

**RESOLUTION AWARDING PROPOSAL AND APPROVING TANF SUMMER YOUTH EMPLOYMENT PROGRAM CONTRACT WITH ASHTABULA COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AGENCY AND ASHTABULA COUNTY TECHNICAL & CAREER CENTER.**

WHEREAS, on April 11, 2022 one proposal was received from A-Tech for the TANF Summer Youth Employment Program; and

WHEREAS, Patrick Arcaro, Director of the Ashtabula County Department of Job & Family Services has now presented a Temporary Assistance for Needy Families (TANF) Contract for the approval of the Board, to-wit:

**Provider:** ***Ashtabula County Technical & Career Center***  
1565 State Route 167, Jefferson, OH 44047

***Ashtabula County Department of Job & Family Services***  
2924 Donahoe Drive, Ashtabula, OH 44004

**Service:** The coordination of services between the Ashtabula County Department of Job & Family Services and Ashtabula County Technical & Career Center to provide work experience for low income TANF eligible youth to gain work experience while earning a paycheck to help meet basic needs.

**Effective Date:** Retroactive to May 1, 2023 thru September 30, 2023

**Cost:** **Not to Exceed, \$450,000.00**

WHEREAS, this Board of Commissioner concurs with the recommendation of the Dept. of Job and Family Services and hereby awards the TANF Summer Youth Employment Program contract to the Ashtabula County Technical & Career Center and approves the corresponding contract; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the TANF Summer Youth Employment Program Proposal and Contract, as outlined above, is awarded and approved in accordance with the copy on file in this office.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

Resolution No. 2022-232

May 03, 2022

**RESOLUTION AWARDING PROPOSAL AND APPROVING TANF SUMMER YOUTH  
EMPLOYMENT PROGRAM CONTRACT WITH ASHTABULA COUNTY  
DEPARTMENT OF JOB & FAMILY SERVICES AGENCY AND ASHTABULA  
COUNTY TECHNICAL & CAREER CENTER.**

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

**VOTE:**

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

Kathryn L. Whittington

Aye

**CERTIFICATE OF CLERK**

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



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

**TANF Summer Youth Program  
Subgrant Agreement**

This Subgrant Agreement is entered into on the 1<sup>st</sup> day of May, 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 the Ashtabula County Technical & Career Center, located at 1565 State Route 167, Jefferson, Ohio 44047 (hereinafter referred to as the “Subgrantee”) to provide the TANF Summer Youth Employment Program to individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

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

**RECITALS:**

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

**DEFINITIONS:**

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

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

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

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

**ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:**

Grantor agrees to:

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

**ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:**

Subgrantee agrees to:

- A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.
- G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with

Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.

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

**ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:**

- A. This Sub-Grant Agreement will be in effect from **May 1, 2022** through **September 30, 2022** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor’s obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

**ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:**

- A. This Sub-Grant Agreement is in the total amount of: **\$ 450,000.00.**
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

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

**Invoice Format:** Subgrantee’s invoice will consist of:

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

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

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

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

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

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

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

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:
  - a. Fiscal and accounting procedures;
  - b. Accounting records;
  - c. Internal control over cash, real and personal property, and other assets;
  - d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
  - e. Source documentation; and
  - f. Cash management.
2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

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

#### ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
  1. Services provided to program participants;
  2. Administrative cost of services provided to program participants;
  3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
  4. Cost of operating the organizations, agencies, programs, activities, and functions.
- C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

**ARTICLE VII ~ AUDITS OF SUBGRANTEE:**

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

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

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

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

**ARTICLE IX ~ NOTICES:**

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to Executive Director of Subgrantee at: 1565 State Route 167, Jefferson, Ohio 44047.
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

**ARTICLE X ~ AMENDMENT:**

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

**ARTICLE XI ~ ADDENDUM:**

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies

following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

**ARTICLE XII ~ SUB-GRANTS:**

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
  2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
  3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
  4. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.
  5. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

**ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:**

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

- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.
- Insurance:** The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.
- G. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

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

**SIGNATURES:**



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

04/22/2022

Date



Ashtabula County Technical & Career Center


4/25/22

Date



5-3-22

Date



Ashtabula County Board of Commissioners

# Exhibit I

**ATTACHMENT A  
TANF PROGRAMS  
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Ashtabula County Technical & Career Center

ADDRESS: 1565 State Route 167, Jefferson, Ohio 44047

PHONE: 440-576-6015 FAX: 440-576-5258

SERVICE SITE (if different than above): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

FEDERAL TAX I.D. NUMBER: 34-0970014

EXECUTIVE DIRECTOR/DIRECTOR: R. Scott Wludyga

PROGRAM COORDINATOR: Shaelynn Ballard EMAIL: shaelynn.ballard@atech.edu

FISCAL CONTACT: Lindsey Elly EMAIL: lindsey.elly@atech.edu

**TERMS AND CONDITIONS**

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

**NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:**

NAME: R. Scott Wludyga SIGNATURE: 

(Note: original signature must be in blue ink)

TITLE: Ashtabula County Technical & Career Center Superintendent DATE: 4/8/2022

## A. PROGRAM DESCRIPTION

### A-Tech Summer Employment Training (S.E.T.) Program

#### A. 1. Narrative

For many low-income Ohioans, especially those in their teens, there are many barriers to success. A diploma, a meaningful and self-sustaining job as well as self-sufficiency, let alone financial security, seem to be out of reach given the barriers that are present in their lives. This is especially true for families who are currently struggling with financial and emotional effects as Ashtabula County, Ohio, and the rest of the nation move out from under the terrible effects of the Covid-19 Pandemic. Job insecurity, food insecurity and educational insecurity have placed another layer of stress on already stress-filled families who were already struggling to survive.

The sad truth is that many young people do not have natural positive role-models to learn employment skills, life skills, or financial independence. Saying that they just need a job is like saying that an airplane only needs an airport. There are far, far more issues to be dealt with before a "job" can be a successful outcome. In addition to the lack of role models, these young people may also still be in school and/or lack a high school diploma as well as the "soft" or "common sense" skills needed for a successful employment experience. They may personally or at home face drug and/or alcohol issues, child care issues, transportation issues, housing issues...all which can seem to present an insurmountable barrier to being successful and self-sufficient.

In that spirit, A-Tech is proposing to offer one-hundred (100) young adults between the ages of 14 and 18 the opportunity to participate in a Summer Employment Training program (S.E.T.) or the yO! S.E.T Summer Camp. This program will offer them the opportunity to learn and practice the "soft" skills such as reliability and dependability that employers look for as well as those "hard" skills that relate specifically to job tasks.

