

REQUEST FOR PROPOSAL PROGRAM MARKETING / MEDIA CAMPAIGN

Proposals will be received until 2:00 p.m. on Monday, July 19, 2021, by the Lorain County Commissioners, Purchasing Department, 226 Middle Avenue, Fourth Floor, Elyria Ohio 44035 for Program Marketing and Media Campaign.

The above requested program should be designed to promote both the Prevention, Retention and Contingency Plan (PRC) and the Emergency Rental Assistance (ERA) Program which are offered through Lorain County Department of Job & Family Services. These services are available to Lorain County residents only based on eligibility criteria. These program are funded by Temporary Assistance for Needy Families (TANF) and the Consolidated Appropriations Act of 2021. Proposals will be opened immediately following the 2:00 p.m. deadline in the Lorain County Commissioners Fourth Floor Public Meeting Room.

The bid packets for this program will be available beginning Monday, June 28, 2021 at the Lorain County Purchasing Department, 226 Middle Avenue, Fourth Floor, Elyria, Ohio 44035. You may obtain a packet in one of the following ways:

1. Pick up at Lorain County Purchasing Department.
2. Request in writing for a packet to be e-mailed. Send the e-mail request to Melissa Tursack at mtursack@loraincounty.us, at the Lorain County Purchasing Department.
3. Request in writing via the US Postal Service for Lorain County Purchasing Department to mail a packet.

Each proposal shall contain the full name or names of persons and company submitting the RFP and shall be enclosed in an envelope and marked "**Program Marketing / Media Campaign**", the bid opening date and bid opening time.

The Board of Commissioners reserves the right to reject any and all bids and to waive any informalities or irregularities if it is deemed in the best interest of Lorain County to do so. Any interpretation, correction or modifications to the specifications desired shall be submitted in writing to Jennifer Key, Fiscal Supervisor, Lorain County Department of Job and Family Services 42485 North Ridge Road, Elyria, Ohio 44035, e-mail at Jennifer.Key@jfs.ohio.gov , fax # 440.323.3422 and must be received at least four days prior to the date on the bid opening.

Publish: The Morning Journal
 June 28, 2021 and July 05, 2021

**REQUEST FOR PROPOSAL
BY
LORAIN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES (LCDJFS)
FOR
PROGRAM MARKETING / MEDIA CAMPAIGN

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
CONSOLIDATED APPROPRIATIONS ACT OF 2021
(August 01, 2021 through December 31, 2021)**

Lorain County Department of Job and Family Services (LCDJFS) is seeking qualified bids to provide program marketing and a media campaign to promote our Prevention, Retention and Contingency Plan (PRC) and our Emergency Rental Assistance (ERA) Program to residents of Lorain County that meet the eligibility criteria.

INTRODUCTION

Prevention, Retention and Contingency (PRC) is a primary program for providing public assistance to needy families in Ohio. This program is funded from the Title IV-A federal block grant, Temporary Assistance for Needy Families (TANF). The PRC program provides benefits and services to low income families who are in need of help with essential support to move out of poverty and become self-sufficient.

As PRC participants transition off assistance and into employment, they encounter a need for new and/or expanded services to maintain their employment. Lorain County Department of Job and Family Services (LCDJFS) must develop new strategies to deliver these services. The PRC program, utilizing TANF funds, provides counties with the opportunity to develop locally driven, responsive and innovative services designed to meet the emerging needs of their customer base.

The PRC program provides flexibility for funding a wide variety of employment and training activities, supportive services and benefits that will enable individuals to obtain a job, retain a job and improve their economic circumstances. The use of PRC funds must meet one of the following purposes of the federal TANF program:

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

The Emergency Rental Assistance (ERA) Program is funded by the United States Treasury under the Consolidate Appropriations Act of 2021. This program was established to assist clients affected by the COVID Pandemic with rental and utility assistance for a period not to exceed 15 months.

LCDJFS is requesting a proposal for the following:

Program Marketing / Media Campaign

The target population for this program is TANF eligible or ERA eligible families residing in Lorain County.

A description of requested services for these programs is provided as Attachment I.

PREPARATION FOR PROPOSALS

Proposals must provide a straightforward, concise description of qualifications, capabilities and experience to satisfy the requirements of the RFP. Expensive binding and colored displays are not necessary. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness and clarity.

A. INSTRUCTIONS FOR PROPOSALS

1. Proposals must be typed. Each item in Section B (Identifying Information) of this RFP must be completed.
2. Each item in Section B must be addressed using the numeric format in each section. If the item does not apply to your organization, mark the line item as N/A.
3. A contract will be awarded, based on available funding from August 01, 2021 through December 31, 2021.

A contract will be awarded for the time period noted above with the option of extending the contract period for an additional 12 months (01-01-22 to 12-30-22). The decision to exercise the extension option will be upon mutual consent of both parties and is contingent upon the availability of funds and successful performance by the organization.

4. Each Proposal must be signed on the Proposal cover sheet, Attachment III, by a representative of the provider authorized to commit to the activities described in the Proposal.
5. The original and four copies (total of 5 copies) of the entire Proposal, any attachments and budget, must be returned to the Lorain County Purchasing Department, 226 Middle Avenue, Fourth Floor, Elyria, Ohio 44035 no later

than 2:00 p.m. on Monday, July 19, 2021.

Do not submit proposals to LCDJFS. They must be returned to Lorain County Purchasing Department.

B. IDENTIFYING INFORMATION

1. Organization's legal name: (as it appears on Articles of Incorporation, if incorporated).
2. Doing business as: (organization's common or trade name).
3. For the main business office, list:
 - a. Mailing Address
 - b. Phone Number
 - c. Fax Number
 - d. Business Hours (days and hours)
 - e. Web Site Address
4. If the contracted service is provided at a location other than the main office, list the following information for each location:
 - a. Address
 - b. Phone Number
 - c. Fax Number
 - d. Business Hours (days and hours)
5. Federal tax I.D. number.
6. Type of organization. (Example: public agency, private for profit, public not for profit, other).
7. Provide copies of the organization's Articles of Incorporation along with verification of 501(C)(3) status.
8. Include a current copy of your table of organization that clearly distinguishes programs, channels of communication, and the proposed programs' relationship to the total agency.
9. What is the mission statement of your agency? Describe how the service you are proposing supports that mission statement.
10. Indicate whether your board is an advisory or governing board. Include a list of your current membership and the current chairperson.
11. A complete copy of the most recent financial audit must be included as an attachment to your Proposal. Attach to all Proposal copies.
(Do not include previous LCDJFS audits).

For profit organizations, include a copy of the most recent federal income tax report.

12. Provide copies of brochures, flyers or informational literature which describe the services you provide to the community.

C. POLICY REGARDING PROPOSALS

All costs directly or indirectly related to preparation of the RFP will be the sole responsibility of the applicant. This RFP does not constitute an offer. Acceptance of the Proposal for review does not commit LCDJFS to award a contract. Awarding of this contract is based on availability of funding and approval of the Lorain County Commissioners.

All Proposals become the property of LCDJFS and will be a matter of record. LCDJFS shall have the right to use any or all ideas, or adaptations of those ideas, contained in any Proposal received in response to this RFP. Selection or rejection of the Proposal will not affect this right.

LCDJFS will have the final decision-making authority. They also have the right to reject any and all Proposals and to make contract awards on a discretionary basis. LCDJFS will issue an award letter to the selected organization(s) and will notify unsuccessful bidders in writing that an award has been made. Proposals will be reviewed on the basis of response to the program information of this RFP.

A provider may protest the decision resulting from the review of this RFP by following the guidelines listed. LCDJFS may consider a **written** protest that is received by LCDJFS within five (5) business days of the date of the letter notifying the vendor that the Proposal submitted was not accepted. The following must be included in the notification of protest letter:

1. Name, address, telephone number and fax number of protestors,
2. RFP name,
3. A detailed statement of the grounds for the protest, including copies of any relevant documents.

The written protest must be mailed to:

Tim Carrion, Director
Lorain County Department of Job and Family Services
42485 North Ridge Road
Elyria, Ohio 44035

D. INVOICING, MONTHLY REPORTS, SUBCONTRACTING AND BUDGETING

Monthly invoices, statistical and narrative reports are to be submitted by the 15th day of the month for services provided the previous month. The provider will only be paid for services authorized and verified by the contract as reimbursable expenses. Payment for services will only be made once per month. For accurate invoices which are received timely, LCDJFS will make payment within 60 calendar days after receipt of the invoice.

If subcontracting becomes necessary during the period of the contract, a copy of each subcontract must be submitted to LCDJFS within 10 days of the effective date of the subcontract. The provider will submit to LCDJFS the name and address of the subcontractor and a description of the services to be provided. Subcontractors are subject to the same terms and conditions as the contractor, including submitting a Proposal and a budget for the services they will provide.

Providers must provide a budget for the services they propose. A total cost of performing the proposed service must be included.

Payment for services provided by vendors will be based on actual costs. Providers will be required to submit verification of costs incurred for each program month.

