
Needs Improvement Meets Most Expectations Fully Meets Expectations Exceptional Performance

Ashtabula Regional Home Health
ACMC Healthcare System

An affiliate of Cleveland Clinic

Ashtabula County Medical Center

HOME HEALTH AIDE

Last Published:3/7/2013
Last Modified:2/8/2016

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	806
Position Name	HOME HEALTH AIDE
Department Code	88314
Department Name	AC/PD
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx

Template Used: Non Management Employees

Weights - (Total:100%)

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities
High school diploma or G.E.D.
Required Length and Type of Experience
Patient care experienced preferred
Required Licensure or Certification
Current Home Health Aide Certification
STNA preferred
Current drivers license, able to provide independent transportation with proof of ARHH required auto liability.
Required Physical and Environmental Demands
Requires frequent light lifting (less than 10 lbs.), bending, stooping, pushing, pulling, walking, or standing with some heavy lifting (35 pound maximum) for a short time period.

GENERAL SUMMARY

Provide personal and supportive care to clients under a Plan of Care, which optimizes self care and functional abilities. Requires travel to 5 – 6 patients a day in a 60-mile radius in all kinds of weather. Requires accessing a variety of home of all types of structure. Involves dealing with stressful patient and family situations, frequent changes in schedule, demands of productivity expectations.

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

I. ORGANIZATIONAL EXPECTATIONS 80%

1. Cleveland Clinic Experience:
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
      ( ) NA ( ) NI ( ) MM ( ) FM ( ) EP
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
      ( ) NA ( ) NI ( ) MM ( ) FM ( ) EP
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
      ( ) NA ( ) NI ( ) MM ( ) FM ( ) EP
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
      ( ) NA ( ) NI ( ) MM ( ) FM ( ) EP
   e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
      ( ) NA ( ) NI ( ) MM ( ) FM ( ) EP
   f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.
      ( ) NA ( ) NI ( ) MM ( ) FM ( ) EP
2. Employee Engagement:
   a. Participates in employee engagement projects, programs, and action plans.
      ( ) NA ( ) NI ( ) MM ( ) FM ( ) EP

b. Promotes the goals of the organization.
NA NI MM FM EP

c. Communicates ideas in a constructive manner.
NA NI MM FM EP

d. Shares project and process responsibility
NA NI MM FM EP

e. Displays initiative and works to improve skill sets relative to job function.
NA NI MM FM EP

3. **Customer Service Orientation:**
a. Responds promptly to internal and external customer requests.
NA NI MM FM EP

b. Interacts with personnel in a supportive, respectful manner.
NA NI MM FM EP

c. Greets others with a pleasant demeanor; acknowledges presence of others.
NA NI MM FM EP

d. Acknowledges and respects individual and cultural differences.
NA NI MM FM EP

4. **Adaptability**
a. Responds to change in a positive manner
NA NI MM FM EP

b. Takes the initiative to assist others when work is completed.
NA NI MM FM EP

c. Shows flexibility in accepting assignments.
NA NI MM FM EP

d. Accepts constructive criticism without defensive response and changes behavior appropriately.
NA NI MM FM EP

5. **Efficiency and Effectiveness**
a. Manages time effectively and meets established deadlines.
NA NI MM FM EP

b. Completes assignments without prompting.
NA NI MM FM EP

c. Communicates effectively through verbal and written communication.
NA NI MM FM EP

d. Produces quality outcomes.
NA NI MM FM EP

II. TECHNICAL EXCELLENCE

20%

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth**, as appropriate.

1. To provide high quality care in a safe and efficient manner: Is timely and reliable in making visits. Establishes and maintains good relationship with patients through use of effective communication techniques. Maintains established productivity levels. Seeks out supervisor and team members to resolve problems to improve delivery of care. Follows Agency Policies and Procedures.
NA NI MM FM EP
2. To deliver care using an individual Plan of Care initiated and supervised by RN: Carries up-to-date Plan of Care to patient visits and maintains frequency as ordered. Reads and follows Plan of Care, observes for effectiveness and contacts RN if not meeting patient's needs.
NA NI MM FM EP
3. To document care in an appropriate and timely manner: Patient charting is concise and accurate, uses time and attendance system to document visits. Itineraries are turned in preferably every 3 days, at a minimum weekly. Documents for missed or cancelled visits appropriately.
NA NI MM FM EP
4. Holds all patient/staff information in confidence and demonstrates ongoing recognition of patients rights and responsibilities: Understands and respects patients desires and concerns and rights. Scheduling and delivery of care are done in an ethical manner. Does not discuss patient/family/staff information inappropriately as evidenced by no complaints of such behavior.
NA NI MM FM EP
5. Demonstrates clinical competency: Fulfills annual self-evaluation, goals and 12 in-service requirements for certification. Satisfactory joint evaluation visits with supervisor on yearly basis. Demonstrates skills in providing supervised patient care and by reports from nurses and supervisor.
NA NI MM FM EP
6. Represents Agency in a positive manner through appropriate dress, grooming and attitude: Follows Agency dress code policy. Wears Agency ID at all times when visiting patients. All interactions with staff/patients/ family are courteous and cooperative.
NA NI MM FM EP
7. Observes Agency attendance policy
NA NI MM FM EP
8. Is accountable for agency equipment: Accountable for all agency equipment that has been issued for patient care, patient documentation and personal safety. Maintain equipment following ARHH policy, including infection control policy with aide bag cleaned monthly.
NA NI MM FM EP

III. ESSENTIAL JOB REQUIREMENTS

Follows and upholds all relevant policies, procedures and guidelines affecting the work environment, including maintenance of required competencies and communication skills.

- Attends appropriate training and meetings.
Yes No
- Completes appropriate unit/department specific competency checklists.
Yes No

- Demonstrates knowledge and behavior related to regulatory and patient safety requirements.
  Yes No
- Complies with policies and procedures.
  Yes No
- Conducts monthly departmental meetings with minutes.
  Yes No
- Ensures enterprise wide communications are cascaded and initiatives are effectively implemented.
  Yes No

Overall Performance Rating

OVERALL PERFORMANCE RATING
Needs Improvement Meets Most Expectations Fully Meets Expectations Exceptional Performance

EXHIBIT II

Section 4
Applicant Budget
(Attachment B)

Applicant Budget

Summary

Applicant: ASHTABULA REGIONAL HOME HEALTH	
Date From: 1/1/2022	**To: 12/31/2022**

		Amount
I. Staff		
A. Salaries	$	78,675.35
B. Payroll-Related Expenses	$	27,142.81
Total Staff Costs	$	105,818.16
II. Operations		
A. Travel and Short-Term Training	$	8,679.27
B. Consumable Supplies	$	500.00
C. Occupancy Costs	$	-
D. Contract and Professional Services	$	-
E. Other - Miscellaneous	$	12,010.57
Total Operational Costs	$	21,189.84
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	127,008.00
IV. Minus Other Program Resources	$	-
Total Program Costs	$	127,008.00

Budget Computation

Total Operating Expenses	$	127,008.00
Divided by Total Operating Units		3,528.00
= Unit Rate	$	36.00

Unit Rate	$	36.00
X number of units purchased		3,528.00
= Total Contract Amount	$	127,008.00

Unit = 1 mile

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Caregiver				$ 43,774.25
RN Supervision				$ 26,085.23
Billing / Clerical				$ 8,815.87
Total Salaries				$ 78,675.35

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 5,191.06
Worker's Compensation	
Unemployment Insurance	
Retirement Expenses	$ 2,714.28
Hospitalization	
Other (Health Ins, Unemployment, Workrs Comp & Paid Time Off)	$ 19,237.47
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 27,142.81

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.53	$ 8,679.27
Short-Term, Training	$ -
Total Travel and Short-Term Training	$ 8,679.27

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 500.00
Cleaning Supplies	
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ 500.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized Heat 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	Amount
Total Contract & Services Costs	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Overhead Expense Margin	$ 12,010.57
Total Miscellaneous Costs	$ 12,010.57

III. Equipment
A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of
88 East Broad
Post Office Bo
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula Regional Home Health Services**
Date: **11/12/2021 10:17:04 AM**

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 a 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 awa 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: An agreement between Ashtabula County Job & Family Services and **ACMC Regional Home Health** for **Personal Care** services

Approved as to Legal Form Only:

By: _____
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 10.28.2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January, 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Country Neighbor Program, Inc.,** located at **39 South Maple Street Orwell, Ohio 44076** to provide **Personal Care Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

Therefore, in consideration of the mutual covenants contained in this Subgrant Agreement, the parties agree as follows:

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Personal Care: $56,743.96 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$26.50 per unit of Personal Care as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor on a monthly basis in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include: client name, address, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS monthly included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant Agreement number
    -Service month and year
    -Subgrantee's name, address, telephone number and billing contact person's name
    -Total amount invoiced for the month

    (2) A spreadsheet (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    (D) Notwithstanding sections (A), (B), and (C) of this Article, if the funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant . Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** Grantor and the Subgrantee agree that as a condition of this agreement there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficient (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this Subgrant Agreement.

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

25. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly relating to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant Agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the American's with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to providing an obligation for any amount or level of funding, resources or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

Therefore, the below listed parties enter into this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

11/3/2021
Date

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11-15-21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix I
ACJFS RFP #6-22
Ashtabula County Senior Services Levy
Personal Care
Program Description

Personal Care for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Personal Care for Seniors

The purpose of the personal care program is to offer in-home services that would be an alternative to institutional care, where appropriate. Personal Care services are provided only in cases where neither the senior, nor anyone in the household, is capable of performing or financially providing for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Eligible participants must: a) have a verified need for the service b) be age 60 or over, c) and reside in Ashtabula County.

The personal care program provides basic health maintenance and/or personal hygiene assistance to individuals in their homes. Care received will assist seniors in their Activities of Daily Living (ADL's) and Instrumental Activities of Daily Living (IADL's) but not at the level provided in a nursing home. This program may include but not be limited to trained paramedical care, bedside nursing care therapy (i.e. occupational, physical, or speech), and personal hygiene which may include using the bed, tub, shower, and partial bath techniques. Personal hygiene can also include providing nail and skin care and oral hygiene. The administration of prescribed medications may also be included under medical supervision. In emergency situations, personal care services may also be used to provide respite for a participant's caregiver. Services must be provided in the participant's residence. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

Applicant Information

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): 39 South Maple Street

ADDRESS: Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Anita Sherman EMAIL: Anita.Sherman@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: Tina.Hansel@countryneighbor.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job and Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 27, 2021

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

The name and telephone number of the person(s) who has the authority to submit Proposal:

Barbara Klingensmith, Executive Director, (440)437-6311

The name and telephone number of the person(s) who has the authority to sign contracts:

Barbara Klingensmith, Executive Director, (440)437-6311

The legal status of the Applicant's organization Not for Profit 501(c)(3) Organization

Date of establishment/incorporation: March of 1981

Federal Employer Identification Number (FEIN): 34-1331627

Is the Company co-owned or controlled by a parent company? ___Yes _X_No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? __X__Yes ___No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_Yes ___No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_Yes ___No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_Yes ___No

Does the company have current or future plans for a buyout or sale? ___Yes _X_No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. __X_Yes___No

The Applicant certifies it is a drug-free workplace. _X_Yes ____No

The Applicant certifies it is not delinquent on any Federal debt. _X_Yes ____No

COUNTRY NEIGHBOR PROGRAM, INC.
PERSONAL CARE
PROGRAM PLANNING AND DEVELOPMENT

A. PROGRAM DESCRIPTION

1. Narrative of Proposed Service

Country Neighbor will provide southern Ashtabula County individuals, 60 and older, with basic health maintenance and/or hygiene assistance in their homes.