The Summer Employment Training Summer Camp & Program will enable low-income TANF eligible youth to gain valuable work experience and training while earning a paycheck to help their families meet basic needs. We believe that this program will meet the first two purposes of TANF: *Goal # 1 to provide assistance to needy families so that children may be cared for in their homes or the homes of relatives* as well as *Goal # 2: To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage*. We propose to do this by preparing the eligible youth participants to enter into and be successful in the world of work, to identify businesses in the county who are willing to serve as work "training/mentoring" sites, and provide the actual opportunity to successfully learn to work. While doing so we will provide both with the comprehensive, holistic, wrap-around support and guidance necessary for youth success.

Our proposal provides for an opportunity to stem the need/dependence of public assistance for young people by providing them with:

1. job preparation in the form of career research as well as soft and hard skills training,
2. paid work experience that will help them develop real skills that will lead to self-sufficient job opportunities,
3. the opportunity to learn specific "tools" such as OhioMeansJobs.com and financial literacy, coping, and time management skills so important to a "successful" life,
4. or those selected for the S.E.T. summer camp to gain skills by participating in the Emerging Entrepreneurs (NFTE Curriculum), Career Navigation provided by Aspire, Relationship

Awareness Training, 100 Thing Every Teen Should Know Life skills training, Community Service Activities, and participating in Vision board/public speaking activities.

As outlined below and included as **Attachment A**, this program would serve up to 100 youth between the ages of 14 and 18 who are residents of Ashtabula County, are TANF-eligible as determined and referred by Ashtabula County Job and Family Services (ACJFS), and who may, in the future, wish to take advantage of the full range of services offered through the Comprehensive Case Management and Employment Program known locally as youth**OPPORTUNITIES!** (yO!). The Summer Employment Training program & S.E.T. Summer camp would offer them the opportunity to learn important life and job skills while being given a new start on a life-long path to self-sufficiency.

**Timeline of Proposed Activities:**

- May 1 Program begins. Applications delivered to school districts when available.
- May 13 Staff in place and prepared to receive referrals to be processed and prioritized by age, school status and prior work experience and invitations to **Work Prep** training sessions ready to be sent out.
- May 16 Work site supervisor training offered throughout the week.  
After school **Work Prep** is offered for TANF eligible youth  
Monitor training is conducted
- June 1 First day of **Work Experience** for the first group of trained participants.
- June 1 **Work Prep** training sessions held daily for all remaining participants with a capacity of 40 per day (Group A @ YTC, Group B @ OMJ)
- June 7 First day of **Work Experience** for all remaining trained participants.
- June 7, 14, 21 **Work Prep** Training Sessions held weekly until all participants are trained
- July 5-Aug. 11 **yO! S.E.T. Summer Camp** held for six weeks at A-Tech or Lakeside Jr. High
- August 19-21 **Moving Forward** summer wrap-up sessions for all youth.
- September 30 Final day of work for all youth.

(\* It should be noted that the beginning of summer break will differ for each county school district, the first of which, Jefferson and Pymatuning Valley, are not currently scheduled to begin until May 28 while Grand Valley begins June 3. Ashtabula, Buckeye, Conneaut and Geneva are currently scheduled to begin the week of June 7th.)

It is our goal to see that **each** participant in the S.E.T. summer work experience program will:

- a. register on OhioMeansJobs.com and learn about the contents of their virtual backpack,
- b. complete a job/career research interest survey,
- c. complete a "Work Experience Participation Agreement" detailing the skills to be learned during the work experience,
- d. successfully be placed on and complete a summer work experience or participating in the yO! S.E.T. Summer Camp,

- e. develop a resume and post to their OhioMeansJobs.com accounts, learn about cover letters, job applications (on-line and paper) and interviewing,
- f. learn skills and enhance abilities that will enable them to have the confidence necessary to meet the world with a sense of self-worth and the ability to be self-sufficient,
- g. earn Work Based Learning hours that can be utilized as a pathway to high school graduation,
- h. learn the value of work and the feeling of satisfaction that comes from doing a job well and gaining the respect of adults and their peers,
- i. learn a variety of specific skills related to the work that they perform: from filing or completing forms to mowing lawns; from woodworking to dealing successfully with the public, and
- j. learn to successfully prioritize and deal with life events in relation to meeting the expectations of the businesses and their customers. and
- k. learn and develop financial literacy (Certificate of Completion from Catholic Charities), complete the “No Kidding Ohio” Curriculum, and gain soft skills that will help the youth gain long term success in the workplace as well as in life

## **2022 PROGRAM PLAN**

To meet these goals, we propose to offer participants referred by Ashtabula County Job & Family Services the opportunity to participate in a three-part program: 1) SUMMER PREP, 2) WORK EXPERIENCE or YO! S.E.T. SUMMER CAMP AND 3) MOVING FORWARD. This year a new program will be available for youth. The **YO! S.E.T. Summer Camp** will be offered to selected youth after they complete Summer Prep. This will be a six week long camp offered to 25-30 youth ages 14-16. The youth selected will also finish the summer with the Moving Ahead workshop.

### **SUMMER PREP**

In **Summer Prep**, participants will complete a **30-hour** training session consisting of:

- a. the required OhioMeansJobs.com on-line registration and ‘unpacking’ and understanding the “virtual backpack” options available to participants, including career/job interest research;
- b. registration with A-Tech’s third-party payroll provider;
- c. gathering information relative to prior work experience, skills and interests including completion of a job interest survey to determine appropriate job matches;
- d. a workshop on the S.E.T. Program’s Participant’s Handbook (see **Attachment B**) as well as on workplace survival and etiquette;
- e. completion of their “Work Experience Participation Agreement”;
- f. completion of one WorkKeys practice test on OhioMeansJobs;
- g. completion of the EMRP “No Kidding Ohio” Program;
- h. completion of a financial literacy training with Catholic Charities and;
- i. training in communication, assertiveness, and other “soft” skills

The **Summer Prep** training sessions covering the items in the OhioMeansJobs.com were developed for and utilized in TANF Summer Work Experience Programs since 2014. This curriculum will be reviewed and modified as needed based on changes to OhioMeansJobs.com. A-Tech’s staff has much experience in teaching this curriculum as well as assisting program participants and students to register on and use OhioMeansJobs.com.

These sessions will be held at either the OhioMeansJobs - Ashtabula County office in Ashtabula (if open and available) or at A-Tech’s youth OPPORTUNITIES! Program Training Center. Locations in South County will also be considered depending on referrals and enrollment. All locations offer access to

computer labs for completing OhioMeansJobs.com requirements and on-line registrations for payroll purposes as well as separate space for individual meetings.