Non-Federal entities that expend \$750,000.00 or more per year in Federal awards will be subject to requirements of OMB Omni-Circular 2 CFR Part 200. Organizations receiving federal funds are not permitted to duplicate federal funds for services proposed in this RFP.

E. TERMINATION

The agreement may be terminated by either party, at any time, with a 30-day written notice by the requesting party.

F. ANTICIPATED TIME FRAMES

Final Date for RFP Questions	July 15, 2021
Proposal Due Date	July 19, 2021
Evaluation and Selection Process	July 20, 2021 thru July 23, 2021
Anticipated Date of Contract to County Commissioners	July 28, 2021
Begin Date of Program	August 01, 2021

No verbal questions will be accepted. Prospective bidders should submit all questions or clarifications about this RFP in writing to:

Jennifer Key, Fiscal Supervisor
Lorain County Department of Job and Family Services
42485 North Ridge Road
Elyria, Ohio 44035
Fax: 440-323-3422 E-mail: Jennifer.Key@jfs.ohio.gov

G. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

Sealed bids will be accepted until 2:00 p.m., on Monday, July 19, 2021. An original and four copies (total of 5 copies) of the proposal must be received via the mail or hand delivered to:

Lorain County Purchasing Department
226 Middle Avenue, Fourth Floor
Elyria, Ohio 44035

All interested parties are welcome to attend the proposal opening, to be held immediately following the 2:00 p.m. deadline, in the Commissioners Public Hearing Room, 226 Middle Avenue, Fourth Floor, Elyria, Ohio 44035.

Each potential provider **MUST** indicate on the outside of the sealed bid envelope, whether they are a profit or a not-for-profit agency and complete the following information on the envelope: Name of RFP, bid opening date and opening time.

Any proposal not submitted at the designated place by the deadline or following the proper instructions for submission may not be accepted or considered.

H. ATTACHMENTS

Attachment I	Program Information
Attachment II	Sample Purchase of Service Contract
	Exhibit A - Vendor's Proposal
	Exhibit B - Repayment of Funds Agreement
Attachment III	Proposal Cover Sheet
Attachment IV	Budget Instructions
Attachment V	Current Prevention, Retention and Contingency Plan

All required county forms included in this RFP packet must be completed and returned with the Proposal. The following is a list of county required forms: (submit an original and four copies)

1. Request for Taxpayer Identification Number and Certification (W-9)
2. Affidavit (must be notarized):
 - a. Non-collusion affidavit
 - b. Anti-discrimination statement
 - c. Personal property tax disclosure
 - d. Real estate tax disclosure

3. Safety policy statement
4. Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code
(must be notarized)

PROGRAM INFORMATION
PROGRAM MARKETING / MEDIA CAMPAIGN
August 1, 2021 through December 31, 2021

Lorain County Department of Job and Family Services is committed to promoting the dignity and self-worth of those in need. We believe that given a choice, people prefer self-sufficiency. It is our mission to maximize available community resources to support, encourage and assist families and individuals in achieving their goals for self-sufficiency, to assist in elimination of barriers, and respond to ever changing needs in a progressive, caring and professional manner.

Lorain County Department of Job and Family Services (LCDJFS) is seeking a vendor(s) to provide program marketing and a media campaign for services provided to Lorain County residents that are currently being funded through various federal, state and local resources.

The Program Marketing and Media Campaign should be designed to promote the following programs:

1. Prevention, Retention and Contingency Plan (PRC) funded with Temporary Assistance to Needy Families (TANF) Funds. This program is designed to provide benefits and services needed to overcome immediate barriers to help families become and stay self-supporting. A copy of our complete PRC plan is available by request via email. Request should be sent to Jennifer Key, Fiscal Supervisor at Jennifer.Key@jfs.ohio.gov
2. Emergency Rental Assistance (ERA) Program funded by the U.S. Treasury Department under the Consolidated Appropriations Act of 2021. This program assists clients affected by COVID with rental and utility assistance for up to fifteen months.

The Program Marketing and Media Campaign provider will need to create a social media campaign using the best approach to market to Lorain County residents. This may include, Web-based advertising and outreach, television and radio advertising and outreach, billboard advertisements, etc.

The Program Marketing and Media Campaign provider will meet with LCDJFS representatives from leadership and human resources to provide a strategic plan to coordinate this process. LCDJFS is committed to educating our clients and our Lorain County residents of our services so that we can provide the best results, while customizing to the client's needs.

AGREEMENT FOR SERVICES
BETWEEN
LORAIN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
AND
(NAME OF VENDOR)

PURCHASE OF SERVICE CONTRACT –TANF FUNDED PROGRAM
FEDERAL FISCAL YEAR 2021
Month XX, 2021 through Month XX, 2021

This contract is entered into on the _____ day of _____, 2021 between Lorain County Department of Job and Family Services (hereafter call LCDJFS) located at 42485 North Ridge Road, Elyria, Ohio 44035 and whose telephone number is 440-323-5726 and (NAME OF VENDOR) (hereafter called Vendor) located at (ADDRESS OF VENDOR) and whose telephone number is (TELEPHONE NUMBER OF VENDOR) to provide (DESCRIPTION OF SERVICE TO BE PROVIDED).

TERMS

This contract will be effective from Month XX, 2021 through Month XX, 2021.

The total value of this contract shall not exceed (VALUE OF CONTRACT).

SCOPE OF SERVICE

Services are subject to terms and conditions set forth in this contract and attached exhibits. Such exhibits are deemed to be a part of this contract. Vendor agrees to provide (DESCRIPTION OF SERVICE TO BE PROVIDED) as described in the Vendor's proposal for services, Exhibit A.

INVOICING AND PAYMENT

Monthly completed vouchers will be sent to LCDJFS. Vendors will submit the completed voucher along with all necessary documentation. Under no circumstances will LCDJFS make payment for any services invoiced after 60 days beyond the end of the service month. LCDJFS will reimburse only for those services authorized.

For accurate invoices which are received timely, LCDJFS will make payment within 60 calendar days after receipt of the invoice for all invoices received in accordance with the terms of this contract.

The Vendor must also submit the following documentation for expenses incurred during the month:

1. Detailed receipt.

ALLOWABLE COSTS

LCDJFS will pay and/or reimburse only for those costs that are authorized under applicable federal, state and local laws.

AVAILABILITY OF FUNDS

This contract is contingent upon the availability of federal, state, or local funds appropriated or allocated for payment of this contract. If funds are not allocated and available for the continuance of the services provided by the Vendor, LCDJFS may terminate the service provided by the Vendor at the end of the period for which funds are available. LCDJFS will notify the Vendor at the earliest possible time of any services affected by shortage of funds. No penalty shall accrue to LCDJFS in the event this provision is exercised, and LCDJFS shall not be obligated or liable for any future payments due or for any damages resulting from termination under this provision. LCDJFS shall be the final agency invoiced for services. LCDJFS may request verification of payment for other services.

Federal funds for this contract are awarded under Catalog of Federal Domestic Assistance (CFDA) #93.558, Temporary Assistance for Needy Families (TANF), Department of Health and Human Services.

APPROVAL

This contract is conditioned upon approval of the Lorain County Board of Commissioners. If the Lorain County Board of Commissioners does not approve the contract, the terms of this agreement will not be executed. LCDJFS shall notify the Vendor at the earliest possible time of failure to receive Board approval.

DUPLICATE BILLING

The Vendor warrants that claims made to LCDJFS for payment for services provided will be for actual services rendered to eligible individuals and does not duplicate claims made by the Vendor to other sources of public funds for the same service.

CONFIDENTIALITY

The Vendor agrees to comply with all federal and state laws applicable to

LCDJFS and/or consumers of LCDJFS concerning confidentiality of LCDJFS consumers. The Vendor understands that any access to the identities of any LCDJFS consumers shall be as necessary for the purpose of performing its responsibilities under this contract. The Vendor agrees that the use or disclosure of information concerning LCDJFS consumers for any purpose not directly related to the administration of this contract is prohibited.

AUDIT RESPONSIBILITY

If the Vendor is subject to an audit by OMB Circulars, Audits of States, Local Governments and Non-Profit Organizations, LCDJFS has the option of requesting, at the time of the Vendor's audit, an audit of the Vendor's portion of funding received under this contract, with the findings being reported to LCDJFS.

If the Vendor is a non-Federal entity and expends \$750,000.00 or more per year in federal awards, the Vendor must comply with auditing requirements in OMB Circulars. The federal monies awarded in this contract must be added to the Vendor's schedule of federal awards. If the program under this contract will not be audited as a major program using the risk-based audit approach described in OMB Circulars, then LCDJFS has the option of requesting the program to be audited as a major program.

For auditing purposes, the Vendor is to be considered a sub-recipient of federal funds.

The Vendor agrees to accept responsibility for receiving, replying to and/or complying with any audit exceptions by appropriate federal, state or local audit.