Country Neighbor provides a wide variety of services such as transportation, homemaker, home delivered meals, congregate meals, prescription assistance and health education. Our staff is trained to meet the physical health needs of the customer and we see personal care services as crucial to providing a continuum of care.

Personal care is a service designed to enable a client to achieve optimal functioning with ADLS and IADLS. Personal care services include but is not limited to assisting the client with bathing, eating, dressing, personal hygiene, grooming, and other activities of daily living and instrumental activities of daily living. The Aide may also do housekeeping tasks related to the personal care such as cleaning the bathroom, including tub/shower, commode and floor, changing the linens on the bed, laundry, cleaning the eating and food preparations areas.

Tasks the personal care aide will not do are moving heavy furniture, climbing ladders to clean walls, windows or mirrors, or yard work. The personal care aide will not do banking that consists of check cashing or credit card cash advances.

Typically, personal care clients receive 2 hours of service ***once or twice per week,*** depending upon each individual's situation. Most of our clients need service at least two times per week. At times, Country Neighbor has made the decision based on the limited staffing and/or funding, to provide limited service ***once per week*** thus enabling us to serve as many individuals as possible. By doing it this way, we are able to get at least a little bit of service to them rather than put them on a waiting list.

We try to maximize the services for full efficiency. For example, if an individual only needs lunch preparation, we provide a home delivered meal rather than a home health aide since it is less costly to provide a meal. If the individual is both a personal care client and a homemaker client, the homemaker performs all the household tasks and the home health aide only does the bathing/shaving, etc. since the homemaker service is not as costly as the personal care service.

2. Need for the Service

Generally, personal care clients have more serious health conditions when they enter the program and are at greater risk of institutionalization. Assistance with their personal care needs enables them to age in place and to remain in their home for as long as possible. It is much more cost effective, as well. Studies also indicate that their quality of life is greater if they can remain in their own home with community-based care.

For the 2022 funding cycle, Country Neighbor is proposing to provide 2,185 hours (a reduction of 49 hours) of personal care for 34 individuals at a unit rate of $26.50, (a 2.1% increase over 2021). The increase is necessary due to the rising cost of operations and the need to offer more competitive wages in today's job market.

While there is a huge need for personal care in south county, we are not comfortable to request additional service hours at this time until we can get our staffing to full capacity. Competition for STNAS or qualified Home Health Aides is fierce!

3. Experience of the Provider

Country Neighbor has provided personal care services for well over 32 years for the southern half of Ashtabula County. We meet all the service requirements as a Medicaid Waiver PASSPORT provider of Personal Care.

4. Statistics of Past Performance

From January 2020 through December 2020 Country Neighbor provided 2,527.25 units of Personal Care for 37 individuals in southern Ashtabula County. Of the individuals served 78.4% are over the age of 75.

JANUARY 2020 THROUGH DECEMBER 2020

Service Area Township, Village, or City	Units Provided & Unduplicated Clients in Past 12 Months 60 to 74	Proposed Units & Unduplicated Clients 60 to 74	Units Provided & Unduplicated Clients Served Past 12 Months 75+	Proposed Unit & Unduplicated Clients 75+
Andover	275/4	218/3	228.75/3	216/4
Cherry Valley	0/0	0/0	133.75/1	0/0
Colebrook	0/0	0/0	20.25/1	16.5/1
Dorset	0/0	0/0	0/0	47.25/1
Hartsgrove	52.5/1	0/0	22/1	0/0
Lenox	0/0	0/0	98.25/3	129.25/1
Morgan	220.5/2	154.75/2	70.75/1	60.25/1
New Lyme	0/0	0/0	0/0	0/0
Orwell	392.75/3	168.25/3	596.25/10	387.75/8
Richmond	101/1	41/1	0/0	48.5/1
Rome	0/0	73.5/2	0/0	0/0
Trumbull	0/0	0/0	24.75/1	0/0
Wayne	0/0	0/0	0/0	0/0
Williamsfield	0/0	0/0	110.25/2	1.75/1
Windsor	0/0	6/1	0/0	189/2
Jefferson	8.5/1	34/1	161.75/1	80/1
Austinburg	0/0	0/0	10.25/1	20/1
Geneva	0/0		0/0	

5. Days and Hours Service is Available

Service is available 5 days per week and hours will be scheduled, per customer need. Weekend service is available only in extreme situations. All personal care will be provided from the Orwell facility, 39 South Maple Street, in Orwell in the client's home.

6. CLIENT INTAKE AND ASSESSMENT

a. Method of Client Intake

When a referral is received into our office, the In-Home Services Supervisor's office is responsible to contact the client or representative to set up an in-home, face to face assessment appointment for the LPN. Appointments are generally made within 1-2 business days. As part of the initial assessment, the LPN reviews the HIPAA form, completes the Basic NAPIS Form, the Care Plan for Personal Care, the Personal Care Prioritization form, a medication list, and a narrative describing the clients need for the service(s). He/she then completes a Consumer Service Summary listing the service(s) that are to begin for the client.

The completed forms are returned to the office for the RN's review and signoff. The client is scheduled for the recommended service(s).

b. Provider Assessment Process

A visit to the home will be made by the LPN and a Service Intake and Assessment tool is completed which includes name, address, telephone number, date of birth, demographics, financial information, medical history, ADL/IADL, service plan and emergency contact. A Care Plan and Client Prioritization Form will also be completed. All customers must sign a Release of Information. Eligibility will be based on medical status and availability of family support.

When the LPN goes out to do the assessment, he/she does a prioritization checklist for each client, so we know who has the most need. If a personal care aide calls off, and has a client in greater need than another client, we send another personal care aide to the client with the greatest need, when possible. When we have to implement a waiting list, a prioritization checklist is also completed so that we know the clients with the most need, as they would be the first clients to receive services when we have openings.

Priority Level 1 is the level of highest priority and level 5 is the lowest. In addition to medical or mental conditions, consideration is given to age, the availability of family or community support and the need for multiple services. We have included a copy of our Prioritization Policy and Checklist.

We try to move clients off wait lists as soon as possible. If an individual is on the list for more than 30 days, we will look to see if we can move existing client services, without jeopardizing their physical situation, to make room for the "waiting" individual, even if, temporarily on a limited basis.

The LPN will provide a supervisory visit to update the client's care plan and evaluate the personal care aide's performance every 62 days. If the client calls to end service(s), the service(s) is stopped. Or, if during the care plan update, it is determined that the service(s) is no longer needed, the service(s) will be stopped. Later, should the client need to resume, the LPN would go back out and evaluate the situation, and if it is determined that the service(s) needs to resume, the client would be put back on the schedule.

c. **Submit Client Assessment Tool**

An Assessment Tool is attached.

7. **Sources and Amounts of Federal, State or Local Funding Within the Past 5 Years and Unit Rates**

Country Neighbor is a PASSPORT provider for Personal Care. The rates have been capped at $4.64 per quarter unit ($18.56/hour). We heavily subsidize the program. We are limiting the number of PASSPORT clients we serve.

8. **Service Collaboration/Coordination**

Country Neighbor works with the social service agencies, Veterans Administration, Department of Job & Family Services staff, hospitals, and physician's offices located throughout Ashtabula County. With personal care services, Regional Home Health provides the program in the north and Country Neighbor provides the service in the south. When we get in the central area of the County, we check to see which agency is a better fit for the specific situation, taking into consideration such things as waiting lists and distance from current clients.

B. Specific Measurable Objectives

Country Neighbor is a multi-purpose community center providing a focal point for services to assist individuals and families by providing a "service support system" enabling seniors to stay in their home for as long as possible without jeopardizing health and safety issues. For the 2022 funding cycle, Country Neighbor is proposing to provide 2,185 hours of personal care for 34 individuals at a unit rate of $26.50

Measurable Objective:

- Clients will receive assistance with ADLs and IADLs
- Clients will show improvement in personal hygiene

Impact:

- Enables individuals to remain in their home in a clean, safe, healthy environment
- Community based care is less costly than institutionalization
- Clients experience better quality of life and maintain their independence

C. Organizational Structure

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is to help people remain independent by providing supportive services, thus enhancing their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals,

personal care, prescription assistance, emergency food, rental/utility assistance, summer meals for children, socialization, wellness education, and wellness activities.

Our service area is dependent upon the funding sources for the variety of programs we provide.

The Ashtabula County Food Bank (Country Neighbor) serves 18 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2020, we distributed over 2 million pounds of food to our partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Direction Home of Eastern Ohio, Ashtabula County Job & Family Services, Ohio Department of Job and Family Services, United States Department of Agriculture, Trumbull County Senior Services Levy, and the United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meets one time per month, generally the last Monday of each month. ***(List attached)***

An Organizational Chart is attached.

D. Provider Staff/Qualifications

1. Staff Assigned to Project (*Job Descriptions Attached)*

RN Supervisor: Supervises the LPN, approves all care plans and monitors for adherence to program requirements.

Home Health Aides: Responsible for the direct service such as bathing, cooking, light cleaning, hair care, etc. for each customer

LPN Assessor: Completes in home assessment, develops care plans and provides ongoing monitoring of adherence to the care plan by the Aides. Also responsible for the initial assessment and service eligibility with regard to ADL/IADLS. Works closely with the Executive Assistant and the RN Supervisor.

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the project

Assistant Director: Directly responsible for fiscal responsibilities, payroll, financial reporting processes of the program and the human resources function of staff training schedules and benefit activities of the agency. Also assist the Executive Director with the day-to-day operations of the program.

Administrative Assistant/Bookkeeper: Assist the Assistant Director with fiscal responsibilities, payroll, financial reporting, clerical duties, reporting, etc.

In-Home Services Supervisor: Is responsible for the implementation of the program. She

reports to the Executive Director and is responsible for ensuring home visit/assessment completion with the customers in partnership with the LPN and the Registered Nurse. Assists the Executive Director with the overall implementation of the program and employee management.

Receptionist: Answer telephone, direct calls/walk-ins to appropriate staff, clock in the home health aides on appropriate funding sources when they call in from each customer's home, perform general office duties to assist administration, as requested

Data Entry/Backup Receptionist: Covers the desk and telephone when the receptionist is not available. Responsible for all data entry and accuracy of client information. She clocks in the home health aides on appropriate funding sources when they call in from each client's home, perform general office duties to assist administration, as requested.

2. Organization's Training Requirements for Personal Care Aides

When a new Personal Care Aide is hired, we try to hire a STNA who is listed on the Ohio Department of Health's Nurse Aide Registry; or has successfully completed the Medicare Competency Evaluation Program for home health aides, as a direct health care worker without a twenty-four month lapse in employment as a home health aide or nurse aide; or who has at least one year employment experience as a supervised home health aide or a nurse aide, and have successfully completed written testing and skills testing by return demonstration; or who has successfully completed the COALA home health training program, or a certified vocational program in a health care field and successfully completed written testing and skills testing by return demonstration.

All personal care aides will receive at least eight hours of continuing education every twelve months, excluding agency and program specific orientation. All training will be provided by the RN or LPN under the direction of the RN, or other qualified professional dependent upon the subject matter.

3. Volunteer Capacity

We do not use volunteers in Personal Care.

Basic NAPIS Intake

1. General Information

1.A. Assessment Information (Date, type, etc.)