## **WORK EXPERIENCE**

Once Summer Prep is completed, participants will be placed at an A-Tech developed, trained and monitored **Work Experience** at an A-Tech Board of Education-approved work site to work **up to 40 hours per week** depending on age, ability, interest and prior work experience. Participants will earn **\$10.00 per hour, up to but not exceeding \$13.00 per hour** depending on age, ability, prior work experience and job skills required. We anticipate that, as in past years, the majority of participants will be in-school youth who will work over a maximum ten (10) week period at 40 hours/week (400 hours) beginning as early as June 1, 2022 with a scheduled ending of August 19, 2022. Should funds be available, in-school youth and out-of-school youth will be given the option of working after-school to September 30, 2022 as well, depending on age, school attendance, and grades.

A-Tech S.E.T. Program staff will draw upon our twenty (20) years of experience in working with Ashtabula County youth as well as agencies and businesses to develop a wide variety of work experience options for participants. Over the past four summers (2018-2021) we trained, placed and monitored over 650 TANF-eligible and referred participants at over eighty (80) work sites around the county. All work has been and will continue to be 'meaningful' and will fall within all federal and state laws and regulations for workplace safety.

All of the work sites will have completed a Work Site Agreement (see **Attachment C**) which outlines responsibilities for the work site as well as A-Tech and its staff and a Job Description. All work site agreements are presented to A-Tech's Board of Education for approval.

The work site supervisor-to-worker ratio will vary by work site. It should never exceed 10:1 and in most cases will be 2:1. Overall, there will be up to three (3) S.E.T. Program staff directly involved with monitoring for a ratio of approximately 30 to 1 and one (1) S.E.T. program staff responsible for all data entry and job placements.

S.E.T. staff will monitor each participant's progress through personal work site observation, supervisor comments regarding productivity, reliability and cooperativeness as well as tracking attendance and punctuality. This information will be used to measure a participant's progress toward successfully completing the work experience. If necessary, staff will provide mentoring/soft-skill instruction related to specific areas in need of improvement. Youth Monitors will be trained in how to manage and defuse stressful situations and how to counsel participants in areas of conduct and deportment on the work site.

Support services such as safety equipment, appropriate work clothing, tools and transportation will also be provided to work participants. These will be provided through the issuance of gift cards along with encouragement to shop, when possible, at local thrift stores such as Goodwill Industries. Transportation support can take the form of either a) an ACT bus pass, b) a "gas card" to subsidize gas expenses if traveling over five (5) miles one way to work, c) scheduled, contracted transportation to move participants over five (5) miles one way from their community.

Prior to having a participant placed at their agency or business, Work Site Supervisors will receive individualized training to ensure that they, and others at the site, understand the goals and philosophy of the Summer Employment Training program, the paperwork such as time sheets and incident and accident reports involved as well as coverage of the Work Site Supervisor's Handbook.

## **yO! S.E.T. Summer Camp**

This year the yO! program plans on offering a unique summer camp opportunity for 20-30 TANF-eligible youth 14-16 years of age. This summer camp will be led by the yO! Special Instructor, Stacy Gancos and will be held Monday-Thursday from 9am-2pm. The camp will be July 5- August 11, 2022 location TBA (A-Tech or other local school). There will be two (2) S.E.T staff directly involved with the yO! Summer Camp for a ratio of 12:1.

The camp will be focused on transitional life skills, career exploration, soft work skills, entrepreneurship, post secondary education options, community service, financial literacy, responsible decision making, and accessing community resources. Youth will be completing the Emerging Entrepreneurs student handbook developed by the Network for Teaching Entrepreneurship (NFTE), participating in Career Navigation provided by the Aspire Program, Financial Literacy and Relationship Awareness will be provided by Catholic Charities, and top 100 life skills to teach teens and college students. Each participant will visit dress for success to obtain business attire. Each student will participate in a mock interview, develop and present a business plan and vision board to community leaders.

When completing the S.E.T. yO! Summer program each youth will have developed:

- 1- Presentation and marketing plan for business idea
- 2- Presentation of individual vision board with defined S.M.A.R.T Goals
- 3- Career Portfolio which will include
  - a. cover letter & resume
  - b. letter of recommendation
  - c. certificate of completion from Catholic Charities, Emerging Entrepreneurs, & 100 things each youth should know Life Skills Training
  - d. review individual Graduation Plan, including Work Based Learning hours that can be utilized as a pathway to high school graduation
  - e. Workkeys certificate
  - f. Community Service Hours
  - g. Career Navigation and Career Assessment plan

There will be a pre and post test that will be developed and completed by youth participants. Please see the weekly schedule and curriculum attached (**Attachment D**)

## **MOVING FORWARD**

As their Work Experience/S.E.T. Summer Camp is winding down, all participants will be scheduled to attend a **one-day workshop** entitled "**MOVING FORWARD.**" This workshop will consist of:

- a. job-seeking skills such as resume creation and uploading to their OhioMeansJobs.com account,
- b. cover letter writing,
- c. completing job applications and
- d. interview skills.

At this time S.E.T. participants will be issued their Certificate of Completion as well as, based on their success, letters of reference from their work sites or S.E.T. Program staff.

As the summer draws to a close, A-Tech S.E.T. Program staff will work closely with all participants who wish to secure permanent employment to seek either part-time or full-time employment. It is hoped that the September 1st to September 31st time frame can be used to convert subsidized work experiences to "permanent" unsubsidized employment.

Over the summer, we will work individually with each participant in the hopes of identifying "at-risk" youth who may be eligible for, interested in and in need of the year-round services of the CCMEP youth OPPORTUNITIES! (yO!) Program.

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In executing this project, we will draw upon our twenty (20) years of extensive experience with and knowledge of the state reporting system as well as the ACJFS staff, programs and procedures to:

- a. communicate effectively with ACJFS TANF staff regarding referrals and reports on enrollment and participation/hours worked, as well as
- b. utilize Ohio Department Job and Family Services reporting procedures/processes/systems to complete all required documentation and complete data-input in a timely and accurate manner.

Overall, the project will be under the direction of R. Scott Wludyga, the Superintendent of the Ashtabula County Technical & Career Center and Shaelynn Ballard, Supervisor of Aspire & Opportunities Programs. A-Tech Treasurer Lindsey Elly will oversee the fiscal elements of the project.

We are proposing to employ a Summer Employment Training Coordinator/Data Entry, Special Instructor, S.E.T. Summer Camp Aide and, depending on referrals and funding, up to four (4) Youth Monitors who will work exclusively on this project and who will be based out of the youth OPPORTUNITIES! Youth Training Center, 5402 Main Avenue in Ashtabula.