Audits will use a "sampling" method. Depending on the type of audit conducted, the areas to be reviewed using the "sampling" method may include, but are not limited to, month's expenses, total components invoiced, and billable components. If the audit finds errors, LCDJFS will apply the error rate of the sample period to the entire audit period.

The Vendor agrees to repay LCDJFS the full amount of payment received for duplicate billings, erroneous billings, or false or deceptive claims. When an overpayment is identified and the Vendor cannot repay the overpayment in one month, the Vendor will sign a Repayment of Funds Agreement – Exhibit B.

The Vendor recognizes and agrees LCDJFS may withhold any money due and recover through any appropriate method any of the money erroneously paid under this contract if evidence exists of less than full compliance with this

contract. If payments are not made according to the agreed upon terms, future checks will be held until the repayment of funds is current. LCDJFS will cancel and not reissue checks held more than 60 days. LCDJFS also reserves the right not to increase the rate(s) of payment or the overall contract amount for services purchased under this contract if there is any outstanding or unresolved issue related to an audit finding.

LCDJFS may allow a change in the terms of the repayment agreement. Any change will require formal amendment to the repayment agreement signed by all parties. LCDJFS may allow an amendment to the repayment agreement to address the development of any additional changes or issues.

The Vendor and all subcontractors will follow procurement rules and regulations as described in OMB Circular #A-122, Cost Principles for Non-Profit Organizations and OMB Circular #A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

COMPLIANCE

The Vendor certifies that they and all subcontractors who provide direct or indirect services under this contract will comply with all requirements of federal laws and regulations, applicable OMB circulars, state statutes and Ohio Administrative Code rules, the provisions of OWF program for the LCDJFS. The Vendor accepts full responsibility for payment of any and all compensation premiums, all income tax deductions, pension deductions and any and all other taxes or payroll deductions required for the performance of the work by the Vendor's employees.

STANDARDS OF CONDUCT

The Vendor agrees they will refrain from promising or giving to any LCDJFS employee anything of value that is of such a character as to manifest a substantial and improper influence upon the employee with respect to his or her duties. The Vendor agrees that it will not solicit any LCDJFS employee to violate state code of ethics laws found in Sections 102.03, 102.04, 2921.42 or 2921.43 of the Ohio Revised Code and will refrain from conflicts of interest whether direct or indirect. The Vendor hereby certifies that they, their officers, members and employees are in compliance with Sections 102.03, 102.04, 2921.42 or 2921.43 of the Ohio Revised Code and the portions of the LCDJFS code of standards of conduct applicable to Vendors and that the Vendor will promptly notify LCDJFS of any newly arising conflicts of interest or potential violations of state ethics laws.

ETHICS LAWS

Vendor agrees that they will not promise or give to any LCDJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties. Vendor agrees that it will not solicit any LCDJFS employee to violate state ethics laws found at Sections 102.03, 102.04, 2921.42 and 2921.43 of the Ohio Revised Code. Furthermore, the Vendor certifies that they, their officers, members, and employees are in compliance with Section 102.04 of the Ohio Revised Code and that if the Vendor is required to file a statement pursuant to Section 102.04(D)(2) of the Ohio Revised Code, a copy of such statement has been filed with all required filings.

CONFLICT OF INTEREST

This contract in no way precludes, prevents, or restricts the Vendor from obtaining and working under an additional contractual arrangement with other parties aside from LCDJFS, assuming that the contractual work in no way impedes the Vendor's ability to perform the service required under this contract. The Vendor warrants that at the time of entering into this contract, it has no interest in nor shall it acquire any interest, direct or indirect in any contract which will impede its ability to perform the service under this contract.

Vendor further agrees that no employee, Board of County Commissioners, or employees of the county involved in the development of the specifications or the negotiation of this Agreement has any financial interest in the Agreement. Vendor has no knowledge of any situation, which would be a conflict of interest. It is understood that a conflict of interest occurs when a Grantor employee will gain financially or receive personal favors as a result of the signing or implementation of this Agreement.

Vendor will report the discovery of any potential conflict of interest to LCDJFS. Should a conflict of interest be discovered during the term of this Agreement, LCDJFS may exercise any right under this Agreement including termination of this Agreement.

AVAILABILITY AND RETENTION OF RECORDS

All records relating to the service provided and supporting documentation for invoices submitted to LCDJFS by the Vendor will be retained and made available by the Vendor for audit by LCDJFS or its agent, the State of Ohio (including, but not limited to, ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement official) and agencies of the United States

government for a minimum of three (3) years after payment under this contract. If an audit is initiated during this time period, the Vendor will retain such records until the audit is concluded and all issues resolved.

If this contract is terminated by the Vendor prior the end date of this contract, the Vendor will surrender all documentation and program records to LCDJFS.

PUBLIC RECORDS

This contract is a matter of public record under the laws of the state of Ohio. The Vendor agrees to make copies of this contract promptly available to any requesting party. Upon request made pursuant to Ohio law, LCDJFS shall make available the contract and all public records generated as a result of this contract.

By entering into this contract, the Vendor acknowledges and understands that records maintained by the Vendor pursuant to this contract may be deemed public record and subject to disclosure under Ohio law. The Vendor shall comply with the Ohio public records law.

INDEMNIFICATION

The Vendor agrees to protect, defend, indemnify, and hold LCDJFS; its officers, employees, and agents; and the Board of County Commissioners of Lorain County free and harmless from and against any and all losses, penalties, damages, settlements, costs, or liabilities of every kind and character arising out of or in connection with any acts or omissions, negligent or otherwise, of the Vendor or its employees, officers, agents and subcontractors. The Vendor agrees to pay all damages, costs, and expenses of LCDJFS; its officers, employees, and agents; and the Board of County Commissioners in defending any action arising out of the aforementioned acts or omissions.

INDEPENDENT CONTRACTORS

The parties intend that an independent Vendor relationship be created through this agreement. The conduct and control over the services performed will be solely with the Vendor. The Vendor and its employees will not be considered agents or employees of LCDJFS.

DEBARMENT AND SUSPENSION

For contracts valued at greater than \$100,000.00, the Agency may not contract with Vendors on the non-procurement portion of the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs (hereinafter known as List) in accordance with Executive Order 12549. By signing this contract, the Vendor warrants that they will

immediately notify LCDJFS if they are added to the List at any time during the life of this contract. Upon receipt of notice, LCDJFS will issue a termination notice in accordance with the terms of the contract. If the Vendor fails to notify LCDJFS, then LCDJFS reserves the right to immediately suspend payment and terminate the contract.

SUBCONTRACTING

When deemed necessary to deliver services of the quantity and quality specified in the Vendor's proposal, the Vendor may subcontract. All subcontracts are subject to the same terms and conditions contained within this contract. The Vendor is responsible for making direct payment to all subcontractors for any and all services provided by such Vendor. The Vendor agrees to provide copies of any subcontracts and subcontract amendments, within 10 days of the subcontractor's signature, to LCDJFS. Subcontracting also refers to MOU's or other signed agreements.

Subcontractors are responsible for same audit rules and regulations as described in the audit responsibilities section of this contract.

It is the responsibility of the Vendor to ensure the unit rate paid to subcontractor's is an accurate and honest reflection of that subcontractor's costs and expenses.

MEDIA RELATIONS, PUBLIC INFORMATION AND OUTREACH

LCDJFS and the Vendor agree that the project detailed in this contract and attachments is a joint effort with funding provided by the Lorain County Department of Job and Family Services. LCDJFS and the Vendor also agree to coordinate information in response to local, regional and national media inquiries.

Any publicity release or other public reference including media releases, information pamphlets, etc., for the services provided under this agreement, it will be clearly stated that the project is in part funded using TANF federal funds through an agreement with Lorain County Commissioners and Lorain County Department of Job and Family Services.

MONITORING AND EVALUATION

LCDJFS will monitor the manner in which the terms of the contract are being carried out and evaluate the extent to which the objectives are being achieved.

Vendors are expected to track and maintain clear, concise records and documents as indicators of the program's performance. LCDJFS staff reserve

the right to determine whether the goals of the program, as detailed in the submitted proposal, are being accomplished through review of documents and forms completed by the Vendor.

TERMINATION

This contract may be terminated by either party upon notice, in writing, delivered to the other party prior to the effective date of termination. Should the Vendor wish to terminate this contract, the Vendor must deliver the notice of termination 30 days prior to the effective date of termination. Should LCDJFS wish to terminate, LCDJFS must deliver the notice of termination 30 days prior to the effective date of termination.

The parties further agree that should the Vendor become unable to provide the services agreed to in this contract for any reason, such services the Vendor has rendered upon the date of its inability to continue the terms of this contract will be eligible to be billed and paid according to the provisions in the Billing and Payment section of this contract. The parties further agree that should the Vendor become unable to complete the service requested in this contract, for any reason, such work the Vendor has completed upon the date of its inability to continue the terms of this contract will become the property of LCDJFS. LCDJFS will not be liable to pay the Vendor any further compensation after the date of the Vendors inability to complete the terms of this contract, which will also be considered the date of termination, unless extended upon request by LCDJFS. Notwithstanding the above, the Vendor shall not be relieved of liability to the LCDJFS for damages sustained by the LCDJFS by virtue of any breach of the contract by the Vendor. LCDJFS reserves the right to legal, administrative, and contractual remedies for damages sustained by the LCDJFS by virtue of any breach of the contract by the Vendor.