1. What is the date of the assessment?

____/____/_____

2. Specify the type of assessment, or the reason for the assessment.

☐ 1 - Initial assessment
☐ 2 - Reassessment

3. What is the name of the person conducting this assessment?

4. What is the name of the agency the assessor works for?

1.B. Client Identification

1.a. Enter the client's name prefix/salutation.

1.b. What is the client's last name?

1.c. What is the client's first name?

1.d. What is the client's middle initial?

1.e. Enter the client's name suffix.

2. Enter the primary local client identifier for the client.

3.a. Enter the client's 'also known as' first name.

3.b. Enter the client's 'also known as' last name.

3.c. Enter the client's 'also known as' middle initial.

4. Enter the client's telephone number.

5. What is the client's Pension/Social Security Number?

_____-_____-_____

6. What is the client's date of birth?

____/____/_____

7. Enter the age of the client in years.

8. What is the client's gender?

☐ M - Male
☐ F - Female

9.a. Enter the client's mailing street address or Post Office box.

9.b. Enter the client's mailing city or town.

9.c. Enter the client's mailing state.

9.d. Enter the client's mailing ZIP code.

10.a. Enter the client's residential street address or Post Office box.

10.b. Enter the client's residential city or town.

Enter the client's state of residence.

Enter the client's residential zip code.

11. Describe how to get to the client's home.

1.C. Contact Information

1.a. What is the name of the client's primary care physician?

1.b. What is the work phone number for the client's primary care physician?

1.c. What is the home phone number for the client's primary care physician?

1.d. What is the address of the client's primary care physician?

2.a. Name of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.b. Relationship of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.c. Enter the address of person to contact in an emergency.

2.d. Work Telephone Number of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.e. Home Telephone Number of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

3.a. What is the name of a key relative or friend (#1) of the client?

3.b. What is the work phone number of the key relative or friend of the client?

3.c. What is the home phone number of the key relative or friend of the client?

2. Demographics

2.A. Demographics and Indicators (Incl. ethnicity, poverty, etc.)

1.a. What is the client's ethnicity?

- [ ] 1 - Hispanic or Latino
- [ ] 2 - Not Hispanic or Latino
- [ ] 3 - Refused

1.b. What is the client's race?

- [ ] American Indian/Native Alaskan
- [ ] Asian
- [ ] Black/African American
- [ ] Hispanic
- [ ] White
- [ ] Native Hawaiian/Other Pacific Islander
- [ ] Other
- [ ] Refused

1.c. Specify the client's primary language.

- [ ] A - American Sign Language
- [ ] B - English
- [ ] C - French
- [ ] D - German
- [ ] E - Italian
- [ ] F - Japanese
- [ ] G - Korean
- [ ] H - Mandarin
- [ ] I - Portuguese
- [ ] J - Spanish
- [ ] K - Spanish speaking, reads English
- [ ] L - Vietnamese
- [ ] M - Other

2. Select the client's current marital status.

- [ ] 1 - Single
- [ ] 2 - Married
- [ ] 3 - Separated
- [ ] 4 - Widowed
- [ ] 5 - Divorced
- [ ] 6 - Unavailable

3. Indicate the type of residence that the client currently resides in.

- [ ] 1 - House/mobile home
- [ ] 2 - Private apartment
- [ ] 3 - Private apartment in senior housing
- [ ] 4 - Residential care home
- [ ] 5 - Nursing home
- [ ] 6 - Unavailable
- [ ] 7 - Other

4. How long has the client lived in her/his current residence?

- [ ] 1 - Less than 12 months
- [ ] 2 - 1-3 years
- [ ] 3 - 3 years or more

5. Select the client's current living arrangement.

- [ ] 1 - Lives Alone
- [ ] 2 - With spouse/partner
- [ ] 3 - Lives with spouse and child
- [ ] 4 - With child/children
- [ ] 5 - Information unavailable
- [ ] 6 - With others

6. What is the name of the client's spouse/partner?

_____

_____

_____

_____

7. Is the client currently employed?

- [ ] 1 - Yes - full/part time not specified
- [ ] 2 - No

8.a. Is the client participating in any of the following services or programs?

- [ ] A - Attendant services program
- [ ] B - Medicaid waiver
- [ ] C - Homemaker program
- [ ] D - Home health aide
- [ ] E - Nursing
- [ ] F - Speech therapy
- [ ] G - Occupational therapy
- [ ] H - Physical therapy
- [ ] I - Home delivered meals
- [ ] J - Emergency lifeline
- [ ] K - Senior companion
- [ ] L - Weatherization
- [ ] M - Congregate meals
- [ ] N - VCIL peer counseling
- [ ] O - Adult day services
- [ ] P - Job counseling/vocational rehabilitation
- [ ] Q - Food stamps
- [ ] R - Fuel Assistance
- [ ] S - Telephone lifeline
- [ ] T - Medicaid
- [ ] U - SSI
- [ ] V - V-script
- [ ] W - QMB/SLMB
- [ ] X - Essential persons program
- [ ] Y - ANFC
- [ ] Z - VHAP
- [ ] 0 - Other

8.b. Does the client want to apply for any of the following services or programs?

- [ ] A - Attendant services program
- [ ] B - Medicaid waiver
- [ ] C - Homemaker program
- [ ] D - Home health aide
- [ ] E - Nursing
- [ ] F - Speech therapy
- [ ] G - Occupational therapy
- [ ] H - Physical therapy
- [ ] I - Home delivered meals
- [ ] J - Emergency lifeline
- [ ] K - Senior companion
- [ ] L - Weatherization
- [ ] M - Congregate meals
- [ ] N - VCIL peer counseling
- [ ] O - Adult day services
- [ ] P - Job counseling/vocational rehabilitation
- [ ] Q - Food stamps
- [ ] R - Fuel Assistance
- [ ] S - Telephone lifeline
- [ ] T - Medicaid
- [ ] U - SSI
- [ ] V - V-script
- [ ] W - QMB/SLMB
- [ ] X - Essential persons program
- [ ] Y - ANFC
- [ ] Z - VHAP
- [ ] 0 - Other

9.a. How many people are there in the client's household?

- [ ] 1 - One person
- [ ] 2 - Two people
- [ ] 3 - Three people
- [ ] 4 - Four or more people

9.b. Specify the client's monthly income.

$

10. Is the client's income level below the national poverty level?

- [ ] 1 - Yes
- [ ] 2 - No

11. Is the client disabled?

- [ ] 1 - Yes
- [ ] 2 - No
- [ ] 3 - Don't know

12. How many prescription medications does the client take?

2.B. Nutrition

1. Has the client made any changes in lifelong eating habits because of health problems?

- [ ] 1 - No
- [ ] 2 - Yes

2. Does the client eat fewer than 2 meals per day?

- [ ] 1 - No
- [ ] 2 - Yes

3. Does the client eat fewer than five (5) servings (1/2 cup each) of fruits or vegetables every day?

- [ ] 1 - No
- [ ] 2 - Yes

4. Does the client eat fewer than two servings of dairy products (such as milk, yogurt, or cheese) every day?

- [ ] 1 - No
- [ ] 2 - Yes

5. Does the client sometimes not have enough money to buy food?

- [ ] 1 - No
- [ ] 2 - Yes

6. Does the client have trouble eating well due to problems with chewing/swallowing?

- [ ] 1 - No
- [ ] 2 - Yes

7. Does the client eat alone most of the time?

- [ ] 1 - No
- [ ] 2 - Yes

8. Without wanting to, has the client lost or gained 10 pounds in the past 6 months?

- [ ] 1 - No
- [ ] 2 - Yes

9. Is the client not always physically able to shop, cook and/or feed themselves (or to get someone to do it for them)?

- [ ] 1 - No
- [ ] 2 - Yes

10. Does the client have 3 or more drinks of beer, liquor or wine almost every day?

- [ ] 1 - No
- [ ] 2 - Yes

11. Does the client take 3 or more different prescribed or over-the-counter drugs per day?

- [ ] 1 - No
- [ ] 2 - Yes

3. ADL's/IADL's

3.A. Activities of Daily Living (ADL)

1. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform BATHING (include shower, full tub or sponge bath, exclude washing back or hair)?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Requires assistance sometimes
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Activity does not occur

2. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform DRESSING?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Limited Assistance
- [ ] 3 - Extensive Assistance
- [ ] 4 - Total Dependence
- [ ] 5 - Activity did not occur

3. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TOILET USE?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Sometimes dependent
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Activity does not occur

4. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TRANSFER?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Minimal assistance required
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Activity does not occur

5. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform EATING?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Sometimes dependent
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Unknown

6. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform WALKING IN HOME?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Limited Assistance
- [ ] 3 - Extensive Assistance
- [ ] 4 - Total Dependence
- [ ] 5 - Activity did not occur

3.B. Instrumental Activities of Daily Living (IADL)

1. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform MEAL PREPARATION?

- [ ] 0 - Independent
- [ ] 1 - Sometimes dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

2. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform MANAGING MEDICATIONS?

- [ ] 0 - Independent
- [ ] 1 - Needs reminders
- [ ] 2 - Somewhat dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

3. Specify the client's ability to manage money.

- [ ] 0 - Completely independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Completely dependent
- [ ] 4 - Activity does not occur

4. Specify the client's ability to perform heavy housework.

- [ ] 0 - Independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Unable to perform tasks
- [ ] 4 - Activity does not occur

5. Specify the client's ability to perform light housekeeping.

- [ ] 0 - Independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Unable to perform tasks
- [ ] 4 - Activity does not occur

6. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform SHOPPING?

- [ ] 0 - Independent
- [ ] 1 - Somewhat dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

7. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TRANSPORTATION?

- [ ] 0 - Independent
- [ ] 1 - Somewhat dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Unknown

8. Rank the client's ability to use the Telephone.

- [ ] 0 - Independent
- [ ] 1 - Able to perform but needs verbal assistance
- [ ] 2 - Can perform with some human help
- [ ] 3 - Can perform with a lot of human help
- [ ] 4 - Cannot perform function at all without human help
- [ ] 5 - Paramedical services needed

Title :

Date

Title :

Date

COUNTRY NEIGHBOR PROGRAM, INC.

CONSUMER SUMMARY

ASSESSMENT DATE: _____ STAFF INITIALS: _____

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

TOWNSHIP: _____ STATE: Ohio

PHONE: _____

DATE OF BIRTH: _____

HAS CONSUMER HAD SERVICE IN THE PAST ? YES ☐ NO ☐

IF YES WHEN ? _____

SERVICE REQUESTED

		START DATE	STAFF INITIALS
ASHTABULA COUNTY PERSONAL CARE	☐		
ASHTABULA COUNTY HOMEMAKER	☐		
ASHTABULA COUNTY HOME DELIVERED MEALS	☐		
ASHTABULA COUNTY CHORE (HANDY MAN) circle one: LAWN - SNOW - HANDY MAN - SMOKE DETECTOR	☐		
PRESCRIPTION ASSISTANCE	☐		
ASHTABULA COUNTY TRANSPORTATION (ADVISE CLIENT ***HE / SHE*** HAS TO MAKE *INITIAL* CALL TO JOB AND FAMILY SERVICES)	☐		
ASHTABULA COUNTY SUPPORTIVE SERVICE	☐		
TRUMBULL COUNTY PERSONAL CARE	☐	START DATE	STAFF INITIALS
TRUMBULL COUNTY HOMEMAKER	☐		
TRUMBULL COUNTY HOME DELIVERED MEALS	☐		
TRUMBULL COUNTY SUPPORTIVE SERVICE	☐		
PASSPORT PERSONAL CARE	☐		
PASSPORT HOME DELIVERED MEALS	☐		
PASSPORT HOMEMAKER	☐		

Documentation of Care Plan Review

By signing this page, we verify that the care plan for this client was reviewed every two months; any revisions to the care plan will be made upon review. Narratives will be included to detail client home visits. Personal Care Assistants will review the care plan and sign off acknowledging action plans.