The Summer Employment Training Program Coordinator will oversee all activities and operations of the program: scheduling Work Prep, assigning youth to appropriate worksites and ensuring that all activities in Moving Forward are completed. The S.E.T. Specialist will also oversee the work of up to three (3) Youth Job Monitors. These monitors will assist with the processing and training of participants and will work directly with the participants and employers to monitor daily activities and needs on worksites.

This staff will work closely with ACJFS staff concerning the collecting and processing of referrals, scheduling and conducting/supporting training sessions, ensuring that proper documents are obtained and on file, ensuring that all participants are registered with the third-party payroll administrator, arranging transportation, making placements, collecting and processing timesheets, and consistently monitoring workers on the job and dealing with worksite issues.

In addition to the above-mentioned staff, the services of four other A-Tech staff members will be utilized in the course of the S.E.T. Program.

Shanon Pierce, youth OPPORTUNITIES! Program Coordinator, will oversee the day-to-day operations of the program. She will assist the S.E.T. Specialist by coordinating referrals from ACJFS, coordinating worksite assignments with the yO! Program CCMEP summer work program, and assist with scheduling activities at the yO! Youth Training Center.

Shaelynn Ballard, A-Tech's Aspire & Opportunities Supervisor, will provide oversight to the fiscal aspects of the program, from budget and expense tracking to invoicing and assisting with staff supervision.

All activities will be under the direction and oversight of A-Tech Superintendent R. Scott Wludyga.

Lindsey Elly, A-Tech Treasurer, will oversee the fiscal operations/requirements for auditing purposes.

Stacy Gancos, Special Instructor, will oversee the S.E.T. Summer Camp and the specialized training.

Bailey Dixson, S.E.T. Data and Program specialist will oversee all mandatory state paperwork, ensure work placements, and monitor all reporting tools used by S.E.T. staff.

All A-Tech S.E.T. Program summer work experience staff who will work directly with the youth will be required by law and A-Tech school board policy to successfully pass a BCI/FBI Criminal Background Check. The yO! Coordinator, SET Data/S and Youth Monitors will also be required to obtain a State of Ohio Educational Aide Permit. All staff except for the Youth Monitors will have a minimum of an Associate Degree and a minimum of three (3) years of experience in working with youth and youth programs.

As A-Tech employees, S.E.T. and yO! staff members are fully covered by liability and worker's compensation insurance. **Attachment E** outlines the procedures to be followed by participants and staff for filing Injury or Loss due to Theft claims.

## **A. 2. Evidence of Need**

On January 1, 2022, the unemployment rate in Ashtabula County was 5.6%; in Ohio it was 4.3%; in the US it was 4%. By April 2021, as the ramifications of the pandemic began to hit full force, the unemployment rate in Ohio jumped to 16.4% and remained above 10% for three months. The ramifications of this are still being felt by families and businesses.

From a "local" point of view, A-Tech's youth OPPORTUNITIES! (yO!) Program has seen a consistent demand for work experiences since the fall of 2021. To date, yO! has had nearly twice as many TANF youth seeking (and needing) work experiences which has led to a doubling of work experience expenses since October 1 of 2020. Many if not almost ALL of these young people are expressing a NEED to work to help support their families. Anecdotally, yO! program staff are finding that there is also an increase in permanent hiring after the initial work experience.

In addition, county businesses are expressing an eagerness to work with the program as they are experiencing a shortage of workers and are very interested in training potential and, therefore, successful future employees in the county.

## **A. 3. Experience**

As stated previously, A-Tech has operated a WIA/WIOA/TANF-funded youth program, youth OPPORTUNITIES! (yO!) since January of 2002. Over these twenty (20)-plus years we have consistently served both in and out-of school youth, consistently served more than our proposed number to be served and consistently met or exceeded both Federal and State Performance Measures for Degree and/or Certificate Earned, Post-Secondary Enrollment or Employment and Literacy/Numeracy Gains. In addition to the yO! program, we have operated numerous PRC, Federal Stimulus and TANF-funded

summer work experience programs over the years. Specifically, since 2017 we have secured and monitored work experience sites for well over 2,500 youth at a variety of worksites around Ashtabula County.

#### **A. 4. Past Performance**

A-Tech has a twenty-year history of successfully operating TANF-funded as well as WIA/WIOA-funded programs such as the youth OPPORTUNITIES! (yO!) Program, the Key Opportunities Program and the GET Opportunities summer work program. Our staff have a great deal of experience and success in delivering quality programs to the young people of Ashtabula County.

We propose to offer training and work opportunities to approximately 100 young people aged 14 to 18 during the Summer Employment Training Program. Fourteen (14) and Fifteen (15) year-olds will complete WORK PREP and MOVING FORWARD but their WORK EXPERIENCES will be of a shorter duration than older youth (sixteen (16) to Eighteen (18) year olds) primarily because of insurance restrictions at agencies and businesses that serve as worksites.

In past years, we have often exceeded our enrollment targets and offered as many opportunities to learn and work as there are applicants to and referrals from ACJFS. We have also consistently had well over 90% of youth participants successfully complete work experiences.

#### **A. 5. Program Monitoring and Measurement**

It is both our past experience and intention to use the following methods, procedures and documents to measure the S.E.T. Programs effectiveness and success:

1. A **Master List** will be created to record all referrals from ACJFS. This Master List will also track each participant's progress through the three parts of the program.
2. **Time Sheets** will be completed by participants and their instructor (during WORK PREP AND MOVING FORWARD) or their worksite Supervisor during WORK EXPERIENCE which will be used, in addition to a paycheck, to monitor their daily attendance, dependability (being on time) and reliability (completion of scheduled work time).
3. A **Work Experience Participation Agreement** as well as a **Work Experience Evaluation Form** will be used to track participant progress toward their goals as well as their final 'evaluation' of skills gained on the work assignment.
4. Completion of registration in OhioMeansJobs.com and completing assigned tasks during WORK PREP, S.E.T Summer Camp and MOVING FORWARD.
5. Youth will create a log of hours that can be used for Work Based Learning to be used as a pathway to high school graduation.

Examples of all of the above can be found in **Section 2 (F) Documents Used for Monitoring.**

#### **A. 6. Days and Hours program is available**

The Summer Employment Program will, for the most part, operate from 8:00am to 6:00pm Monday through Friday. Depending on business needs and youth availability, evening and weekend work opportunities are an option. Staff will be available as-needed to provide support and respond to any emergency. Staff will normally be available Monday through Friday during normal business hours at either

the OhioMeansJobs-Ashtabula County Center or at the yO! Youth Training Center, 5402 Main Avenue in Ashtabula.