Vendor, upon receipt of notice of termination, agrees that it will cease work on the termination activities under this contract, terminate all subcontracts relating to such terminated activities, take all necessary or appropriate steps to limit disbursements and minimize costs and furnish a report as of the date of receipt of notice of termination describing the status of all work under this contract, including results accomplished, conclusions and other matters as LCDJFS may require.

Based on substantiated allegations of inappropriate activities, behaviors and/or actions including, but not limited to, loss of required license, abuse or neglect of consumer or ethical or business violations, LCDJFS reserves the right to terminate immediately upon delivery of the termination notice.

AMENDMENTS

This agreement may be amended at any time provided that such an amendment is in writing and is signed by the Director of LCDJFS, and an authorized representative of the Vendor. If the amendment adjusts the dollar value or changes the services to be provided as stated in the original agreement, the amendment will also require the signature of the President of the Lorain County Board of Commissioners or their authorized representative.

CHILD SUPPORT ENFORCEMENT

The Vendor agrees to cooperate with LCDJFS, ODJFS, and any other Child Support Enforcement Agency in ensuring that the Vendor's employees meet child support obligations established under state law. Further, by executing this contract, the Vendor certifies present and future compliance with any order for the withholding of support, which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

NON- DISCRIMINATION

The Vendor certifies it is an equal opportunity employer and shall remain in compliance with state and federal civil rights and non-discrimination laws and regulations including but not limited to Title VI and Title VII of the Civil Rights Act of 1964 as amended, the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act as amended, and the Ohio Civil Rights Law.

During the performance of this contract, the Vendor will not discriminate against any employee, contract worker, or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, ancestry, disability, Vietnam-era veteran status, age, political belief, or place of birth. The Vendor will take affirmative action to ensure that during employment, it treats all employees and contract workers without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, disability, Vietnam-era veteran status, age, political belief, or place of birth. Such action shall include, but is not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices stating that the Vendor complies with all applicable federal and state non-discrimination laws.

The Vendor agrees not to establish or knowingly permit any such practice or practices of discrimination or segregation in reference to anything related to this contract, or in reference to any Vendors or subcontractors of said Vendor.

Vendor hereby acknowledges that Title VI of the Civil Rights Act of 1967 (Title VI) and its implementing regulations provides that no person shall be subjected to discrimination on the bases of race, color or national origin under any program or activity that receives Federal financial assistances. Thus, any organization or individual that receives Federal financial assistance, either directly or indirectly, through a grant, contract or subcontract, is covered by Title VI, including hospitals, nursing homes, home health agencies, home maintenance organizations, health services sub-recipients/vendors and human service organizations.

Vendor further acknowledges that Title VI makes it unlawful for an individual or an organization to discriminate against persons with Limited English Proficiency ("LEP"). Also, agencies who receive Federal funding from the U.S. Department of Health and Human Services ("HHS") are required to provide oral and/or written translation services to individuals whose primary language (spoken or written) is not English.

Vendor warrants that if it is an individual or an organization that is a recipient of Federal Financial assistance from HHS, it has an obligation to ensure that LEP persons have meaningful and equal access to benefits and services.

Vendor agrees that it will comply with all federal laws and regulations pertaining to Title VI of the Civil Rights Act of 1964.

Lorain County Department
of Job and Family Services

Tim Carrion, Director

Date

The Director of Lorain County Department of Job and Family Services is authorized to execute this contract on behalf of the Lorain County Commissioners. Resolution # _____.

NAME OF
VENDOR

NAME, TITLE

Date

Approved as to form by: _____

Assistant County Prosecutor

Date

EXHIBIT A

**EXHIBIT A OF THE
CONTRACT IS THE
PROPOSAL SUBMITTED BY THE
VENDOR IN FFY 2021**

REPAYMENT OF FUNDS AGREEMENT

This agreement is to record the understanding between the Lorain County Department of Job and Family Services (LCDJFS) and (Provider), located at _____ concerning the contract compliance review conducted on _____, 202__.

REVIEW PERIOD

LCDJFS has conducted a contract compliance review of the Provider's records for the period _____ through _____.

AMOUNT OF OVERPAYMENT OR FINDING

The total of the overpayment and/or finding for the period reviewed is \$ _____. Attached is an explanation and calculation of the overpayment or finding.

REPAYMENT OF FUNDS

The repayment of the above stated amount will be made in the following manner: _____.
Payment is due on or before the first working day of each month beginning _____ and continuing through _____.

Each repayment will be mailed to:

Fiscal Contracting Unit
Lorain County Department of Job and Family Services
42485 North Ridge Road
Elyria, Ohio 44035

LIMITATION ON FUTURE CHECKS

The Provider understands and agrees that LCDJFS may withhold payments due to the Provider. LCDJFS reserves the right of offset amounts due to the Provider against amounts due to LCDJFS pursuant to a "Repayment of Funds Agreement." LCDJFS may recover monies through any reasonable method if less than full compliance with this agreement occurs. This means that should payments not be made

according to the terms stated in the above Repayment of Funds section, future checks will be held until the repayment of funds is in a current status. Checks may be held until they are sixty days old at which time they will be canceled. Checks will not be reissued once they have been canceled.

AMENDMENT OF AGREEMENT

LCDJFS may allow a change in the terms of the repayment. Such a change, however, will require a formal amendment signed by both parties to this agreement. An amendment may also be processed if any additional changes or issues develop and/or need to be addressed.

CONTACT PERSON AND TELEPHONE NUMBER

The Provider staff person to whom questions regarding this agreement should be addressed is _____ and may be reached at telephone number _____.

By signing below, both parties hereby agree to the terms of this agreement.

Lorain County Department of
Job and Family Services _____

Tim Carrion, Director

Date

Provider _____

Date

Title of Provider Representative _____

Vendor # _____

County Codes _____

State Codes _____

PROPOSAL COVER SHEET

VENDOR NAME: _____

VENDOR ADDRESS: _____

VENDOR PHONE NUMBER: _____

VENDOR FAX NUMBER: _____

VENDOR WEB ADDRESS: _____

NAME OF AUTHORIZED
REPRESENTATIVE: _____

TITLE OF AUTHORIZED
REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED
REPRESENTATIVE: _____

E-MAIL ADDRESS OF
AUTHORIZED REPRESENTATIVE : _____

If Different from Above:

CONTACT PERSON: _____

TITLE OF CONTACT PERSON: _____

PHONE NUMBER OF CONTACT PERSON: _____

FAX NUMBER OF CONTACT PERSON: _____

NAME OF PROPOSED PROGRAM: _____

TOTAL PROGRAM COST PER YEAR: _____

PROGRAM BUDGET

The budget for the program must reflect efficient administration and good management practices. Anticipated expenditures shown on the budget must be reasonable and in line with those of similar bidders providing comparable services. Bidders should present a sound approach to budgeting for the various services. **Budgets will be evaluated in accordance with standard accounting principles, clear support of proposed services, and cost effectiveness.**

Bidders should provide an explanation for each budget item in order to describe the necessity and reasonableness of each budget item. Statements should be concise and clear.

If the subgrantee has an established indirect cost rate that is approved by a federal oversight agency such as the Department of Education or the Department of Health and Human Services, that rate may be included.

Complete a budget for the period specified in the RFP. The purpose of the budget is to arrive at the total cost of the purchased services. The budget should be completed by listing projected expenses under each category, totaling the cost of the program, detailing services.

Funding Restrictions:

- A. Funds may not be used for building, construction, or to purchase or renovate property.
- B. Funds may not be used to supplant existing federal, state, or local funds. For example, a subgrantee could not use these funds to substitute funding that has been earmarked for an existing program. Funds *may* be used for new approaches and/or to expand existing programs.
- C. Funding is contingent upon the availability of funds for the time period specified in the RFP.

LORAIN COUNTY JOB AND FAMILY SERVICES

TIM CARRION, DIRECTOR

42485 NORTH RIDGE ROAD, ELYRIA, OH 44035-1057
(440) 323-5726 / 244-4150 FAX: (440) 323-3422 TDD: (440) 284-4125

Prevention, Retention and
Contingency Plan

Effective 10/01/19

Amended 6/16/2021

ORC Section 5108

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and services needed to overcome immediate barriers to help families become and stay self-supporting. The PRC program provides for non-recurring, short-term, crisis-oriented benefits and ongoing services that are directly related to one of the four purposes of the Temporary Assistance for Needy Families (TANF) program. The four purposes of the TANF program are:

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

Non-recurring, short-term assistance is defined as addressing crisis-oriented situations that do not provide for needs expected to extend beyond four (4) months. These non-recurring benefits and services may encompass more than one payment per year, as long as the payment provides short-term relief and addresses a crisis-oriented situation rather than meeting ongoing or recurring needs.