Date	Nurse	Date	Nurse	Date	PCA

Client:

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM, INC
PERSONAL CARE PRIORTIZATION CHECKLIST

TOTAL PRIORITY POINTS _____/_____ EQUALS _____ PRIORITY LEVEL _____

Consumers on PASSPORT, HOSPICE, or ADULT PROTECTIVE SERVICES receives **20 points**	_____
Consumers who live alone, are home bound, and high level (9 or more) hygiene risk, receives **15 points**	_____
Consumers who live alone, are home bound, and have moderate (level 6-8) hygiene risk receive **10 points**	_____
Consumers with a high hygiene risk and some family or community support, receive **5 points**	_____
TOTAL	_____

Do you require a cane, walker, or wheelchair to get around in your house?	No_____	Yes_____	3
Do you have breathing problems which are made worse by exertion, or scents?	No_____	Yes_____	3
Are you significantly visually impaired or legally blind?	No_____	Yes_____	2
Are you unable to get in and out of a tub or shower?	No_____	Yes_____	1
Are you unable to bend over or lift your arms up over your head?	No_____	Yes_____	1
Are you unable to stand for long periods of time?	No_____	Yes_____	3
		TOTAL _____	

Comments: _____

_____

_____

_____

LPN Signature _____ Date: _____

RN Signature _____ Date: _____

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM, INC
PLAN OF CARE FOR
PERSONAL CARE

PERSONAL HYGIENE

___ Bathing: bed / tub / shower

___ Oral hygiene / denture care

___ Hair care

___ Shaving

___ Perineal care

___ Skin care

___ Nail and foot care

___ Dressing and grooming

MOBILITY

___ Turning and positioning

___ Assisted / supervised transfers / ambulation

___ Passive range of motion

SAFETY

> Identify and report hazards to immediate supervisor

> Eliminate hazards with consumer and supervisor approval

PSYCHO/SOCIAL

> Reality orientation and sensory stimulation

> Listen and Converse

ELIMINATION

___ Measure intake and output

___ Assist with bed pan / BSC / toileting

___ Incontinence care

___ Catheter Care

NUTRITION

___ Meal planning and prep

___ Special Diet

___ Cleaning of eating and prep areas

___ Encourage and facilitate adequate nutritional intake

___ Report Weights and intake as requested

OTHER

___ Bed Making / Linen Change

___ Laundry

___ Errands" Grocery & Scripts

Comments: _____

_____

_____

_____

LPN Signature _____ Date: _____

RN Signature _____ Date: _____

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM, INC
SUPERVISORY VISIT

Aide: _____ Date: _____

	Excellent	Good	Average	Unsatisfactory
Promptness				
Attendance				
Adherence to care plan				
Quality of service				
Rapport				
Dress Code				

Comments: _____

_____

_____

_____

Client Signature _____ Date: _____

LPN Signature _____ Date: _____

RN Signature _____ Date: _____

CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM
MEDICATION SHEET

Medication	Dose	Frequency

EXHIBIT II

Applicant Budget

Summary

Applicant: Country Neighbor Program, Inc.	**Personal Care (Revised)**
Date From: January 1, 2022	**To: December 31, 2022**

	Amount	
I. Staff		
A. Salaries	$	43,323.00
B. Payroll-Related Expenses	$	4,832.00
Total Staff Costs	$	48,155.00
II. Operations		
A. Travel and Short-Term Training	$	3,800.00
B. Consumable Supplies	$	715.00
C. Occupancy Costs	$	1,209.00
D. Contract and Professional Services	$	2,795.00
E. Other - Miscellaneous	$	69.96
Total Operational Costs	$	8,588.96
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	56,743.96
IV. Minus Other Program Resources	$	-
Total Program Costs	$	56,743.96

Budget Computation

Total Operating Expenses	$	56,743.96
Divided by Total Operating Units		2,141.25
= Unit Rate	$	26.50

Unit Rate	$	26.50
X number of units purchased		2,141.25
= Total Contract Amount	$	56,743.96

Unit = 1 mile

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 77,500.00	Annual	3.50%	$ 2,715.00
Assistant Director	$ 50,000.00	Annual	3.50%	$ 1,750.00
Administrative Assistant/Bkkp	$ 33,280.00	Annual	3.00%	$ 1,000.00
In-Home Services Supervisor	$ 30,160.00	Annual	7.01%	$ 2,115.00
Receptionist I	$ 22,880.00	Annual	3.50%	$ 800.00
Data Support/Backup Recpt	$ 24,960.00	Annual	4.01%	$ 1,000.00
RN Supervisor	$ 2,500.00	Annual	20.00%	$ 500.00
LPN Assessors	$ 27,300.00	Annual	12.45%	$ 3,400.00
Home Health Aides	$ 101,000.00	Annual	29.75%	$ 30,043.00
Total Salaries				$ 43,323.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 3,315.00
Worker's Compensation	$ 1,170.00
Unemployment Insurance	$ 175.00
Retirement Expenses	$ 120.00
Hospitalization	$ -
Other (Life Insurance)	$ 52.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 4,832.00

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: .56 per mile	$ 3,600.00
Short-Term, Training	$ 200.00
Total Travel and Short-Term Training	$ 3,800.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 355.00
Cleaning Supplies	$ 360.00
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ 715.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 25.00
Utilities (if not included in rent) must be itemized	
Heat	$ 120.00
Electric	$ 360.00
Water	$ 20.00
Telephone	$ 636.00
Sewer	$ -
Other *(Garbage)*	$ 48.00
Other *(identify)*	
Total Occupancy Costs	$ 1,209.00

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Audit	$ 350.00
D&O Insurance	$ 250.00
Employee Testing	$ 295.00
Liability Insurance	$ 400.00
Technology & Software	$ 1,500.00
Total Contract & Services Costs	$ 2,795.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Advertising	$ 25.00
Equipment Mtn & Repair	$ 25.00
Miscellaneous Expense	$ 19.96
Total Miscellaneous Costs	$ 69.96

III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor o
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program Inc.**
Date: **11/12/2021 10:13:38 AM**

This search produced the following list of **7** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lawrence County Educational Service Center	304 N. 2nd Street
Lawrence County Schools Council of Governments	304 N. 2nd Street
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes 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 aw 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: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Programs, Inc.** for **Personal Care** services

Approved as to Legal Form Only:

By: _____
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 10.28.2021

Memorandum of Understanding
By and Between
The Board of Ashtabula County Commissioners
Ashtabula County Job and Family Services
And
The Ashtabula County Transportation System

This Memorandum of Understanding (MOU) is made and entered into by and between the **Board of County Commissioners of Ashtabula County** through and on behalf of the **Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS) and on behalf of the **Ashtabula County Transportation System (ACTS)** a public transit system (hereinafter referred to as the Provider.)

Article I: Purpose of Agreement
The purpose of this MOU is to maintain the level of services designed to transport the general public, including persons age 60 and over, to and from community facilities and resources. This MOU provides funding for transportation services to retain the mid-day public transit service routes between the hours of 10:00 a.m. and 2:00 p.m. Monday through Friday and 10:00 a.m. and 4:00 p.m. Saturday. Public transit will be provided within the corporate limits of the City of Ashtabula and surrounding areas on the service route with point deviation bus service. The cost of the service is based on the hourly rate **($62.05/hour)** of running two buses for 26 hours each per week and the provision of free services for seniors during these hours of service.

Article II: Term
The term of this agreement shall begin **January 1, 2022** and continue through **December 31, 2022** with the option to renew yearly for up to two consecutive years.

Article III: Description
The Provider shall:

1. Preserve transportation service routes for the Ashtabula Area between the hours of 10:00 a.m. and 2:00 p.m. Monday through Friday and 10:00 a.m. and 4:00 p.m. Saturday.

2. Provide free rides to Ashtabula County residents age 60 and over on the ACTS bus service routes during the hours listed above.

3. Continue to administer the transit Senior Services Levy pass system to identify riders who meet eligibility requirements.

4. Keep records necessary to document service provided and submit quarterly reports relating to such service.

5. Administer public transit according to State and Federal regulations.

6. Apply the policies and procedures of ACTS as determined by the Ashtabula County Commissioners.

Article IV: Funds
The purchased services are specifically funded through the Ashtabula County Senior Services Levy. ACJFS shall:

1. Make available **$70,141.34** in Senior Services Levy funds payable in monthly installments.

2. Consider payments for all services provided in accordance with the provisions of this agreement as contingent upon availability of (and will not exceed the total of) Senior Services Levy Funds.

3. Enter into negotiations with the Provider to purchase additional services at any time prior to the termination of this agreement.

Article V: Modifications
This MOU may be changed at any time, by mutual agreement of the parties, such amendments to be incorporated in writing as appendices to this agreement. This MOU may be terminated 60 days after the written request of either party.

Article VI: Signatures
This Memorandum of Understanding will become effective as of January 1, 2022. By signing this MOU the signer hereby acknowledges and agrees to the terms herein.

Signatures:

Patrick J. Alcaro, Executive Director
Ashtabula County Job & Family Services

11/3/2021
Date

Ashtabula County Board of Commissioners

11/23/21
Date

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor c
88 East Broa
Post Office B
Columbus, OH 432
(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Transportation System**
Date: **11/12/2021 10:16:23 AM**

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 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 aw 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 Memorandum of Understanding between Ashtabula County Job & Family Services and **Ashtabula County Transportation System**.

Approved as to Legal Form Only:

By: _____
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 10 28 2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
SENIOR TRANSPORTATION SERVICES

This Subgrant Agreement is entered into on the **1st** day of **January, 2022** between the Ashtabula County Department of Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Country Neighbor Program, Inc.**, located at **39 South Maple Street Orwell, Ohio 44076** (hereinafter referred to as the subgrantee) to provide **Senior Transportation Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

Therefore, in consideration of the mutual covenants contained in this Subgrant Agreement, the parties agree as follows:

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements, and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   $311,876.08 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$2.02 per unit of **Senior Transportation** services as described in **Exhibit II (subgrantee budget) hereof.** (A unit = one mile)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    - Subgrant agreement number
    - Service month and year
    - Subgrantee's name, address, telephone number and billing contact person's name
    - Total amount invoiced for the month

    (2) An electronic spreadsheet (provided by Grantor or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each trip:
    - Date of trip
    - Client last name
    - Client first name
    - Client pickup address
    - Client destination address
    - PCA (personal care assistant) name(s) or indication if person is a PCA
    - Total trip mileage
    - Mileage rate
    - Number of one-way trips per passenger
    - Indication if trip is a lift
    - Total trip charge
    - Indication of whether trip was shared with other passenger(s) (to split cost of trip)
    - Program fees collected (i.e. Senior Services Levy co-pay Provider collected from the client)
    - No go trips
    - No go rate

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

Subgrantee agrees to follow all transportation policies or participant guidelines as established by The Ashtabula County Senior Services Levy Advisory Board.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

15. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

16. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    (D) Notwithstanding sections (A), (B), and (C) of this Article, if the funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant . Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

17. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92. as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

18. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

19. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

20. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

21. **Confidentiality:** The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

22. **Civil Rights:** Grantor and the Subgrantee agree that as a condition of this agreement there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficient (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to

any method of appeal will be made available to all persons served under this Subgrant Agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

23. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly relating to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

24. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

25. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

26. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant Agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

27. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

28. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

29. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

30. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

31. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

32. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

33. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

34. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the American's with Disabilities Act of 1990.

35. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

36. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

37. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

38. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

39. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

40. **Accreditation and Compliance with Tax, License and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

41. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

42. **Miscellaneous Provisions**
    A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant agreement impossible.

    B. Nothing in this Subgrant Agreement is to be construed as to providing an obligation for any amount or level of funding, resources or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

Therefore, the below listed parties enter into this Subgrant Agreement as stated in Sections 1 through 42 inclusive.

SIGNATURES:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

11/3/21
Date

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11-15-21
Date

Ashtabula County Board of Commissioners

11/23/21
Date

EXHIBIT I

Appendix VII
ACJFS RFP #7-22
Ashtabula County Senior Services Levy
Transportation
Program Description

Transportation for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) mile of service.
Area to be served: Ashtabula County or portions thereof.

Senior Transportation Services
The purpose of the Transportation program is to provide both Medical and Non-Medical transportation to Ashtabula County residents age 60 and over. Medical transportation may include trips that are both within and outside of Ashtabula County.

Transportation

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by Ashtabula County Senior Services Levy. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules

Service Providers shall understand, agree with, and comply with the following:

1. American's with Disabilities Act of 2090
2. Occupational Safety and Health Act of 2070
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
5. Any Federal, State and Local laws regarding the service

If awarded an Agreement which exceeds $100,000.00, Providers shall understand, agree, and comply with the following:

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the Agreement will be used for lobbying as described in 31 USC 1352. The Provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities

The Provider will protect, defend and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at Provider's option and expense, either to procure for ACJFS the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Software and Ownership Rights

The ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive and irrevocable license to

reproduce, publish, or otherwise use and authorize others to use the software, software modifications and documentation for County, State, and Federal government purposes (edited APM.4046.(5))

Appendix I-A
Vehicle Requirements

Required Annual Inspection Elements for Vehicles:

A. Seating

1. All seats must be securely fastened to the floor.
2. No broken tubing or protruding pieces of metal should be around seats.

B. Defrosters & Heaters

1. Must operate as designed.
2. Heater cores must be clean and free of leaks and obstructions to the flow of air.
3. Hoses must not have cracks or leaks and must otherwise be in good condition.
4. Fan guards must be metal or plastic.

C. **Windshield Wipers/Washers**
1. Must operate as designed.
2. Wiper blades in the vehicle operator's field of vision must be clean.
3. Wiper blades must not be brittle or badly worn.

D. **The Floor Must Be Metal and Intact Without Holes**

E. **Mirrors**
1. Must have at least one rear view interior mirror that is properly secured and in proper placement.
2. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
3. Prismatic lens must be properly installed.
4. All mirrors must enable vehicle operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

F. **Emergency Equipment**
1. Three red reflectors must be stored in the vehicle.
2. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20.b.c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
3. The vehicle must be equipped with a first aid kit.

G. **Brakes**
1. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
2. Tail exhaust pipes are properly secured to prevent dropping on brake lines.
3. Vehicles using vacuum-assisted brakes: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.

4 Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
5. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
6. All moisture ejection valves must be free of leaks and in proper working order.

H. **Emergency Brake**
1. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
2. If the emergency brake is located on the drive shaft, the brakes shall:
   a. Hold the vehicle in parked position;
   b. Be properly mounted; and
   c. Have cables that are properly lubricated and not hazardously worn.

I. **Steering Gear**
1. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
2. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.

3. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
4. Tie rod ends must function properly.
5. Tires must not rub any chassis or body component in any position.

J. The Horn Must Operate As Designed

K. Windshield/Windows

1. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
2. Plexiglas will not be used to replace safety glass.

L. Emergency Door (Applicable To Bus-Type Vehicles)

1. The door must be able to open to its maximum width without catching or binding.
2. All handles must be permanently installed.
3. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
4. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
5. The door must be free of temporary or permanent obstructions.
6. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

M. Springs/Shocks Must Be Intact and Properly Mounted

N. Tires

1. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
2. Retread tires should not be located on the steering axle.
3. Must be free of irregular wear, cuts, bruises, and breaks.
4. Must be balanced and in proper alignment.
5. All lugs must be present and fitted tightly on tires.
6. All tread types must match mated tires.

O. Exhaust System

1. Must be intact and operating as designed.
2. All pipe and muffler joints must be properly welded or clamped.
3. Exhaust manifolds must be free of cracks and missing bolts.

P. Lights must operate as designed and meet ORC and OAC requirements for vehicle lighting.

Q. The vehicle body condition must be intact and free of broken parts that can cause injury.

R. Gas Tank Must

1. Be free of rust/damage and/or leaks.
2. Be securely mounted.

S. The seating area and aisle must be free of debris.

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements

For each day services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to these specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

Applicant Information

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): 39 South Maple Street

ADDRESS: Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Brittany Shriver EMAIL: brittany.shriver@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: tina.hansel@countryneighbor.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job and Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 23, 2021

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

The name and telephone number of the person(s) who has the authority to submit Proposal:

Barbara Klingensmith, Executive Director, (440)437-6311

The name and telephone number of the person(s) who has the authority to sign contracts:

Barbara Klingensmith, Executive Director, (440)437-6311

The legal status of the Applicant's organization Not for Profit 501(c)(3) Organization

Date of establishment/incorporation: March of 1981

Federal Employer Identification Number (FEIN): 34-1331627

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free work place? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

Country Neighbor Program, Inc.
Ashtabula County Senior Services Levy Transportation
Program Planning and Development

A. 1. Program Description

Country Neighbor is proposing to provide 157,545 miles of medical and non- medical transportation for residents 60 and older residing within Ashtabula County at a unit rate of $2.02 per mile. We are requesting a 3.6% unit rate increase from $1.95 to $2.02 for the proposed contract year. Cost of operations is increasing as well as to be more competitive in the job market, it has become imperative that we increase salaries and benefits for our team. Staff is increasingly difficult to attract and retain in today's environment.

Country Neighbor follows all Ohio Department of Transportation, Ohio Emergency Medical Services Board and the Ohio Department of Aging requirements, including all training and monitoring requirements. Annually, we are monitored by all of them for program compliance.

Country Neighbor's transit unit has developed great working relationships with the Veterans Administration, ACJFS transit unit, ACTS, and medical facilities throughout our service area to provide transportation for our Ashtabula County residents.

From January 2020 through December 2020, Country Neighbor provided 5,980 one-way Ashtabula County Senior Services Levy trips for 210 individuals which 93.1% were medical, 5.6% were shopping, .3% agency visits and 1% were social/work-related. Of the 5,980 trips provided, 65.5% are dialysis trips and 38.9% are wheelchair transported trips.

The Ashtabula County Senior Services Levy Advisory Board has recognized the importance of sharing trips to maximize vehicle usage and available funding. When given the opportunity, Country Neighbor puts an emphasis on sharing trips with other funding sources as much as possible.

In 2020, when analyzing the amount of Senior Levy trips shared with other funders through coordination, 45,828 miles were saved by the Senior Levy. This is a $89,365.85 savings for Senior Levy, made possible through coordination of services between Senior Levy funded transportation and other funders. Country Neighbor provided services equaling $411,945.30 on a $318,240.00 budget. It is more cost effective and allows more trips for the same amount of available resources.

The statistics from January 2020 through December 2020 indicate that overall, 1,581 out of 5,980, (26.4%) of the Senior Levy trips provided by Country Neighbor were shared with more than 1 person, many times with other funding sources. We were not able to share as many in 2020 due to COVID-19 as we have in past years.

With more individuals served with a variety of funding sources, it makes it easier to do ride sharing as the opportunity of individuals going the same direction at the same time increases.

At this time, call slips are forwarded to our Transportation Unit via email from the Transit Unit of ACJFS. Country Neighbor's Transportation Unit schedules the trip and driver. Clients are called the day before their scheduled trip to verify information on file and to notify them of the scheduled pickup time. If there will be other riders with them, we let them know that as well.

B. Summary of Service

1. Days and Hours of Service

Generally, Country Neighbor operates Monday through Saturday from 3:30 am. to 7:00 p.m. The times are flexible and vary with individual need. On occasion, we do provide limited transportation on Sundays and holidays for dialysis, when necessary.

2. Years of Experience

Country Neighbor has been in the transportation business since the early 1980's. Therefore, I believe we have a great deal of transportation experience.

3. a. Senior Transportation

1. Calculating Trip Charge

Country Neighbor charges a flat, per mile fee. There are no additional fees for waiting or "lift drops".

Mileage begins from our vehicle lot and back, unless it is already out in service. If it is already in service, mileage begins from the drop off point of the previous passenger to the new passenger's pickup address then to their destination and back home or back to our vehicle lot if there are no further trips scheduled for that driver.

2. Definition of Round Trip

A "round trip" is when we leave a specified location, pick up the passenger, take them to their destination, and then return them back to their home. If the driver has no other runs scheduled, then the trip ends at the Country Neighbor lot. If there is another run, then the trip ends at the passenger's home.

3. Method of Charging a "Shared" Ride

If all the same funding source, we take the total trip miles and divide by the number

of individuals sharing that trip and each is billed their share. If different funding sources, all going to the same destination area, the total trip miles are divided equally by the number of people on board and billed as such.

4. **Define a "No Go" Charge**

A "no go" trip is when the driver goes to the client's home or destination to pick them up and they cancel at the door without notifying the office in advance or get another way home without notifying us. "No go" trips happen more frequently in HRT and ERT transportation, however they do occur in Senior Levy as well. The Transportation Supervisor is very vigilant about making sure clients are reminded of their appointment schedules and when they will be picked up. We do not bill Senior Levy for "no go trips".

5. **Number of Vehicles, Passenger Capabilities, and Number of Wheelchair Lift Vehicles**

Country Neighbor has (2) 7 passenger minivans, (5) modified minivan, and (6) lift vehicles. The modified minivans have 1 wheelchair position, 2 of the lift vans have 3 wheelchair positions and 4 have 2 positions.

C. Geographical Service Area

Country Neighbor is available to provide transportation countywide. We will travel to destinations within the county, out of the county and into Pennsylvania. The majority of our medical transportation is to Geauga, Ashtabula, Cuyahoga and Trumbull Counties.

D. Organizational Structure

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is to help people remain independent by providing supportive services, thus enhancing their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, personal care, prescription assistance, emergency food, rental/utility assistance, summer meals for children, socialization, wellness education, and wellness activities.

Our service area is dependent upon the funding sources for the variety of programs we provide.

The Ashtabula County Food Bank (Country Neighbor) serves 18 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2020, we distributed over 2 million pounds of food to the partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Trumbull County Senior Services Ley, Ashtabula County Job and Family Services. the Direction Home of Eastern Ohio, the Ohio Department of Job & Family Services, Ohio Department of Education, and United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meets one time per month, generally the last Monday of each month. ***(List attached)***

An Organizational Chart is attached.

E. Applicant/Staff Qualifications

Executive Director: Responsible for overall implementation, grant writing, fiscal accountability and administration of the program. Also, very involved with the Coordinated Transportation Plan update and implementation for the County.

Assistant Director: Directly responsible for human resources, fiscal responsibilities, payroll and financial reporting processes of the program. Also assist the Executive Director with the day-to-day operations of the program.