**A. 7. Source and amounts of Federal, State and/or local funding including unit rates**

A-Tech has previously been the recipient of WIA, WIOA and TANF contracts with the Northeast Ohio Consortium Council of Governments (NOCCOG), as well as ACJFS and the Ohio Department of Higher Education. Below you will find charts of the yearly finding totals for the last six (6) years:

Fiscal Year	TANF and WIOA/CCMEP yO!	TANF Summer/GET Opportunities	TANF / Key Opportunities	Federal and State/ Aspire
2017	\$997,642	\$139,400	\$171,850	\$116,782
2018	\$1,822,643	\$0	\$38,283	\$146,189
2019	\$955,427	\$530,150	N/A	\$129,500
2020	\$1,510,000	\$450,000	N/A	\$134,725
2021	\$1,500,000	450,000	N/A	\$150,847
2022	1,500,000		N/A	168,847
Totals	\$8,285,712	\$1,569,550	\$210,133	\$846,890

Because of its status as a Public School, A-Tech programs do not operate on a unit-rate reimbursement basis but rather on a cost-reimbursement basis. We can extrapolate unit rates, however, by going backwards and dividing total participants served by total funds expended.

The unit rate where applicable:

Source/Program	2017	2018	2019	2020	2021
WIOA/TANF yO!	\$1,897	\$3,468	\$2,823	\$2,664	\$2,500
TANF/Summer	0	\$2,600	\$2,800	\$3,182	\$3,848
TANF/Key Opportunities	\$ 224	\$ 225	NA	NA	NA
Fed/State/Aspire	\$ 495	\$ 881	\$ 757	\$ 899	\$ 639

**B. Organizational Structure**

The Congress of the United States passed the Vocational Education Act of 1963 authorizing funds in support of expanded vocational education opportunities for high school students. In 1965, Dr. Woodrow Gephart wrote the plan for a joint vocational school district consisting of the nine secondary schools in the County that was submitted to the Ohio Department of Education. The plan provided for construction of a secondary school instructing in the vocational areas of Agriculture, Business Education, Distributive Education, Home Economics, and Trade and Industrial Education. Students in all participating schools would have access to vocational training of the highest quality that no single school could provide. The plan and application to form a district was approved by the Ohio State Board of Education on May 10, 1965.

The voters of Ashtabula County passed a building and operation levy in May of 1966, thus qualifying the JVS district to receive matching federal funds through the State. Construction of the physical facilities began in the spring of 1968. The Ashtabula County Joint Vocational School opened for operation in September of 1969 and in 2011 our name officially changed to the Ashtabula County Technical & Career Center.

If awarded, the Ashtabula County Technical & Career Center Board of Education will serve as the Fiscal Agent for this contract. We comply with all the rules and regulations of the Ohio Department of Education/Office of Fiscal Management in Columbus, Ohio. We will also comply with any rules and regulations set forth in this contract and the Department of Labor.

A-Tech's funding includes local levies, state and federal tax dollars, grants and private tuition. Start-up costs for the program will be made available as an advance from A-Tech's General Fund, allowing us to put Purchase Orders in place, obtain materials and make initial payments to vendors as well as staff payroll until cost-reimbursement payments are received from ACJFS.

Organization charts showing the members and make-up of the Ashtabula County Technical & Career Center's Board of Education and the leadership structure are included as **Attachment F and G** respectively.

Also attached please find the following in reference to **Section 2: Required Documents**:

1. **Required Document A** is a copy of our most recent financial statement and audit.
2. **Required Document B** shows us to be a formally organized business or agency as a public school in the state of Ohio.
3. **Required Document C** contains a copy of proof of liability insurance as well as a written procedure which identifies the steps a participant must take to file a liability claim.
4. **Required Document D** contains copies of A-Tech's policies and by-laws, adopted by our Board of Education, showing policies in place regarding Nondiscrimination based on Gender, Disability, and Race (5131), nondiscrimination and equal employment opportunity (4122) and nondiscrimination based on genetic information of the employee (4122.02). Also included is our policy on nondiscrimination and access to equal educational opportunity (2260).
5. **Required Document E** contains information on A-Tech's operating License.
6. **Required Document F** contains sample documents that will be used to monitor goals and outcomes.
7. **Required Document G** contains information on A-Tech's Employee Training Program.
8. **Required Document H** contains the Affidavit of Delinquent Personal Property Tax ORC 5719.042.
9. **Required Document I** contains the Affidavit of Non-Collusion.
10. **Required Document J** contains the Non-Discrimination Agreement ORC 153.59.
11. **Required document K** contains the Representations, Assurances and Certifications document.

### **C. Provider Qualifications**

The overall project will be under the direction of Mr. R. Scott Wludyga, Superintendent of the Ashtabula County Technical & Career Center, while day to day operations will be overseen by Shaelynn Ballard, Supervisor of Aspire & Opportunities Programs, Shanon Pierce, Program Coordinator of the youth OPPORTUNITIES! Program and Stacy Gancos, Special Instructure. A-Tech Treasurer Lindsey Elly will oversee the fiscal elements of the project. Job Descriptions of all positions as well as resumes can be found in **Attachment H**.

Once approved, we will begin the search for Job Monitors and S.E.T. Camp Aide. These monitors are typically college students who are either in social-work fields of study or have a demonstrated interest in working with and seeing young people flourish. They will have the ability to think on their feet, problem-solve and communicate/negotiate effectively.

The S.E.T. staff will work closely with ACJFS staff with the collecting and processing of applications and referrals, scheduling and conducting/support training sessions, ensuring that proper documents are obtained and on file, ensuring that all participants are registered with the 3<sup>rd</sup> party payroll administrator, arranging transportation, making placements, and consistently monitoring participants for goal-threatening issues.

All A-Tech staff are required by law as well as A-Tech school board policy to successfully pass a Criminal and FBI Background Check and to acquire and maintain the appropriate certification for their position.

As a public school, A-Tech is a drug-free workplace.

All employees are also required to participate in yearly training related to issues involving safety and youth. These on-line trainings are offered through [publicschoolsworks.com](http://publicschoolsworks.com). Training includes fire safety, hazardous materials, blood-borne pathogens, bullying and harassment, sexual harassment, emergency procedures, Heimlich maneuver, board policies and procedures and Ohio's ethical use of tests.

We consider training and community involvement to be of paramount importance, and are constantly seeking opportunities for staff to not just participate in but to be a part of community training offerings.