The services and benefits provided under the PRC program fall into three categories:

- 1) Prevention services: designed to divert families from ongoing cash assistance by providing short term non-assistance.
- 2) Retention services: provided to assist an employed member of the family in maintaining employment.
- 3) Contingency services: provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members.

These benefits and services are consistent with the federal definition of "non-assistance" as found in 45C.F.R.260.3.

The definition of "non-assistance" includes:

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

Civil Rights/Limited English Proficiency

The LCDJFS PRC program will be administered in compliance with state and federal civil rights and non-discrimination laws and regulations including, but not limited to, Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 as amended, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and the Ohio Civil Rights Law.

Compliance will also be met with Title VI of the Civil Rights Act of 1964 to provide meaningful access to programs by Limited English Proficiency (LEP) persons. Meaningful access means that the LEP person's situation can be effectively communicated to the service provider; the LEP person is able to understand the services and benefits available; and the LEP person is able to receive those services and benefits for which he or she is eligible in a timely manner.

Program Operation

To ensure fair and equitable treatment of families applying for PRC, the program shall be continuously in operation according to the standards of policy and procedures as set forth within this document. The covered benefits or services or the amounts specified for the benefits and services listed in the section detailing the scope of coverage may not be reduced, limited, or restricted unless the program is amended or there are no funds available.

Scope of Benefits Services

The attached PRC Scope of Coverage Chart reflects the scope of benefits and services provided under the Lorain County PRC Program. The chart also contains the assistance groups served, and the economic need standards for the particular service specific to the family's circumstances.

Application

To apply for PRC, a PRC-1 "Prevention, Retention, and Contingency (PRC) Program" Application form must be filed with the agency unless otherwise noted in the scope of coverage. The application, related verifications, and any other information related to this process will be kept in the LCDJS Imaging System (ERIMS).

- An approved/authorized PRC application is valid for thirty (30) days from the date the agency receives the signed application in order to address multiple needs. When requesting assistance for additional services, clients must provide all necessary information, verification, and documentation to determine eligibility for the new service.
- Income is verified for the 30-day period prior to the application and the monthly income projected for the application period, taking into account expected changes.
- The total gross income, both earned and unearned of all the PRC AG members must be counted.
- There are no deductions or exclusions allowed from any type of countable income other than the gross earnings of a minor child.
- Voter Registration Applications as prescribed by the secretary of state under section 3503.10 of the ORC will be made available to persons who are applying for, receiving assistance from, or participating in the PRC Program. (Reference Section 329.051 of the ORC)
- A separate Kinship Caregiver Program (KCP) application PRC-1500 may be utilized for obtaining kinship caregiver services in coordination with the local PCSA.

Applicant Responsibility

An applicant for PRC is responsible for completing all necessary documents, furnishing all available facts and information, and cooperating in the eligibility determination process. An applicant must utilize all available income and liquid assets/resources (cash, bank accounts, CDs, stocks, bonds, etc.) to meet their needs. This includes filing applications and pursuing potential ongoing assistance programs such as OWF, DFA, SSI and the Supplemental Nutrition Assistance Program (SNAP), as well as Unemployment Compensation, Social Security, and the Home Energy Assistance Program (HEAP). Failure to pursue available income or resources that could sufficiently meet a portion of or the entire amount of their need will result in the denial of the PRC application.

Assistance Group Composition

PRC benefits and services are available to a family assistance group (AG) who reside in Lorain County. The family assistance group must include a minor child or pregnant individual as defined in Sections 5108.01 and 5108.06 of the revised code. PRC benefits and services are also available to the non-custodial parent of a minor child who lives in Lorain County, and does not live in the same household as the minor child. Non-custodial parent with current child support obligation being met through a CSEA or in the Seek Work Program.

An eligible family must include a minor child who resides with a parent, specified relative, legal guardian or legal custodian or consist of a pregnant individual in her 3rd trimester. PRC assistance may also be provided to a pregnant individual in her 3rd trimester with no other minor children.

A child may be "temporarily absent" from the home *for up to six (6) months* in accordance with the time frames *in ORC 5107.10 (which are applicable to PRC)* and still qualify for PRC. During the temporary period, the child is considered to be residing with the parent, caretaker relative, legal guardian, or legal custodian. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian or legal custodian and other members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.

For the Kinship Caregiver Program, each minor child residing with a kinship caregiver, as defined in ORC 5101.85, is considered a child-only assistance group.

The assistance group composition for a specific benefit or service is reflected in the section, "Lorain County Department of Job & Family Services - PRC Scope of Coverage Chart". All benefits and services in the charts are meant to meet the first two general purposes of TANF.

Ineligible Family AG's

Federal and State law must be adhered to when providing PRC benefits and services. Listed below are Federal and State prohibitions based upon 42 U.S.C. 608, section 431 of PRWORA (as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and the Balanced Budget Act of 1997), and the Ohio Revised Code:

- No assistance for families without a minor child;
- No assistance to a single individual, unless such individual is pregnant and in the 3rd trimester;
- No medical services except for pre-pregnancy family planning services;
- No benefits or services to an individual who is not a citizen of the United States or a qualified alien;
- No assistance for families that fraudulently receive assistance under the OWF and/or PRC programs until full repayment occurs per ORC 5101.83.
- No benefits or services to an applicant or AG member who is on strike.
- Fugitive Felons.

Eligibility

In order to receive PRC benefits and services at least one member of the AG must be a citizen of the United States or a qualified alien as defined in Section 5506(d) of Public Law 105-33 (the Balanced Budget Act of 1997).

Each person applying for PRC must provide the county agency (or third party providing agency) with a social security number or apply for a social security number. Providing a number is a condition of receipt of TANF and is required under Section 1137(a) of the Social Security Act. The social security number will be used to check information provided by the individual.

Eligibility for PRC is dependent upon the AG's demonstration and verification of need for financial assistance and/or services. In order for eligibility to be determined the income of the AG must be compared to the economic need standard established for the benefits and services requested. The economic need standards are based upon federal poverty guideline measures which shall be updated annually, generally in March, when the federal poverty guidelines are released. Eligibility for the PRC AG to receive benefits or services is based on AG income that must be equal to or less than the economic need standard. See the attached Scope of Coverage Chart.

Income

The total gross income, both earned and unearned of all members of the PRC AG shall be counted except for gross earnings of a minor child as defined in Section 5101:1-23-20 (c)(i) of the Ohio Administrative Code. This includes all income which is normally exempt or disregarded when determining eligibility for Ohio Works First (OWF). All income which is received, or expected to be received, during the thirty (30) day budget period is considered when determining financial need. A statement is needed indicating how daily living expenses are met if AG reports no income or means of support. The 30-day budget period begins with the date of the PRC application. In order to make that determination the income received 30 days prior to the date of application will be verified and utilized to evaluate and project future income. Any expected changes will be documented (verified to the extent possible) and used in projecting more accurately the income expected to be received during the PRC application period. All income and benefits that are exempt per federal rule will be excluded in determining income eligibility for the PRC program per 5101:1-24-20 of the OAC.

For cases in which the income cannot be accurately obtained, the implementation of practices that are reasonable and prudent should occur when determining countable income. A signed JFS 07341, "Applicant/Recipient Authorization for Release of Information" should be obtained from the applicant for an inquiry. Once the release is received, verification which is obtained by phone must contain clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification. More stringent verification is required when PRC benefits and services involve a direct monetary gain by the applicant, and potential opportunities for fraud are prevalent.

Unearned Income

The following are examples of unearned income which must be counted. These are examples only and are not meant to be an all-inclusive list:

- RSDI Benefits
- Veteran Administration Benefits
- Workers' Compensation Benefits
- Lump-sum Payments (including tax refunds)
- Alimony and Child Support
- Strike Benefits
- Rental Income
- Investment Income

- Unemployment Compensation Benefits
- Private Pension and Retirement Benefits
- OWF or Supplemental Security Income (SSI)
- Adoption Assistance
- Foster Care Assistance

Earned Income

Earned Income is income in which the AG member must perform some type of labor or service to receive it. The following are examples of earned income. This is not intended to be an all-inclusive list:

- Earnings from work as an employee
- Earnings from Self-Employment
- Strike benefits if the striker is required to perform services in order to receive payment
- Training Allowance

Residence

PRC benefits and services are available to residents of Lorain County. Residence is established by living in the county voluntarily with the intent to remain permanently or for an indefinite period.

Voter's Registration

Voter Registration applications shall be made available to persons applying for or participating in the PRC program. Reference section 329.051 of the ORC.

Standard of Promptness

The focus of this program is to provide and authorize benefits and services within ten (10) working days of the receipt of a signed application. In some instances, this time frame will not be met due to unavoidable delays on the part of the applicant or the agency.