Administrative Assistant/Bookkeeper: Assist with human resources, fiscal responsibilities, payroll and financial reporting. This position supports the Executive Assistant.

Receptionist: Perform all clerical responsibilities, answers telephone, directs clients, and filing of records of central filing system.

Data Support/Backup Receptionists: Covers the desk and telephone when the receptionist is not available. Responsible for the daily clerical responsibilities of the home delivered meals program, such as data collection/entry into the data base, run daily delivery sheets for drivers, review of daily service delivery sheets

Transportation Supervisor: Reports to the Executive Director. She is responsible for the Intake and Assessment of each client, scheduling all transportation trips, drivers, vehicles, accuracy and completion of all required documentation and recordkeeping, maintenance program implementation, policy and procedure implementation and quality assurance of the program.

Transportation Assistants: Responsible for all daily trip data entry, assist with billing and assessment tools. Assists supervisor with telephone support, scheduling and clients.

Drivers: Direct service of client's transportation to appointments, assist them, then return them to their homes, cleanliness of vehicles, accurate completion of all documentation, and required training.

Facility Maintenance: Responsibilities include, facility cleaning and assist with vehicle cleaning

EXHIBIT II

Applicant Budget
Summary

Applicant: Country Neighbor Program, Inc. (Transportation) (Revised)	
Date From: January 1, 2022	**To: December 31, 2022**

		Amount
I. Staff		
A. Salaries	$	207,200.00
B. Payroll-Related Expenses	$	23,025.00
Total Staff Costs	$	230,225.00
II. Operations		
A. Travel and Short-Term Training	$	675.00
B. Consumable Supplies	$	30,950.00
C. Occupancy Costs	$	10,102.00
D. Contract and Professional Services	$	37,000.00
E. Other - Miscellaneous	$	21,924.08
Total Operational Costs	$	100,651.08
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	330,876.08
IV. Minus Other Program Resources	$	19,000.00
Total Program Costs	$	311,876.08

Budget Computation

Total Operating Expenses	$	311,876.08
Divided by Total Operating Units		154,394.00
= Unit Rate	$	2.02

Unit Rate	$	2.02
X number of units purchased		154,394.00
= Total Contract Amount	$	311,876.08

Unit = 1 mile

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 77,500.00	Annual	24.00%	$ 18,600.00
Assistant Director	$ 50,000.00	Annual	24.00%	$ 12,000.00
Administrative Assistant/Bkkp	$ 33,280.00	Annual	28.02%	$ 9,325.00
In-Home Services Supervisor	$ 30,160.00	Annual	7.01%	$ 2,115.00
Receptionist I	$ 22,880.00	Annual	26.51%	$ 6,065.00
Data Support/Backup Recpt	$ 24,960.00	Annual	25.00%	$ 6,240.00
Transportation Supervisor	$ 32,240.00	Annual	41.50%	$ 13,380.00
Transportation Assistants	$ 56,160.00	Annual	30.68%	$ 17,230.00
Drivers	$ 284,545.00	Annual	42.70%	$ 121,495.00
Facility Maintenance	$ 10,400.00	Annual	7.21%	$ 750.00
Total Salaries				$ 207,200.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 15,850.00
Worker's Compensation	$ 4,750.00
Unemployment Insurance	$ 825.00
Retirement Expenses	$ 400.00
Hospitalization	$ -
Other (Life Insurance)	$ 1,200.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 23,025.00

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: .56 per mile	$ 25.00
Short-Term, Training	$ 650.00
Total Travel and Short-Term Training	$ 675.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 750.00
Cleaning Supplies	$ 200.00
Other *(Fuel)*	$ 30,000.00
Other *(identify)*	
Total Consumable Supplies	$ 30,950.00

II. C. Occupancy Costs

	Amount
Rent	$ 3,000.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 50.00
Utilities (if not included in rent) must be itemized	
Heat	$ 420.00
Electric	$ 1,500.00
Water	$ 200.00
Telephone	$ 4,752.00
Sewer	$ -
Other *(Garbage)*	$ 180.00
Other *(identify)*	
Total Occupancy Costs	$ 10,102.00

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Audit	$ 2,000.00
D&O Insurance	$ 500.00
Employee Testing	$ 1,000.00
Liability Insurance	$ 2,000.00
Vehicle Insurance	$ 17,000.00
Technology & Software	$ 7,000.00
Subcontracts (Contract Labor)	$ 7,500.00
Total Contract & Services Costs	$ 37,000.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Licensure	$ 1,000.00
Advertising	$ 250.00
Dues & Subscriptions	$ 100.00
Vehicle Maintenance & Repair	$ 20,250.00
Equipment Maintenance & Repair	$ 250.00
Miscellaneous Expense	$ 74.08
Total Miscellaneous Costs	$ 21,924.08

III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Participant Co-Pays	$ 19,000.00
Total Other Resources	$ 19,000.00

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor c
88 East Broac
Post Office Bc
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program Inc.**
Date: **11/12/2021 10:13:38 AM**

This search produced the following list of **7** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lawrence County Educational Service Center	304 N. 2nd Street
Lawrence County Schools Council of Governments	304 N. 2nd Street
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes 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 aw 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: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc**. for **Transportation** programs

Approved as to Legal Form Only:

By: _____
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 10·28·2021

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
INDEPENDENCE AND WELLNESS

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Ashtabula County YMCA,** located at **263 West Prospect Rd, Ashtabula, Ohio, 44004** to provide **Independence and Wellness Programs** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

Therefore, in consideration of the mutual covenants contained in this Subgrant Agreement, the parties agree as follows:

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Independence and Wellness: $36,614.91 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$3.86 per unit of Independence & Wellness as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant Agreement number
    -Service month and year
    -Subgrantee's name, address, telephone number and billing contact person's name
    -Total amount invoiced for the month

    (2) A spreadsheet (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals

should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    (D) Notwithstanding sections (A), (B), and (C) of this Article, if the funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No

such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state, and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** Grantor and the Subgrantee agree that as a condition of this agreement there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficient (LEP) in their programs and activities as further outlined in Executive Order

13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this Subgrant Agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

25. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly relating to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant Agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to providing an obligation for any amount or level of funding, resources or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

Therefore, the below listed parties enter into this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

11/3/21
Date

Ashtabula County YMCA

11/10/21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix I
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

Independence and Wellness for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

The purpose of this program is to provide independence and wellness programs for the senior population of Ashtabula County. Such programs will offer opportunities for socialization, wellness education and promotion, recreational and physical activities, linkage to life-enhancing community services and healthy aging. Participation in these programs will result in seniors experiencing meaningful personal interactions, maintaining their independence and dignity, monitoring their physical well-being, and having access to information related to county-wide senior services and resources. Eligible participants: a) must be age 60 or over, b) and reside in Ashtabula County.

Programs need to promote the health and wellness of older adults by participating in a social community or other groups. Participation in these programs will result in increased knowledge of private and public health insurance programs. Programs provided may include, but are not limited to:

- Recreation and fitness activities
- Health promotion
- Community engagement
- Services that improve the quality of life and encourage community involvement
- Programs allowing seniors the opportunity to gather; supporting social independence and preventing isolation and loneliness that is often the result of disconnection from peers and family
- Programs which offer resources that enable education
- Cultural opportunities to meet the needs of the aging community
- Technological and social media assistance programs
- Obtaining free or reduced cost prescriptions based upon eligibility by:
    - Providing improved access to existing prescription drug patient assistance programs to help meet the needs of individuals who cannot afford their medications
    - Assisting seniors who are Medicare Part D eligible with information to find suitable plans

Applicant Information

AGENCY / ORGANIZATION NAME: Ashtabula County YMCA

ADDRESS: 263 W Prospect Rd, Ashtabula, OH 44004

PHONE: 440-997-5321 FAX: 440-992-5899

SERVICE SITE (if different than above): ____

ADDRESS: ____

PHONE: ____ FAX: ____

FEDERAL TAX I.D. NUMBER: 34-0726066

EXECUTIVE DIRECTOR/DIRECTOR: Trevor Sprague

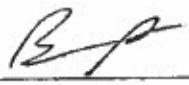
PROGRAM COORDINATOR: Brian Pruitt EMAIL:
bpruitt@ashtabulaymca.org

FISCAL CONTACT: Robert Calaway EMAIL:
rcalaway@ashtabulaymca.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job and Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Brian Pruitt SIGNATURE: 

(Note: original signature must be in blue ink)

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Ashtabula County YMCA

Company Address: 263 W Prospect Rd, Ashtabula, OH 44004

Telephone Number: 440-997-5321 FAX: 440-992-5899

The name and telephone number of the person(s) who has the authority to submit Proposal:

Brian Pruitt 440-997-5321

The name and telephone number of the person(s) who has the authority to sign contracts:

Brian Pruitt 440-997-5321

The legal status of the Applicant's organization 501c3

Date of establishment/incorporation:6/26/81

Federal Employer Identification Number (FEIN):34-0726066

Is the Company co-owned or controlled by a parent company? ☐Yes ☒No

If yes, name of parent company:

Is the Applicant authorized/licensed to do business in the state of Ohio? ☒Yes ☐No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? ☒Yes ☐No

If yes, has the company filed all required EEO reports to the necessary agencies? ☒Yes ☐No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. ☒Yes ☐No

Does the company have current or future plans for a buyout or sale? ☐Yes ☒ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. ☒Yes ☐No

The Applicant certifies it is a drug-free work place? ☒Yes ☐ No

The Applicant certifies it is not delinquent on any Federal debt? ☒Yes ☐ No

At the Y, strengthening community is our cause. This last year, the pandemic of 2020 put our mission to the test in ways we have never managed before. All of our programs that serviced older adults at the YMCA and throughout Ashtabula County were now not available. What we have built and strived for, specifically providing older adults programs closer to where they live, has been shut down. But, the YMCA leadership staff did not. Together, as we reached out into the communities throughout Ashtabula County, we adapted to the challenge of a pandemic. Wellness calls were made to all our senior members, letting them know they are not alone. Continued collaborations with fellow organizations and outreach sites where maintained. New versions of quality programs were developed virtually to keep our community engaged, healthy and safe. By the end of 2020, a program or group fitness class was made available to any adult, 60 years or older, every day of the week at the YMCA or at our any of our Outreach Sites.

One organization that did not shut down was the Senior Levy Board. With your support, we have been able to offer up to 14 hours of land classes at 5 different locations around the county. The YMCA continues to work with supplemental insurance companies that offer opportunities for additional workshops at any of our sites providing information on balance and nutrition. We would like to make these programs and new programming available to our seniors that are located in the City of Ashtabula. Due to so many of our seniors in the city limits are on limited incomes, utilizing Senior Levy dollars would help them access the same services provided in other areas of the county to keep them just as physically active and aware of healthier lifestyles. The Ashtabula County YMCA currently offers 41 hours of land classes, Monday- Friday, in Ashtabula, Conneaut, Andover, and Orwell including, Silver Sneakers®, Gentle Yoga, Line Dancing, Enhance®Fitness (Arthritic Program), Stretch, PoundPro®, Cycling, Step, Body Blast and Tai Chi. These classes continue to be implemented throughout the county due to community need and proximity. Currently, 13 hours of weekly water classes are provided at the YMCA including GentleSplash, Aquacize, Deep Water toning and more.