## **Attachment 1- Outline and timeline of Proposed Activities 2022 TANF Summer Youth Employment Program Description A-Tech Summer Employment Training (S.E.T.) Program**

We propose to offer approximately 100 TANF-eligible, as determined and referred by Ashtabula County Job and Family Services, residents of Ashtabula County between the ages of 14 and 18 the opportunity to participate in a summer work experience program. It is our intention to offer the S.E.T. (Summer Employment Training) program on the following timeline:

### **Timeline of Proposed Activities:**

May 1	Program begins. Applications delivered to school districts when available,
May 13	Staff in place and prepared to receive referrals to be processed and prioritized by age, school status and prior work experience and invitations to <b>Work Prep</b> training sessions ready to be sent out.
May 16	Work site supervisor training offered throughout the week. After school <b>Work Prep</b> is offered for TANF eligible youth Monitor training is conducted
June 1	First day of <b>Work Experience</b> for the first group of trained participants.
June 1	<b>Work Prep</b> training sessions held daily for all remaining participants with a capacity of 40 per day (Group A @ YTC, Group B @ OMJ)
June 7	First day of <b>Work Experience</b> for all remaining trained participants.
June 7, 14, 21	<b>Work Prep</b> Training Sessions held weekly until all participants are trained
July 5-Aug. 11	<b>yO! S.E.T. Summer Camp</b> held for six weeks at Atech or Lakeside Jr. High
August 19-21	<b>Moving Forward</b> summer wrap-up sessions for all youth.
September 30	Final day of work for all youth.

(\* It should be noted that the beginning of summer break will differ for each county school district, the first of which, Jefferson and Pymatuning Valley, are not currently scheduled to begin until May 28 while Grand Valley begins June 3. Ashtabula, Buckeye, Conneaut and Geneva are currently scheduled to begin the week of June 7th.)

It is our goal to see that each participant in the S.E.T. summer work experience program will:

- a. register on OhioMeansJobs.com and learn about the contents of their virtual backpack,
- b. complete a job/career research interest survey,
- c. complete a "Personal Work Plan" detailing the skills to be learned during the work experience,
- d. successfully be placed on and complete a summer work experience or participating in the yO!  
S.E.T. Summer Camp,
- e. develop a resume and post to their OhioMeansJobs.com accounts, learn about cover letters, job applications (on-line and paper) and interviewing,
- f. learn skills and enhance abilities that will enable them to have the confidence necessary to meet the world with a sense of self-worth and the ability to be self-sufficient,
- g. learn the value of work and the feeling of satisfaction that comes from doing a job well and gaining the respect of adults and their peers,
- h. learn a variety of specific skills related to the work that they perform: from filing or completing forms to mowing lawns; from woodworking to dealing successfully with the public, and
- i. learn to successfully prioritize and deal with life events in relation to meeting the expectations of the businesses and their customers. and
- j. learn and develop financial literacy, complete EMRP "No Kidding Ohio" Program, and learn soft skills that will help the youth gain long term success in the workplace as well as in life

## 2022 PROGRAM PLAN

To meet these goals, we propose to offer participants referred by Ashtabula County Job & Family Services the opportunity to participate in a three-part program: 1) SUMMER PREP, 2) WORK EXPERIENCE AND 3) MOVING FORWARD. This year a new program will be available for youth. The **yO! Summer Camp** will be offered to selected youth after they complete Summer Prep. This will be a six week long camp offered to 25-30 youth ages 14-16. The youth selected will also finish the summer with the Moving Ahead workshop.

### SUMMER PREP

In **Summer Prep**, participants will complete a **30-hour** training session consisting of:

- a. the required OhioMeansJobs.com on-line registration and ‘unpacking’ and understanding the “virtual backpack” options available to participants, including career/job interest research;
- b. registration with A-Tech’s third-party payroll provider;
- c. gathering information relative to prior work experience, skills and interests including completion of a job interest survey to determine appropriate job matches;
- d. a workshop on the S.E.T. Program’s Participant’s Handbook (see **Attachment 2**) as well as on workplace survival and etiquette;
- e. completion of their “Personal Work Plan”;
- f. completion of one WorkKeys practice test on OhioMeansJobs;
- g. completion of the EMRP “No Kidding Ohio” Program;
- h. completion of a financial literacy training with Catholic Charities and;
- i. training in communication, assertiveness, and other “soft” skills

The **Summer Prep** training sessions covering the items in the OhioMeansJobs.com virtual backpack were developed for and utilized in TANF Summer Work Experience Programs since 2014. This curriculum will be reviewed and modified as needed based on changes to OhioMeansJobs.com. A-Tech’s staff has much experience in teaching this curriculum as well as assisting program participants and students to register on and use OhioMeansJobs.com.

These sessions will be held at either the OhioMeansJobs - Ashtabula County office in Ashtabula (if open and available) or at A-Tech’s youth OPPORTUNITIES! Program Training Center. Locations in South County will also be considered depending on referrals and enrollment. All locations offer access to computer labs for completing OhioMeansJobs.com requirements and on-line registrations for payroll purposes as well as separate space for individual meetings.

### WORK EXPERIENCE

Once Summer Prep is completed, participants will be placed at an A-Tech developed, trained and monitored **Work Experience** at an A-Tech Board of Education-approved work site to work **up to 40 hours per week** depending on age, ability, interest and prior work experience. Participants will earn **\$10.00 per hour, up to but not exceeding \$13.00 per hour** depending on age, ability, prior work experience and job skills required. We anticipate that, as in past years, the majority of participants will be in-school youth who will work over a maximum ten (10) week period at 40 hours/week (400 hours) beginning as early as June 1, 2022 with a scheduled ending of August 19, 2022.. Should funds be available, in-school youth and out-of-school youth will be given the option of working after-school to September 30, 2021 as well, depending on age, school attendance, and grades.

## **yO! S.E.T. Summer Camp**

This year the yO! program plans on offering a unique summer camp opportunity for 20-30 TANF-eligible youth 14-16 years of age. This summer camp will be led by the yO! Special Instructor, Stacy Gancos resume attached, (**Attachment 4**) and will be held Monday-Thursday from 9am-2pm. The camp will be July 5- August 11, 2022 location TBA (Atech or other local school).

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The camp will be focused on transitional life skills, career exploration, soft work skills, entrepreneurship, post secondary education options, community service, financial literacy, responsible decision making, and accessing community resources. Youth will be competing the Emerging Entrepreneurs student handbook developed by the Network for Teaching Entrepreneurship (NFTE), participating in Career Navigation provided by the Aspire Program, Financial Literacy and Relationship Awareness will be provide by catholic Charities, and top 100 life skills to teach teens and college students. Each participant will visit dress for success to obtain business attire. Each student will participate in a mock interview, develop and present a business plan and vision board to community leaders.