A denial of a PRC application due solely to the expiration of the ten-day period is not an acceptable eligibility determination practice. The AG record should contain sufficient documentation of the case activity on the PRC application, including an explanation of unexpected unavoidable delays in processing the application.

Community Resources

The availability of HEAP, FEMA, or Red Cross Disaster money within the local community shall be explored prior to the authorization of PRC for services that would or could be covered by those funding agents. Consideration will be given for limited community resources, and as a result, PRC may be authorized prior to drawing on those limited funds.

All potential community resources that could assist a family in need shall be explored during the determination of eligibility. The Assistance Group PRC file should reflect all attempts to locate and utilize available community resources.

Direct and Contracted Family Stability Services

Families that qualify for Family Stability Contracted Services could access PRC funds if they meet all Federal/State requirements. Receiving Family Stability Contracted Services will not prohibit the use of PRC Direct Services provided by LCDJFS. Contracted Services will use the PRC-1 Application as determined by the agency, unless otherwise noted on the Scope of Coverage.

Services and benefits shall be provided which directly lead to or can be expected to lead the family to becoming Self-Sufficient by accomplishing one or more of the following specific four purposes of TANF:

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

PRC assistance will be authorized with the expectation that the PRC AG will be able to function without additional agency help. Services and benefits shall be provided which directly lead to or can be expected to lead the family in becoming self-sufficient.

Notice of Approval/Denial

Once an application for PRC is approved, the JFS 04074, "Notice of Approval of Your Application for Assistance" shall be mailed or otherwise delivered for each specific service/benefit requested. If it is determined that an application and/or service for PRC is denied, the JFS 07334, "Notice of Denial of Your Application for Assistance" shall be mailed or otherwise delivered.

State Hearing Rights

AG's applying for PRC benefits have a right to a State Hearing when they disagree with the action(s) that the county agency has taken. PRC applicants are informed of the right to a State Hearing via the JFS 07501 "Program Enrollment & Benefit Information" booklet at initial application and again via the notices of approval or denial of the PRC application.

Overpayment Collections

Any erroneous payments issued under the PRC Program due to client or vendor error, misrepresentation, intentional program violation, fraud, or agency error constitutes an overpayment. All PRC overpayments are subject to recovery according to established agency collection policy and procedure.

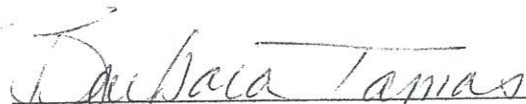
Program Integrity and Control

Once eligibility for PRC is established, the LCDJFS director or designee will authorize and generate payment for the assistance, goods, and/ or services. Authorization may occur at any time during a period beginning on the date that PRC is approved. As long as payment is authorized within the appropriate period, actual payment may be made to vendors according to the procedures in place at the agency. All PRC payments are made by LCDJFS to the vendor or in rare situations to the PRC AG. The County will ensure that all agency policies meet all auditing requirements.

All Programs, including services and benefits, are subject to availability of funds.

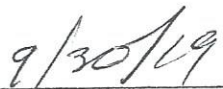
This plan may be amended or modified at any time. All amendments will be submitted to ODJFS with an effective date of the addendum.


Lorain County Department of Job & Family Services agrees to implement the PRC Program as provided in this Plan and is certified with effective date of plan revision for 10/01/2019.

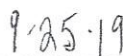

LCDJFS Director

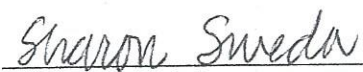

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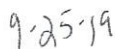

County Commissioner


Date


County Commissioner

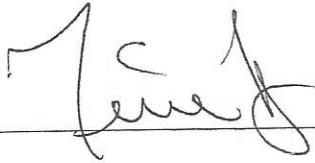

Date


County Commissioner

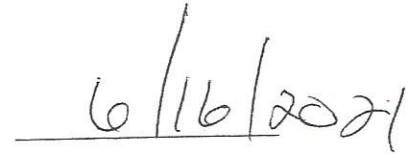

Date

PRC Plan Amendment Director Signature

The PRC services/benefits for Lorain County listed in the plan have been amended as of 6/16//2021. The changes revised were hard services in which amendment dates are noted. The Lorain County Department of Job and Family Services reserve the right to amend this plan as needed upon the recommendation of the Director of Lorain County Department of Job and Family Services. The Lorain County Department of Job and Family Services agree to implement the PRC program per the renewal effective 10/01/2019 containing the amendment effective 6/16/2021.

A handwritten signature in black ink, appearing to read "LCDJFS", written over a horizontal line.

LCDJFS Director

A handwritten date "6/16/2021" in black ink, written over a horizontal line.

Date

LORAIN COUNTY DEPARTMENT OF JOB & FAMILY SERVICES PRC SCOPE OF COVERAGE
Effective 6/16/2021 unless otherwise indicated

Guiding Principles:

- 1) A PRC-1 Application of Assistance is required, unless otherwise indicated.
- 2) Some services and/or benefits require employment of at least 30 hours per week at State minimum wage or higher.
- 3) Participant is responsible to report changes in income or resources, or changes in household members or residence that may affect eligibility.
- 4) **ALL** programs are subject to availability of funds.
- 5) **OWF** participants must be attending and completing their assignments on their Self-Sufficiency Contract.
- 6) LCDJFS has final decision on how to direct funds/services.

PRC Service/Benefit and Guidelines	Benefit/Service Limit	Eligibility Criteria	Targeted Group
PREPAID BUS TICKETS or PREPAID FUEL CARDS Qualified individuals who are OWF Work Eligible Individuals or SNAP Employment and Training applicants or participants. The amount of tickets issued will depend on the hours of OWF participation. OWF and SNAPET recipient eligibility based on current OWF/SNAP application.	Bus ticket amount as needed. \$25 gas cards available until supply is exhausted.	OWF-WEI and SNAPET participants have automatic eligibility. Bus tickets may be issued for applicants/participants with no transportation of their own and uses public transit. Gas cards will be issued for applicants who have a means of transportation. May also be issued to individuals who have met participation in their required activity.	OWF and SNAP Work Activity program AGs participating in a job-related education or training activities sponsored by LCDJFS. NOTE: Gas cards or bus tickets will not be given to OWF and/or SNAP participants as transportation to employment The TANF Prepaid Bus Ticket Program meets the first two purposes of TANF: <ol style="list-style-type: none"> 1. To provide assistance to needy families so that the children may be cared for in their own homes or the homes of relatives. 2. To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

PRC Service/Benefit and Guidelines	Benefit/Service Limit	Eligibility Criteria	Targeted Group
SHELTER EXPENSES *Delinquent mortgage payment defined as mortgage payment not made by the due date in the billing statement. We cannot pay for dwellings that have been declared as uninhabitable. *Property taxes – ½ year delinquent or longer. Must be able to get property taxes current with payment to be eligible.	Shelter assistance not to exceed \$6000 total per 12-month period. Utility assistance not to exceed \$950 maximum in a 12-month period.	200% FPL Verification of income and liquid resources from 30 days prior to application Verification of delinquent mortgage and/or utility disconnect or shut-off notice and must be in the applicant's name.	Employed, Underemployed or Unemployed individuals residing in a TANF household. Specified relative w/minor child(ren) and/or unemancipated children
UTILITIES *Utility service thirty (30) days delinquent or to prevent shut-off or restore service (limited to heating expense, electric, water and sewer service). *Regain PIPP eligibility	Furniture (Beds) not to exceed \$900 maximum in a 12-month period. Must be referred by a community partner; Genesis House, LCCS, Red Cross, etc.	Copy of current lease or landlord statement. Payment for heating and other utilities can be authorized while the Home Energy Assistance Program (HEAP) is in operation. AG must provide verification they have applied for HEAP during HEAP season.	Legal custodian/guardian w/minor child(ren) Non-custodial parent with current child support obligation being met through a CSEA or in the Seek Work Program. These Contingency Services meet the first two purposes of TANF: <ol style="list-style-type: none"> 1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. 2. To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.
FURNITURE AND APPLIANCES *Limited to the following appliances: Stove, refrigerator, washer and dryer – repair or purchase of replacement; bed frame, box spring, mattress, and cribs	Appliances (Stove, refrigerator, washer and dryer or any combination) not to exceed \$2000 maximum in a 12-month period.	Must provide 2 current estimates dated within the last 30 days for the needed service	
HOME REPAIRS *Emergency repairs that directly affect the health and safety of the family. May include electrical, plumbing, septic, furnace, and accessibility problems. Repairs must be completed by professionals with a valid Ohio Vendor's License.	Home repairs not to exceed \$6000 in rolling 12-month period.		
PEST REMOVAL SERVICES *Treatment, relocation, and education due to infestation of pest(s) including but not limited to bed bugs, fleas, rodents, roaches.	Pest removal services not to exceed \$1500.		