As an older adult, regular physical activity is one of the most important things you can do for your health. It prevents many of the health problems that seem to come with age, such as cardiorespiratory dysfunction, coronary artery disease and increase risks of falling. It also helps muscles grow stronger so you can keep doing your day-to-day activities without becoming dependent on others. An older adult looking to establish an exercise routine should, ideally, be able to incorporate 150 minutes of moderate endurance activity weekly. (CDC, 2011)

Once our classes are developed and instructors trained, each class is scheduled for at least 2 hours of instruction time at the YMCA or at our Outreach Sites in Conneaut and Andover. It is important to the success of our classes that they are offered routinely and consistently throughout the year. Occasional breaks on a holiday or facility closing are predetermined and notifications are done verbally in class, on the monthly fitness calendar or through social media. Trained instructors back each other up in case of illness or time off.

Members of the Ashtabula YMCA Leadership Team consisting of directors of Programs, Health and Wellness, Aquatics and Outreach work together to provide all the necessary communication,

details, trainings, purchasing and scheduling needed to begin a successful offering of a YMCA class for older adults.

All classes being offered for older adults are free when joining the YMCA. Membership rates include a discount for seniors. The Y also accepts insurance programs such as Silver Sneakers®, ReNew Active®, and Silver & Fit®. Classes are offered at a daily rate for all other participants.

To become a member or participate in any YMCA program, a unit application or a Quick Add form is completed and information entered into our system. Once entered, participants sign in at the outreach classes and are checked into our system by a staff member. Their participation can now be tracked for frequency, interests and involvement. All trained instructors are paid employees only.

The Ashtabula county YMCA has received no Federal, State or local funding for these proposed services within the past 5 years, with the exception of the Senior Services Levy.

For the past 5 years, continuous service collaboration in Conneaut include New Leaf Methodist Church, Conneaut Human Resource Center and the Conneaut Public Library. Additional classes have been added at the Good Shepherd Lutheran Church which now offers a YMCA low impact class for seniors every day of the week. We continued to work with Conneaut Township Park Board of Trustees to allow classes to be held outside at the park during the pandemic. In Andover, senior programs are coordinated through the Andover United Methodist Church and the Andover Community Center. Andover Village also granted permission to hold low impact classes outside at their local recreation park, including a walking program. Collaboration and scheduling has restarted in Orwell with the Colebrook Community Center and Country Neighbor. A Classic Silver Sneakers class has begun in July at the Community Center. The Ashtabula County YMCA also collaborates with University Hospitals Outreach Department by bringing in educational lectures for our senior population, screenings throughout the year and they also give our seniors some free samples of different products to help them be healthier like sunscreen, lip balm, poison labels, etc.

New Leaf and Andover Methodist churches have been very generous to contribute the space we use as an in-kind contribution. We began to recognize each organization for the use of their facility. The most current facility added this year in Orwell are allowing us usage as an in kind contribution until the classes become established. The budget for 2022 reflects an amount to use for rent at 5 facilitites.

The Directors of the Ashtabula YMCA Leadership Team work together to provide all the necessary communication, details, trainings, purchasing and scheduling needed to begin a successful offering of a YMCA class for older adults in house or in the community.

With the help of the Senior Services Levy, the Ashtabula county Family YMCA will continue to offer a variety of quality programs with an involved Leadership team and certified instructors

that will provide active older adults the ability to achieve or maintain self-sufficiency to reduce or prevent dependency.

Service Area Township, Village or City	Units Provided & Unduplicated Clients Served in past 12 months age 60-75	**Proposed** Number of Units & Unduplicated Clients to be Served age 60-75	Units Provided & Unduplicated Clients Served in past 12 months age 76+	**Proposed** Number of Units & Unduplicated Clients to be Served age 76+
Ashtabula	Units 14,109 Unduplicated Clients 443	Units 15,520 Unduplicated Clients 487	Units N/A Unduplicated Clients N/A	Units 3000 Unduplicated Clients N/A
Conneaut	Units 3149 Unduplicated Clients 58	Units 2,680 Unduplicated Clients 64	Units 248 Unduplicated Clients 10	Units 436 Unduplicated Clients 15
Andover	Units 2270 Unduplicated Clients 33	Units 2,438 Unduplicated Clients 43	Units 390 Unduplicated Clients 11	Units 686 Unduplicated Clients 16
Orwell		Units 1,657 Unduplicated Clients 20		Units 238 Unduplicated Clients 3

The YMCA's objectives are to increased participation in both number of people attending classes and total number of check-ins and the availability of class offerings throughout Ashtabula County. We would also like to provide more related social functions at different sites to increase attendance and interest.

Enhance®Fitness has three physical fitness assessments that are performed before each participants' initial class including bicep curls, sit to stands and a get up and go. After each participant has completed sixteen weeks of the class which meets three times a week, they have another scheduled assessment of the initial three tasks to measure their improvement.

One of the greatest strengths of the Ashtabula County YMCA, and the reason we've be serving our community since April 8, 1868, has been our ability to adapt to community needs.

Our organization got its start in 1886 operating out of rented quarters primarily as a library, lecture and religious program after a couple of young men gathered at the old Presbyterian Church on Park Avenue to form the organization. By 1887, enough money was raised to provide a home for the Y on the second and third floors of the Ashtabula House above Riddell's Store at 46th Street and Main Ave. The association boasted a Social Library, billiard tables and the finest and best-equipped gymnasium in the area.

A campaign fund in 1911 raised $80,000 to purchase the Park-Progress site and erect a new building which was dedicated in January 1911. The four-story, 135 foot by 55 foot new building had a fully equipped gym and offered more floor space than any other building in the county. Five hundred books from the Ohio State Library, 40 magazines, and 12 daily newspapers were provided in the reading room. A drinking fountain, desk telephone, and toilet facilities were offered free to the public. The dormitory housed 22 rooms and a 14 foot by 36 foot swimming pool had water circulated and renewed every three days.

In 1953, The YWCA requested use of the physical facilities and this started the movement which eventually resulted in the construction of the new YMCA/YWCA at Five Points. A capital funds drive under the direction of the Civic Development Corporation in 1959 raised $1,088,000 in pledges for this new building. September 9, 1962, the current building at Five Points was dedicated and remains Ashtabula County's only independent YMCA facility. The most recent articles of incorporation are dated June 22, 1981 as provided on the included Representation, Assurances and Certification page.

Funding has continued ever since by the Civic Development Corporation, from renovating the boys' and the girls' locker rooms to currently purchasing state of the art fitness equipment for our fitness areas. Our Annual Campaign provides a main source of financial support along with assistance from the Ashtabula Foundation, Herzog Family Foundation and the Robert S. Morrison Foundation.

For 152 years, the Ashtabula YMCA has been listening and responding to our communities. Our services have outgrown our building and are spreading into the communities providing easier access to fitness programs developed for older adults to achieve a healthier lifestyle.

EXHIBIT II

Applicant Budget
Summary

Applicant:Ashtabula County YMCA	
Date From:1/1/22	**To:12/31/22**

	Amount	
I. Staff		
A. Salaries	$ 19937.59	-
B. Payroll-Related Expenses	$ 2567.47	-
Total Staff Costs	$ 22504.97	-
II. Operations		
A. Travel and Short-Term Training	$ 6129.85	-
B. Consumable Supplies	$	-
C. Occupancy Costs	$ 6000	-
D. Contract and Professional Services	$	-
E. Other - Miscellaneous	$	-
Total Operational Costs	$ 12129.85	-
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$ 1980	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$ 1980	-
Sub- Total of All Costs	$ 36614.91	-
IV. Minus Other Program Resources	$	-
Total Program Costs	$ 36614.91	-

Budget Computation

Total Operating Expenses	$ 36614.91	-
Divided by Total Operating Units	$ 9486	-
= Unit Rate	$ 3.86	-

Unit Rate	$ 3.86	-
X number of units purchased		
= Total Contract Amount	$ 36614.91	-

Unit = 1 hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Group Fitness Instructor	9.30	hr	100	7955
Health and Wellness Director	14.05	hr	10	3372
Program Director	35808	yr	2.5	895.20
Outreach Director	13.05	hr	50	6155.39
Admin Assistant	10	hr	100	1560
Total Salaries				$ 19937.59 -

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	
Worker's Compensation	
Unemployment Insurance	
Retirement Expenses	1042.25
Hospitalization	
Other (*identify*)	1525.22
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 2567.47 -

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.485 -	5329.85
Short-Term, Training	800
Total Travel and Short-Term Training	$ 6129.85 -

II. B. Consumable Supplies

Type	Amount
Office Supplies	
Cleaning Supplies	
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ -

II. C. Occupancy Costs

	Amount
Rent 500/month	6000
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	$ 6000 -

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	**Amount**
Total Contract & Services Costs	**$ -**

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	**Amount**
Total Miscellaneous Costs	**$ -**

III. Equipment
A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -	$	$ -

III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount
Resistance Bands	16	140
Balls	2	40
SilverSneaker Chairs	32	1160
Bluetooth Speaker w/mic jack	1	125
Portable CD Player	2	80
CDs	8	160
Headset w/ mic	1	35
Fans	2	200
Bluetooth Speaker	1	40
Total Small Equipment Purchases		$ 1980 -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of
88 East Broad
Post Office Bo
Columbus, OH 4321

(614) 46
(800) 28

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County YMCA**
Date: **11/12/2021 10:15:12 AM**

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 a 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 awa 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: An agreement between Ashtabula County Job & Family Services and **Ashtabula County YMCA** for **Independence and Wellness** programs

Approved as to Legal Form Only:

By: _____
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 10.28.2022

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January 2022** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Country Neighbor Program, Inc.,** located at **39 South Maple Street Orwell, Ohio 44076** to provide **Companionship Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

Therefore, in consideration of the mutual covenants contained in this Subgrant Agreement, the parties agree as follows:

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2022** through **December 31, 2022**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Companionship: $5,271.42 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$16.30 per unit of Companionship as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant Agreement number
    -Service month and year
    -Subgrantee's name, address, telephone number and billing contact person's name
    -Total amount invoiced for the month

    (2) A spreadsheet (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    (D) Notwithstanding sections (A), (B), and (C) of this Article, if the funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant . Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, as applicable, as well as federal, state and local law. Any award of a subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** Grantor and the Subgrantee agree that as a condition of this agreement there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficient (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this Subgrant Agreement.

Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

25. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly relating to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant Agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to providing an obligation for any amount or level of funding, resources or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Subgrant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

Therefore, the below listed parties enter into this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

Patrick J. Ancaro, Executive Director
Ashtabula County Job & Family Services

11/3/21
Date

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11-15-21
Date

11/23/21
Date

Ashtabula County Board of Commissioners

EXHIBIT I

Appendix IV
ACJFS RFP #8-22
Ashtabula County Senior Services Levy
Homemaker and/or Companionship
Program Description

Companionship Services for Seniors

Term: January 1, 2022 – December 31, 2022
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Companionship for Seniors

The purpose of the Senior Companionship Program is to engage adult volunteers, age 55 and over to provide companionship and emotional support to the seniors of Ashtabula County. Sometimes the most important piece of keeping a loved one at home is simply having someone to keep them company. Seniors who live alone are at higher risk for social isolation, depression, falls and other injuries.

The Senior Companionship Program provides companionship to ease loneliness and social isolation. Services provided will coincide with the care plan developed by the provider during the initial assessment which may include but are not limited to:

- Assistance with scheduling transportation
- Light chores
- Help to serve as eyes and ears to professionals who can intervene in the case of medical or other deterioration on the part of the clients
- Give support to informal caregivers
- Social interaction
- Recreational activities
- Respite for family caregiver
- Read to or assist with letter writing
- Technology support
- Play cards or games
- Take walks

A provider representative will personally interview all persons to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days and when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person has decided to receive the necessary support from another source or has moved into an institution or simply has no desire to continue Senior Companionship.