When completing the S.E.T yO! Summer program each youth will have developed:

- 1- Presentation and marketing plan for business idea
- 2- Presentation of individual vision board with defined S.M.A.R.T Goals
- 3- Career Portfolio which will include
  - a. cover letter & resume
  - b. letter of recommendation
  - c. certificate of completion from Catholic Charities, Emerging Entrepreneurs, & 100 things each youth should know Life Skills Training
  - d. Workkeys certificate
  - e. Community Service Hours
  - f. Career Navigation and Career Assessment plan

There will be a pre and post test that will be developed and completed by youth participants. Please see the weekly schedule and curriculum attached (**Attachment 5**)

## **MOVING FORWARD**

As their Work Experience/S.E.T Summer Camp is winding down, all participants will be scheduled to attend a **one-day workshop** entitled "**MOVING FORWARD**". This workshop will consist of:

- a. job-seeking skills such as resume creation and uploading to their OhioMeansJobs.com account,
- b. cover letter writing,
- c. completing job applications and
- d. interview skills.

At this time S.E.T. participants will be issued their Certificate of Completion (**Attachment 6**) as well as, based on their success, letters of reference from their work sites or S.E.T. Program staff.

As the summer draws to a close, A-Tech S.E.T. Program staff will work closely with all participants who wish to secure permanent employment to seek either part-time or full-time employment. It is hoped that the September 1st to September 31st time frame can be used to convert subsidized work experiences to "permanent" unsubsidized employment.

Over the summer, we will work individually with each participant in the hopes of identifying "at-risk" youth who may be eligible for, interested in and in need of the year-round services of the CCMEP youth OPPORTUNITIES! (yO!) Program.

**S.E.T Summer Camp**  
**Monday-Thursday 9am-2pm**  
**July 5- Aug. 11 2022**

Week 1

9-10	10-11	11-11:30	11:30-12	12-1	1-2
Introduction/ goals of program/ guidelines	100 things every teen should know: Life skills	Ohio Mean Job website	Lunch	Emerging Entrepreneur	Emerging Entrepreneur
Community Service Activity	Community Service Activity	Rose and Thorn Activity	Lunch	Fin Lit- CC	Fin Lit-CC
S.M.A.R.T Goals Introduction	Introduction to Vision Board	Business Guest Speaker/ Dress for success	Lunch	Career Navigation- Aspire	Career Navigation- Aspire
Work Keys	Work Keys	Work Keys	Lunch	Catholic Charities	Catholic Charities

Week 2

9-10	10-11	11-11:30	11:30-12	12-1	1-2
Communicati on Styles	Career Assessments on OMJ	Work key review	Lunch	Emerging Entrepreneur	Emerging Entrepreneur
Community Business Visits	Entraputners hips Activity	Entraputners hips Activity	Lunch	Fin Lit- CC	Fin Lit-CC
Speaking in public- verbal/nonver bal	Ashtabula Labor Market- Kathy N./ Dress for Success	Ashtabula Labor Market- Kathy N./ Dress for Success	Lunch	Career Navigation- Aspire	Career Navigation- Aspire
100 things every teen should know: Life skills	Work on Vision Board	Work on Vision Board	Lunch	Catholic Charities	Catholic Charities

Week 3

9-10	10-11	11-11:30	11:30-12	12-1	1-2
Fill your bag (5 favorite things in brown bag)- Present	100 things every teen should know: Life skills	100 things every teen should know: Life skills	Lunch	Emerging Entrepreneur	Emerging Entrepreneur
Community Service Activity	Community Service Activity	Rose and Thorn Activity	Lunch	Fin Lit- CC	Fin Lit-CC
Priorities game	100 Things every teen should know/ Dress for success	Business Guest Speaker/ Dress for success	Lunch	Career Navigation-Aspire	Career Navigation-Aspire
Workkeys review	Work on Vision Board	Work on Vision Board	Lunch	Catholic Charities	Catholic Charities

Week 4

9-10	10-11	11-11:30	11:30-12	12-1	1-2
Professionalism in the workplace	Resume and Cover Letter Writing	Resume and Cover Letter Writing	Lunch	Emerging Entrepreneur	Emerging Entrepreneur
Community Business Visits	Entrepreneurs Activity	Entrepreneurs Activity	Lunch	Fin Lit- CC	Fin Lit-CC
100 things every teen should know: Life skills	Workkey review	Business Guest Speaker/ Dress for success	Lunch	Career Navigation-Aspire	Career Navigation-Aspire
Communicating professionally (emails, letters, etc)	Work on vision board (S.M.A.R.T goals)	Work on vision board	Lunch	Catholic Charities	Catholic Charities