PRC Service/Benefit and Guidelines	Benefit/Service Limit	Eligibility Criteria	Targeted Group
EMERGENCY SHELTER ASSISTANCE A security deposit and first month's rent may be authorized for payment when the applicant is currently residing in Genesis House Domestic Violence Center of Lorain County and is transitioning into permanent housing. The applicant must be cooperating in their case management plan with their Domestic Violence counselor.	Shelter assistance not to exceed \$1500 and is not included in the PRC 12- month restricted policy cap.	200% FPL Verification of income and liquid resources from 30 days prior to application The applicant must be able to meet their ongoing need. The rental unit must be in Lorain County, unless approval for out of county location is approved by a LCDJFS Administrator or Director.	Residents of the Genesis House Domestic Violence Center of Lorain County. The TANF Shelter Assistance Program meets the first two purposes of TANF: 1. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives. 2. To end the dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.
PRC Service/Benefit and Guidelines EMPLOYMENT RELATED EXPENSES VEHICLE REPAIRS PRC funds will be used to provide vehicle repairs for the vehicles of Lorain County families so that the vehicle will be safe and operational. <ul style="list-style-type: none"> Reasonable cost of parts and labor to repair vehicles for clients that have been employed or self-employed for the most recent 30 days, individuals who are required and currently participating in a work activity through the OWF/JOBS or SNAP Employment and Training program OR non-custodial parents who are currently participating in court ordered Seek Work. Services are to be provided at an agency approved vendor. 	Benefit/Service Limit Payment for actual need up to \$3000 for auto repair and/or auto insurance combined. In addition, applicants who are approved for car repair and/or auto insurance will also receive four \$25 gas cards for transportation to employment as a bundled/wrap-around service.	Eligibility Criteria 200% FPL Proof of hire date and income for the 30 days prior to the date of application Proof of current ownership/registration of the vehicle at the time of application. Must have owned vehicle for a minimum of 90 days Proof of current driver's license and auto insurance Must provide 2 current estimates dated within the last 30 days for the needed service	Targeted Group Employed or self-employed individuals, except for Driver's Education classes. Specified relative w/minor child(ren) and/or unemancipated children Legal custodian/guardian w/minor child(ren) Non-custodial parent with current child support obligation being met through a CSEA or in the Seek Work Program. The TANF Vehicle Repair Program meets the first two purposes of TANF: 1. To provide assistance to needy families so that the children may be cared for in their own homes

*It is the intent of the program to assist low income families with unexpected vehicle repair expenses, not regular maintenance. Services that would be considered "regular maintenance" (such as oil changes, wind shield wipers, light bulbs, etc.) will not be covered unless required as the result of another necessary repair. Necessary repairs are those needed to ensure the vehicle becomes safe and operational.

AUTO INSURANCE

- Liability Insurance for up to 4 months of coverage

DRIVER'S EDUCATION CLASSES

OTHER RELATED EXPENSES

Expenses for tools/equipment/supplies not provided by employer. Expenses reimbursed to employer.

Job support uniforms, shoes/boots, safety items.

Cleaning products for clothing and tools.

Automobile license and/or license plate fees
Driver's license fees (new or expired, does not include reinstatement)

State ID fees

Birth Certificate fees

Testing fees

Background check fees

Hygiene kits

Service cap for
Driver's Education
classes and Other
Related Expenses for
actual amount up to
\$750 in a 12-month
period.

- 1.
2. To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

or the homes of relatives.

<p>G.E.D INCENTIVE</p> <p>\$250 incentive payment upon completion of G.E.D. Must apply within 90 days of receiving valid certificate.</p>	<p>One-time payment of \$250 for each eligible applicant.</p> <p>G.E.D. Incentives are limited to the availability of funds.</p>	<p>200% FPL</p> <p>Families with minor child(ren), pregnant women in their 3rd trimester, or non-custodial parents.</p>	<p>Employed individuals residing in a TANF household.</p> <p>The TANF G.E.D. Incentive Program meets the second purpose of TANF:</p> <p>2. To end the dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>
<p>PRC Service/Benefit and Guidelines</p> <p>SCHOOL FEES</p> <p>Payment of school fees made directly from LCDJFS to the school on behalf of eligible recipients.</p>	<p>Benefit/Service Limit</p> <p>This program limited to the availability of funds.</p> <p>Excludes payment for Cap & Gown.</p>	<p>Eligibility Criteria</p> <p>TANF eligible youth up to 200% FPL</p> <p>Verification of income and resources from 30 days prior to application</p>	<p>Targeted Group</p> <p>Children residing in TANF eligible households.</p> <p>The TANF School Fees Program meets the first three purposes of TANF:</p> <ol style="list-style-type: none"> 1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. 2. To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. 3. To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.

PRC Service/Benefit and Guidelines	Benefit/Service Limit	Eligibility Criteria	Targeted Group
<p>LCDJFS SUMMER CAMP</p> <p>The focus of the summer camps is career exploration with daily technology programs as well as literacy and math activities to alleviate summer learning loss and to educate and promote healthy lifestyles.</p> <p>Children between the ages of 6 and 18 years old who live in Lorain County in households with a gross income up to 200% of the federal poverty guidelines (FPG) are eligible for the program.</p> <p>Summer camps will be provided by Boys & Girls Club of Northeast Ohio, El Centro de Servicios Sociales, Inc, Horizon Education Centers, Little Lighthouse Learning Center, and Tower Educational Consulting Group, Inc.</p> <p>Summer Camps will operate from June 1, 2021 through August 31, 2021</p> <p>All households must complete a special PRC-01 camp application. Households not receiving OWF or SNAP food benefits from LCDJFS will need to provide all supportive verification, including income, to determine PRC eligibility.</p>	<p>This program is limited to the availability of funds</p>	<p>TANF eligible up to 200% FPL, including OWF and SNAP recipients.</p> <p>Income from specified relatives, kinship caretakers, legal guardians and custodians will be excluded from the household total income for purposes of determining eligibility for the PRC summer camp program.</p> <p>Applicants must complete the PRC-01 CAMP application.</p>	<p>Youth 6-15 years old who meet TANF eligibility requirements and reside in a household with a gross income up to 200% FPG in Lorain County.</p> <p>The TANF Summer Camp Program meets the first two purposes of TANF:</p> <ol style="list-style-type: none"> 3. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives. 4. To end the dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.
<p>LCDJFS Summer Youth Employment Program – SYEP</p> <p>The summer employment program will enable low income TANF eligible Lorain County youth to gain valuable experience and soft skills while earning a paycheck to help meet basic needs. The program will run May 1, 2021 through September 30, 2021. Activities to be utilized in the SYEP program include:</p>	<p>Wages will be paid at \$10.00 per hour.</p>	<p>TANF eligible up to 200% FPL, including OWF and SNAP recipients.</p>	<p>Youth age 14-18, enrolled in school as long as the youth is in a needy family and in school. The youth served may also be a non-custodial parent.</p> <p>Youth in a foster care setting age 14-18 if they are a full-time student in a secondary school.</p>

<ul style="list-style-type: none"> ▪ Payments to employers to help cover the cost of wages at \$10 per hour up to 40 hours a week, and fringe benefits excluding health benefits. ▪ Payment for the Work Keys Assessment will not exceed \$24 per individual. ▪ Reimbursement of uniforms, tools, licenses, or certifications if paid by the employer, not to exceed \$150. ▪ Case management activities related to the program. ▪ Job coaches and mentors. ▪ Background checks and fingerprinting if required by the employer. <p>SYEP participants will not be placed with employers who have individuals on layoff status.</p> <p>There will be no employment bonuses or lump sum payments issues to participants.</p> <p>Lorain County JFS will operate SYEP with a Memo of Understanding with Lorain County Workforce Development Agency.</p>		<p>The program must begin 5/1/2021 but many participants will not be able to begin until their school district has been closed for the school year.</p> <p>The TANF Summer Youth Employment Program meets the first two purposes of TANF:</p> <p>To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives.</p> <p>To end the dependence of needy parents on governmental benefits by promoting job preparation, work, and marriage.</p>
<p>LCDJFS MENTORING AND TUTORING</p> <p>LCDJFS recognizes the importance of education in preparing individuals for workplace opportunity and self-sufficiency. The program's goal is to increase academic achievement for the student and to include the family in the learning process.</p>	<p>This program is limited to the availability of funds.</p> <p>TANF eligible up to 200% FPL, including OWF and SNAP recipients.</p> <p>Income from specified relatives, kinship caretakers, legal guardians and custodians will be excluded from the household total income for</p>	<p>Youth ages 6-18 residing in a TANF household.</p> <p>The Mentoring and Tutoring Program meets the first two purposes of TANF:</p> <ol style="list-style-type: none"> 1. To provide assistance to needy families so that the children may