The Senior Companionship program provides an opportunity for limited income senior volunteers to earn a small, tax-free stipend while helping other seniors maintain their independence and providing respite to caregivers. They can serve 20-40 hours per week and assist the elderly with the above-mentioned services. While serving, Senior Companionship volunteers improve their own lives by staying active and civically engaged.

Applicant Information

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): 39 South Maple Street

ADDRESS: Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Joshua Woodard EMAIL: joshua.woodard@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: Tina.Hansel@countryneighbor.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job and Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Barbara Klingensmith SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: August 3, 2021

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

The name and telephone number of the person(s) who has the authority to submit Proposal:

Barbara Klingensmith, Executive Director (440)437-6311

The name and telephone number of the person(s) who has the authority to sign contracts:

Barbara Klingensmith, Executive Director (440)437-6311

The legal status of the Applicant's organization Not for Profit 501(c)(3) Organization

Date of establishment/incorporation: March of 1981

Federal Employer Identification Number (FEIN): 34-1331627

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free work place? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

COUNTRY NEIGHBOR PROGRAM, INC.
COMPANIONSHIP SERVICES FOR SENIORS
PROGRAM PLANNING AND DEVELOPMENT

A. PROGRAM DESCRIPTION

1. NARRATIVE OF PROPOSED SERVICE

Country Neighbor is proposing to provide a Senior Buddy Program. Our goal is to match vetted volunteers, 55 years and older, with older adults with shared interests and/or hobbies to foster relationships alleviating loneliness and isolation.

We would also like to match vetted community volunteers with a Senior Buddy that has been identified as food insecure and socially isolated to share a weekly lunch with them. Country Neighbor will deliver two meals once per week for the "Buddy" and the volunteer companion.

The volunteer companions may assist with light chores, run occasional errands, provide respite support for caregivers, play cards and/or games, read, and participate in social interaction with their buddy.

All volunteer companions will participate in a pre-service training, show proof of vehicle insurance, attend monthly service trainings, and undergo both FBI and BCII background checks.

The LPN will assess the clients to determine the range of services required and the length of time for which the services will be provided. He/she will develop a care plan for each individual client and will follow up every 90 to 120 days to re-evaluate the needs of the client and provide a supervisory visit of the volunteer companion.

2. Need for The Service

Social isolation, loneliness and depression are common issues for senior adults especially those who are frail and/or homebound and have debilitating health issues. For some individuals, our staff are the only ones they see during the day. Our home delivered meal drivers and in-home services staff have identified individuals that could benefit from a "Senior Buddy Program."

3. Experience of the Applicant

Country Neighbor has provided a variety of senior services for well over 40 years throughout southern Ashtabula County.

4. Statistics of Past Performance

We do not have any statistics from past performance in this program as it would be a new program.

5. DAYS AND HOURS OF SERVICE

The service will be scheduled based on the client and the Senior Companion's schedule. The volunteer companion will commit to a visit at least one time per week for a period of 1 to 1.5 hours.

All Senior Companionship Services will be provided from the Orwell facility, 39 South Maple Street, in Orwell.

6. CLIENT INTAKE AND ASSESSMENT

a. Description of Client Intake

When a referral is received into our office, the In-Home Services Supervisor's office is responsible to contact the client or representative to set up an in-home, face to face assessment appointment for the LPN. Appointments are generally made within 1-2 business days. As part of the initial assessment, the LPN reviews the HIPAA form, completes the Basic NAPIS Form, the Care Plan for Senior Companionship Program, the Prioritization form, and a narrative describing the clients need for the service(s). He/she then completes a Consumer Service Summary listing the service(s) that are to begin for the client.

The completed forms are returned to the office for the RN's review and signoff. The client is scheduled for the recommended service(s). A reassessment of need and evaluation of the care plan and volunteer companion will be completed generally, every 90 - 120 days. If the client calls to end service(s), the service(s) is stopped. Or, if during the reassessment, it is determined that the service(s) is no longer needed, the service(s) would be stopped. Should the client need to resume, the LPN would go back out and evaluate the situation, and if it is determined that the service(s) needs to resume, the client would be put back on the schedule.

b. Provider Assessment Process

When perspective clients are referred, the In-Home Services Supervisor's office will try to schedule an assessment appointment within 24 hours. A visit to the home will be made by the LPN and a Service Intake and Assessment tool is completed which includes name, address, telephone number, date of birth, demographics, financial information, medical history, ADL/IADL, service plan and emergency contact. A Care Plan and Client Prioritization Form will also be completed. All customers must sign a Release of

Information. Eligibility will be based on medical status basis and availability of family support. Ongoing assessments will be provided, per service specifications. If breaks occur during service, for example, extended hospital stays, a reassessment will be completed upon their return home to determine the client's health status.

When the LPN goes out to do the assessment, he/she does a prioritization checklist for each client, so we know who is most in need, if we must go to a waiting list in this service.

Priority Level 1 is the level of highest priority and level 5 is the lowest. In addition to medical or mental conditions, consideration is given to age, the availability of family or community support and the need for multiple services.

c. Submit Client Assessment Tool

Country Neighbor's complete Assessment tool is attached.

7. SOURCES AND AMOUNTS OF FEDERAL, STATE OR LOCAL FUNDING WITHIN THE PAST 5 YEARS AND UNIT RATES

We do not receive any funding for this service.

8. Service Collaboration/Coordination

Country Neighbor works with the social service agencies, Veterans Administration, Department of Job & Family Services staff, hospitals, and physician's offices located throughout Ashtabula County.

B. Specific Measurable Objectives

Country Neighbor is a multi-purpose community center providing a focal point for services to assist individuals and families by providing a "service support system" enabling seniors to stay in their home for as long as possible without jeopardizing health and safety issues.

The Country Neighbor Companionship for Seniors will aim to decrease social isolation and increase food security by providing a "friend" to enjoy a weekly lunch with.

Measurable Objective:

- To provide 330 hours of companionship services for seniors for 5 individuals in Ashtabula County
- To recruit 5 volunteer companions

Impact:

- Individuals participating in the companionship services for seniors will be less lonely
- Participants will feel more connected to the community
- Clients experience better quality of life and maintain their independence

Strategies:

- Complete Intake and Assessment documents prior to start of service
- Service delivery documentation completed by office staff and volunteer companions
- Ongoing supervisory visits by LPN to determine health status of clients

C. ORGANIZATIONAL STRUCTURE

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is help people remain independent by providing supportive services enhancing their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, personal care, prescription assistance, emergency food, rental/utility assistance, socialization, education, and wellness activities.

Generally, our service area consists of the southernmost 15 townships in Ashtabula County and the northern most 15 townships in Trumbull County.

The Ashtabula County Food Bank (Country Neighbor) serves 18 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2020, we distributed over 2 million pounds of food to our partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Direction Home of Eastern Ohio, Ashtabula County Job & Family Services, Ohio Department of Job and Family Services, United States Department of Agriculture, Trumbull County Senior Services Levy, and the United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meets monthly, generally, the last Monday of each month. ***(List attached)***

An Organizational Chart is attached.

D. PROVIDER/STAFF QUALIFICATIONS

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the project

Assistant Director: Directly responsible for fiscal responsibilities, payroll, financial reporting processes of the program and the human resources function of staff training schedules and benefit activities of the agency. Also assist the Executive Director with the day-to-day operations of the program.

Administrative Assistant/Bookkeeper: Assist the Assistant Director with fiscal responsibilities, payroll, financial reporting, clerical duties, reporting, etc.

In-Home Services Supervisor: Is responsible for the implementation of the referral process and visit/assessment completion with the customers in partnership with the LPN and the Program Coordinator. She reports to the Executive Director.

Program Coordinator: Responsible for the recruitment of volunteer companions, coordinating, monitoring, training of the volunteer companions, quality assurance, and evaluation of the success of the project.

2. Organization's Training Requirements

All volunteers will undergo a background check, interview, pre-service orientation, training and on-going, monthly trainings specific to senior issues.

Volunteer companions will receive orientation on the agency policies and procedures, proper documentation, Code of Ethics, HIPAA regulations, emergency procedures, drug free workplace, and job description review.

3. Volunteer Capacity

Volunteers will be used in this program to serve as the Companionship Buddies. We plan to pay them mileage reimbursement.

EXHIBIT II

Applicant Budget
Summary

Applicant: Country Neighbor Program, Inc. (Companionship Services for Seniors) R	
Date From: January 1, 2022	**To: December 31, 2022**

		Amount
I. Staff		
A. Salaries	$	1,857.00
B. Payroll-Related Expenses	$	213.00
Total Staff Costs	$	2,070.00
II. Operations		
A. Travel and Short-Term Training	$	2,350.00
B. Consumable Supplies	$	60.00
C. Occupancy Costs	$	210.00
D. Contract and Professional Services	$	535.00
E. Other - Miscellaneous	$	46.42
Total Operational Costs	$	3,201.42
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	5,271.42
IV. Minus Other Program Resources	$	-
Total Program Costs	$	5,271.42

Budget Computation

Total Operating Expenses	$	5,271.42
Divided by Total Operating Units		323.40
= Unit Rate	$	16.30

Unit Rate	$	16.30
X number of units purchased		323.40
= Total Contract Amount	$	5,271.42

Unit = 1 Hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 77,500.00	Annual	0.25%	$ 195.00
Assistant Director	$ 50,000.00	Annual	0.25%	$ 125.00
Administrative Assistant/Bkkp	$ 33,280.00	Annual	0.11%	$ 35.00
In Home Services Supervisor	$ 30,160.00	Annual	0.50%	$ 150.00
Program Coordinator	$ 27,040.00	Annual	5.00%	$ 1,352.00
Total Salaries				$ 1,857.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 142.00
Worker's Compensation	$ 44.00
Unemployment Insurance	$ 7.00
Retirement Expenses	$ 10.00
Hospitalization	$ -
Other (*identify*) Life Insurance	$ 10.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 213.00

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: 56 cents per mile (IRS)	$ 2,150.00
Short-Term, Training	$ 200.00
Total Travel and Short-Term Training	$ 2,350.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 60.00
Cleaning Supplies	$ -
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ 60.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ -
Utilities (if not included in rent) must be itemized	
Heat	$ 30.00
Electric	$ 60.00
Water	$ -
Telephone	$ 120.00
Sewer	$ -
Other *(identify) Garbage*	$ -
Other *(identify)*	
Total Occupancy Costs	$ 210.00

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Amount
Audit	$ 50.00
D & O Insurance	$ 25.00
Liability Insurance	$ 100.00
Technology	$ 60.00
Volunteer Testing	$ 300.00
Total Contract & Services Costs	$ 535.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Miscellaneous Expense	$ 46.42
Total Miscellaneous Costs	$ 46.42

III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

III. B. Small Equipment Purchases (Equipment costing under $25,000)

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of
88 East Broad
Post Office Box
Columbus, OH 43216

(614) 466
(800) 282

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program Inc.**
Date: **11/12/2021 10:13:38 AM**

This search produced the following list of **7** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lawrence County Educational Service Center	304 N. 2nd Street
Lawrence County Schools Council of Governments	304 N. 2nd Street
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes a 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 awa 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: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc.** for **Companionship** services

Approved as to Legal Form Only:

By: _____
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 10.25.2021