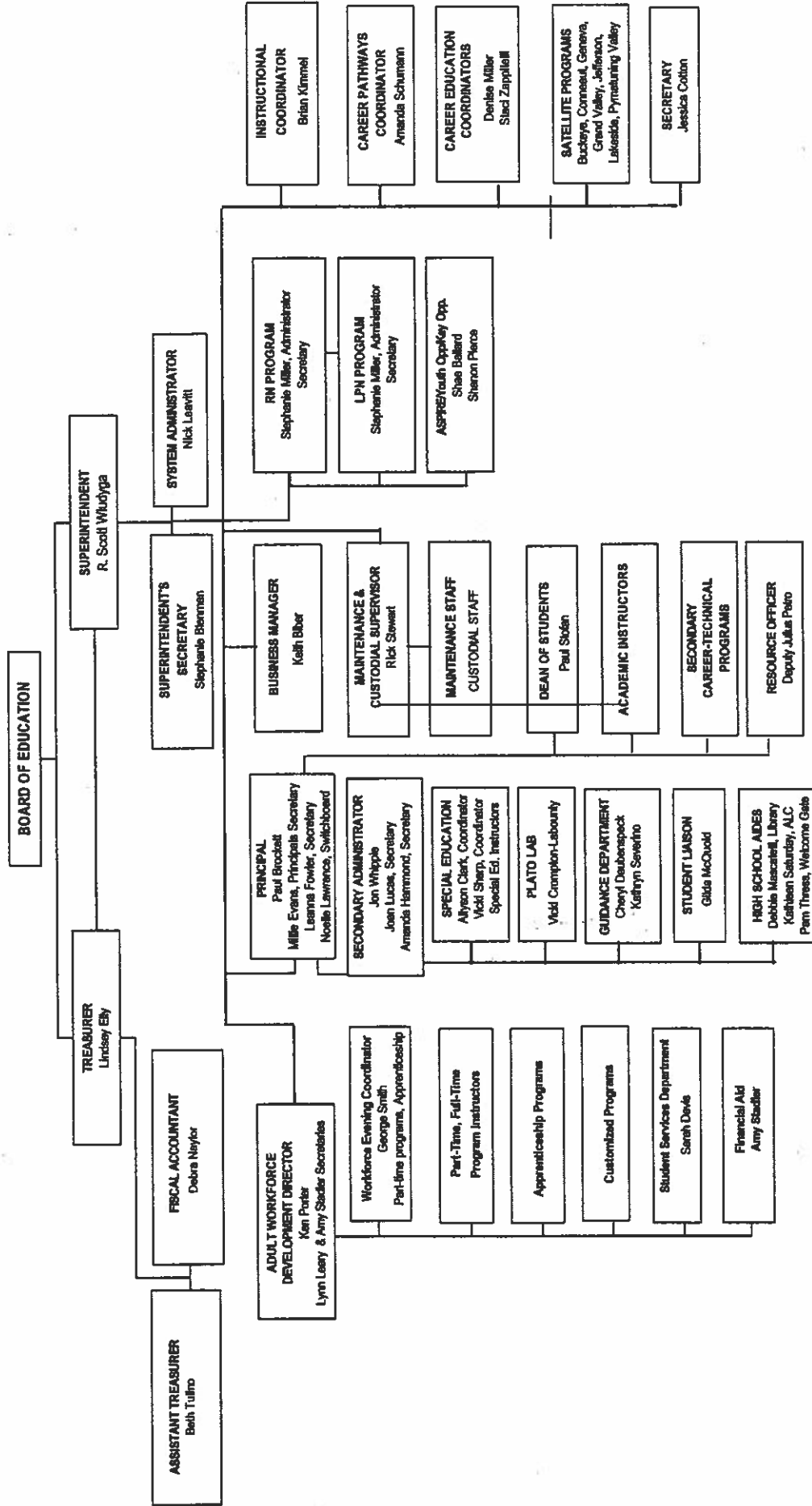
Week 5

9-10	10-11	11-11:30	11:30-12	12-1	1-2
100 things every teen should know: Life skills	Interviewing Skills	Interviewing Skills	Lunch	Emerging Entrepreneur	Emerging Entrepreneur
Community Service Activity	Community Service Activity	Rose and Thorn Activity	Lunch	Fin Lit- CC	Fin Lit-CC
Workkey review	Mock Interview Prep	Business Guest Speaker/ Dress for success	Lunch	Career Navigation-Aspire	Career Navigation-Aspire
Mock Interviews	Mock Interviews	Mock Interviews	Lunch	Catholic Charities	Catholic Charities

Week 6

9-10	10-11	11-11:30	11:30-12	12-1	1-2
100 things every teen should know: Life skills	Prep for Ohio Means Job Readiness Seal	Prep for Ohio Means Job Readiness Seal	Lunch	Emerging Entrepreneur Final Presentation	Emerging Entrepreneur Final Presentation
Workkeys	Workkeys	WorkKeys	Lunch	Fin Lit- CC	Fin Lit-CC
Team building activity	Complete Vision Board	Complete Vision Board	Lunch	Career Navigation-Aspire	Career Navigation-Aspire
Prep for Presentation of Vision Board	Presentation of Vision Board to community members	Presentation of Vision Board to community members	Lunch	Evaluation And positive feedback (sign you name activity)	Youth receive a completed portfolio (resume, cover, letter, S.M.A.R.T goals, workkey scores, career profile, and certificate).

# Ashtabula County Technical & Career Center Organizational Chart 2021-2022



# Exhibit II

4/14/2022

**PY2022 TANF Summer Youth Employment Program  
Provider Budget**

**Admended 4/14/2022**

<b>Participant Cost</b>	<b>BUDGET</b>
Youth salary (excluding payroll costs)	\$244,550
Payroll Costs	\$80,600
Transportation	\$50,000
Gas Cards	\$1,500
Work clothing /tool voucher	\$1,000
<b>Total, Particiapnt Cost</b>	<b>\$377,650</b>

<b>Staff Costs</b>	
yOI Program Coordinator 20%	\$3,328
Special Instructor (SG)	\$10,120
S.E.T. Summer Camp Aide	\$8,200
S.E.T. Data Entry/S.E.T. Specialist	\$9,100
Youth Job Monitors (3)	\$16,128
yOI Administative Assistant (20%)	\$2,130
Bus Driver (20%)	\$4,280
yOI Supervisor Salary (12.5%)	\$3,472
STRS/SERS	\$4,588
FICA/Medicare	\$475
Health ins.	\$2,428
Life	\$6
Dental	\$150
Vision	\$70
WC (.002204)	\$75
Mileage	\$3,000
Rent (YTC) (50%/month)	\$1,500
phone/internet	
electric	
water/sewage	
gas	
Utilities (YTC) (50%/month)	\$1,500
Supplies	\$300
Purchased Services-	
Catholic Charites-Financial Lit	\$1,500
<b>Total, Staff Costs</b>	<b>\$72,350</b>

<b>Total Cost</b>	<b>\$450,000</b>
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**FISCAL OFFICER'S CERTIFICATE**  
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2022 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **\$450,000.00**, and free from any previous encumbrances.

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



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**David Thomas**  
Ashtabula County Auditor

Date: 4/27/22

**ASHTABULA COUNTY COMMISSIONERS / AGENDA ITEM REQUEST FORM**

This form outlining all item(s) to be placed on the Agenda for official action by the Board of Commissioners, must be submitted to Lisa Hawkins, Clerk of the Board a minimum of 8 days prior to the Agenda date, no later than Monday. At a public work session held on Tuesday at 10:00a.m., the Board will meet with you to discuss the item(s). Following the work session, the item(s) will be placed on the next week's agenda session for action by the Board. Please contact Lisa Hawkins at 576-3754 with questions.

**Name of Department, with Title and phone number of person recommending item:**

Ashtabula County Job & Family Services  
Patrick J. Arcaro, Executive Director  
Phone: (440) 994-1200



Patrick J. Arcaro, Executive Director

04/22/2022

Date

**Proposed Agenda Date:**

May 3, 2022

**Brief Description of Item and Recommendation:**

Attached is an FY 2022 TANF Summer Youth Employment Program Sub-Grant Agreement #22-1002; recommendation for Ashtabula County Technical & Career Center funded by Temporary Assistance for Needy Families (TANF), which provides work experience for low income TANF eligible youth to gain work experience while earning a paycheck to help meet basic needs.

**Name and Address of Provider(s):**

Ashtabula County Technical & Career Center  
1565 State Route 167  
Jefferson, OH 44047

**Cost (include where funds are coming from):**

\$ 450,000.00 = FY 2022 TANF Base Funds for Sub-Grant #22-1002

**Term (beginning and ending date, if applicable):**

FY 2022 ~ May 1, 2022 to September 30, 2022