<p>Tutoring will focus on math, reading comprehension, vocabulary, and other educational needs, based on the student's individual need.</p> <p>Mentoring will include attempts to involve parents in their child's education. Parents will be helped to understand and implement different strategies in helping their children with homework and prioritizing learning in their home.</p> <p>The services will be provided by Big Brothers Big Sisters of Lorain County, Boys & Girls Club of Northeast Ohio, Horizon Education Center, and Tower Educational Center.</p> <p>The program will run 7/1/2021 through 9/30/2021.</p>	<p>purposes of determining eligibility for the PRC Mentoring and Tutoring Program.</p> <p>Applicants must complete the PRC-01 Mentoring and Tutoring Application.</p>	<p>be cared for in their homes or the homes of relatives.</p> <p>2. To end the dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.</p>
<p>PRC Service/Benefit and Guidelines</p> <p>KINSHIP CAREGIVER PROGRAM</p> <p>Benefits and services for stabilization and/or caregiving services for the care of a minor child in the home of a kinship caregiver.</p> <p>Stabilization services shall be designed to transition the child into and maintain the child in the home of the kinship caregiver.</p> <p>Clothing Items (including coats, hats, boots, shoes, car seats, diapers and formula, beds including mattress/cribs, bedding, highchairs and school supplies).</p> <p>Home safety items and baby proofing items which are not permanently attached to real property may be purchased (fire extinguishers, smoke alarms, door alarms and locks, baby gates, electric outlet plugs and cabinet door latches).</p>	<p>Benefit/Service Limit</p> <p>This program is limited to the availability of funds.</p> <p>Services received under the Kinship Caregiver Program are not subject to the local Lorain County PRC hard services cap.</p> <p>Payment for childcare services must not exceed the maximum established for the Publicly Funded Child Care Program.</p> <p>Payment will be permitted for licensed providers only and</p>	<p>Eligibility Criteria</p> <p>200% FPL</p> <p>For stabilization services, the assistance group shall include only a minor child(ren) residing with a kinship caregiver.</p> <p>Childcare can be provided to a minor child who is under the age of 18 or 18 years of age and in secondary school.</p> <p>Kinship caregiver is defined in ORC 5101.85.</p> <p>Services agreed to in MOU between JFS and PCSA.</p>
<p>PRC Service/Benefit and Guidelines</p> <p>KINSHIP CAREGIVER PROGRAM</p> <p>Benefits and services for stabilization and/or caregiving services for the care of a minor child in the home of a kinship caregiver.</p> <p>Stabilization services shall be designed to transition the child into and maintain the child in the home of the kinship caregiver.</p> <p>Clothing Items (including coats, hats, boots, shoes, car seats, diapers and formula, beds including mattress/cribs, bedding, highchairs and school supplies).</p> <p>Home safety items and baby proofing items which are not permanently attached to real property may be purchased (fire extinguishers, smoke alarms, door alarms and locks, baby gates, electric outlet plugs and cabinet door latches).</p>	<p>Targeted Group</p> <p>Minor child as defined in 45 CFR 260.30.</p> <p>The Kinship Caregiver Program meets the first TANF purpose:</p> <p>1. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives.</p>	

<p>Kinship Caregiver Program services for stabilization are limited to four (4) months.</p>	<p>will be made directly to the provider.</p> <p>Clothing and Household items not to exceed \$1000.</p>		
<p>Caregiving services shall be limited to the reimbursement to the kinship caregiver for, or direct payment to, a third-party individual or entity to administer to the needs of a minor child.</p> <p>The kinship caregiver must be participating in an approved activity:</p> <ul style="list-style-type: none"> • Paid employment, full or part-time • Training or Education • Participating in a work activity to meet OWF or SNAP requirements <p>PCSA must pre-screen kinship caregiver household for publicly funded childcare (PFCC) and utilize PFCC if eligible.</p> <p>Kinship caregivers that are not eligible for PFCC must utilize a licensed childcare provider. Payments to licensed providers will be based on the State's current PFCC tables found in 5101:2-16-41 Appendix A.</p> <p>Eligibility shall be redetermined no less than every 12 months from the determination of initial eligibility.</p>	<p>This program is limited to the availability of funds.</p> <p>Services received under the Kinship Caregiver Program are not subject to the local Lorain County PRC hard services cap.</p> <p>Payment for childcare services must not exceed the maximum established for the Publicly Funded Child Care Program.</p> <p>Payment will be permitted for licensed providers only and will be made directly to the provider.</p>	<p>200% FPL</p> <p>Kinship caregiver is defined in ORC 5101.85.</p> <p>Services agreed to in MOU between JFS and PCSA.</p> <p>For the caregiving service, the assistance group shall include at least a minor child residing with a kinship caregiver AND the kinship caregiver; includes the kinship caregiver's spouse if in the home.</p> <p>The minor child receiving caregiving services must be under the age of 13 at the time of application and remain eligible until they turn 13; or under the age of 18 at the time of application if the child meets the definition of special needs pursuant to OAC rule 5101:2-16-01 and may remain eligible until they turn 18.</p>	<p>Minor child as defined in 45 CFR 260.30.</p> <p>The Kinship Caregiver Program meets the first TANF purpose:</p> <ol style="list-style-type: none"> 1. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives.

ATTACHED ARE THE REQUIRED COUNTY FORMS

1. Request for Taxpayer Identification Number and Certification (W-9)
2. Affidavit (must be notarized):
 - a. Non-collusion affidavit
 - b. Anti-discrimination statement
 - c. Personal property tax disclosure
 - d. Real estate tax disclosure
3. Safety policy statement
4. Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code (must be notarized)

**AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13
OF THE OHIO REVISED CODE**

STATE OF OHIO

COUNTY OF _____

SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a contract for _____
(Name of Entity) (Type of Product or Service)

to be let by _____ who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the business entity:

1. That none of the following has **individually** made after April 4, 2007, and that, if awarded a contract for the purchase of goods or services with a cost aggregating more than \$10,000 in a calendar year, none of the following **individually** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of \$1,000, to any holders of public office having ultimate responsibility for the award of the contract or their individual campaign committees:

- a. myself (if applicable);
- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than 20% of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section (only applicable to contributions made on or after January 1, 2007).

2. That none of the following have **collectively** made after April 4, 2007, and that, if awarded a contract for the purchase of goods or services with a cost aggregating more than \$10,000 in a calendar year, none of the following **collectively** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions totaling in excess of \$2,000, to holders of public office having ultimate responsibility for the award of the contract or their individual campaign committees:

- a. myself (if applicable);
- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than 20% of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section;
- f. any political action committee affiliated with any person identified in divisions (a) through (c) of this section.

Signature _____

Title: _____

Sworn to before me and subscribed in my presence this _____ day of

_____, 20_____.

Notary Public _____

My Commission Expires: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

AFFIDAVIT

State of Ohio

County of _____

I, _____, _____ swear that on _____, 20____, I
(Name of Signing Party) (Title)
submitted a competitive bid for a contract with Lorain County, Ohio for _____.
(Project Name)

NON-COLLUSION

_____ its agents, officers, or employees have not directly or
(Insert name of individual, partnership or corporation)
indirectly entered into any agreement, participated in a collusion, or otherwise taken any actions in
restraint of free competitive bidding in connection with this proposal.

ANTI-DISCRIMINATION STATEMENT

_____ does hereby agree that in the hiring of employees for
(Insert name of individual, partnership or corporation)
the performance of work under this contract or any subcontract hereunder, no contractor or sub-
contractor or any person acting on behalf of such contractor shall by reason of race, creed or color, or
handicap, discriminate against any citizen of the State of Ohio in the employment of laborers or workers
who qualify and who are available to perform the work to which this contract relates.

_____ further agrees that no contractor, subcontractor nor
(Insert name of individual, partnership or corporation)
any person acting in his behalf shall in any manner discriminate against or intimidate any employee hired
for the performance of work under this contract on account of race, creed or color, or handicap.

PERSONAL PROPERTY TAX DISCLOSURE

(complete only the number(s) which apply at the time of proposal submission)
_____ hereby state:

(Insert name of individual, partnership or corporation)

1. That at the time the competitive bid was submitted I/we have/have not (circle one) been charged with
delinquent personal property taxes on general tax list of personal property of Lorain County, Ohio.
2. That the amount of due and unpaid delinquent taxes is \$_____.
3. And that the amount of due and unpaid penalties and interest is \$_____.

REAL ESTATE TAX DISCLOSURE

(complete only the number(s) which apply at the time of proposal submission)
_____ hereby state:

(Insert name of individual, partnership, corporation)

1. That at the time the competitive bid was submitted I/we have/have not (circle one) been charged
with delinquent Real Estate taxes on any parcel of real estate within Lorain County, Ohio.
2. That the amount of due and unpaid delinquent taxes is \$_____.
3. And that the amount of due and unpaid penalties and interest is \$_____.

(Signature - Title) (Company Name)

Sworn to and subscribed before me this _____ day _____, 20

Notary Public

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

03-2021

SAFETY POLICY STATEMENT

_____ does hereby agree that all
(name of organization)
employees used for the performance of work under any contract that
may be awarded or any subcontract that may be awarded, shall
comply with all Federal, State, County and Local safety standards,
policies and procedures.

_____ further agrees to submit a copy of
the companies safety standards, policies and procedures if requested.

Signature and Title of Signer

Date

Printed Name and Title of Signer