

**AGREEMENT**

**Between**

**THE BOARD OF TRUMBULL COUNTY COMMISSIONERS**

**and**

**COMMUNITY LEGAL AID**

**for**

**PROFESSIONAL SERVICES REQUIRED TO IMPLEMENT A  
"FAIR HOUSING SERVICES PROGRAM FOR TRUMBULL COUNTY"**

**Program Year 2023 (CY2024 & 2025)**

**An Agreement between the Board of Trumbull County Commissioners  
and Community Legal Aid Services, Inc., a Non-Profit Corporation,  
for professional services required to implement a Fair Housing Services Program  
for Trumbull County, Ohio**

This is an Agreement made as of January 1, 2024, between the Board of Trumbull County Commissioners, 160 High Street, N.W., Warren, Ohio, 44481 and Community Legal Aid Services, Inc., 50 South Main Street, Suite 800, Akron, Ohio 44308.

**WHEREAS:** The Board of Trumbull County Commissioners will enter into an Agreement with the Ohio Development Services Agency under the PY23 Community Development Block Grant Program (CDBG), Agreement No. B-F-23-1CS-1.

**WHEREAS:** The Board of Trumbull County Commissioners is required to develop and implement a program to further the requirements of Title VIII of the Civil Rights Act of 1968 and the requirements of the Housing and Community Development Act of 1974; and

**WHEREAS:** Community Legal Aid Services, Inc. has demonstrated the capacity to provide such services;

**NOW, THEREFORE:** The Board of Trumbull County Commissioners, hereinafter called the Board, and Community Legal Aid Services, Inc., hereinafter called Community Legal Aid, in consideration of their mutual covenants herein agree in respect to the performance of professional and technical services by Community Legal Aid and payment for these services by the Board as set forth below.

<b>SECTION 1 - BASIC SERVICES</b>
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1.1 Community Legal Aid shall consult with the Board and the Trumbull County Planning Commission Staff to develop and implement a program to assure that the objectives of the Housing and Community Development Act of 1974 and the Civil Rights Act of 1968 are met and to further the objectives of the Ohio Civil Rights Act, *Ohio Revised Code* Chapter 4112.

1.2 Community Legal Aid shall submit to the Board for review and approval a finalized and scheduled CY2024 Program Plan by February 1, 2024. Said Program Plan shall meet requirements set forth by the Trumbull County Planning Commission Staff.

1.3 Community Legal Aid shall act as the Board's representative on all matters related to fair housing efforts as directed by the Trumbull County Planning Commission Staff.

1.4 Community Legal Aid shall advise the Board of all program requirements related to fair housing efforts necessary to satisfy requirements outlined in the Ohio Small Cities Community Development Block Grant Program Handbook.



1.5 Community Legal Aid shall perform all elements of the Fair Housing Services Program as further described in Exhibit A “Further Description of Services and Related Matters,” Exhibit A.1 “Elements of Program Plan,” and Exhibit B “PY2023 (CY2024 & 2025) Program Plan.”

1.6 Community Legal Aid shall establish a system for receiving and processing fair housing complaints and coordinating efforts with the Akron Regional Office of the Ohio Civil Rights Commission. The designated intake period shall be from January 1, 2024, to December 31, 2025 and shall accept complaints from Trumbull County residents excepting those from Warren City and Niles City who maintain their own intake programs.

1.7 Community Legal Aid shall develop a schedule and implement a Fair Housing Training Plan and Fair Housing Outreach Program for Fair Housing Activities in Trumbull County. This contract includes providing fair housing services to all cities, excepting Niles City, as well as all townships and villages within Trumbull County as part of the PY23 Trumbull County Allocation Program under Grant No. B-F-23-1CS-1, as per grant agreements between the Board of Trumbull County Commissioners and the Ohio Department of Development/Office of Community Development. Warren City is covered under the Fair Housing Training Plan and Fair Housing Outreach Program and provides a pro-rated share of the costs to Trumbull County for said activities.

## **SECTION 2 - BOARD OF COMMISSIONERS' RESPONSIBILITIES**

2.1 The Board shall provide all criteria and full information as to the Board's requirements for the program.

2.2 The Board shall designate in writing a person to act as the Board's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instruction, receive information, interpret and define the Board's policies and decisions with respect to the services called for in this Agreement.

2.3 The Board shall give prompt written notice to Community Legal Aid whenever the Board observes or otherwise becomes aware of any development that affects the scope or timing of the Community Legal Aid's performance of services.

### SECTION 3 - PERIOD OF SERVICE

3.1 The provisions of this section and the rates of compensation for the Community Legal Aid's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the program.

3.2 After acceptance by the Board of the PY2023 (CY 2024 & 2025) Program Plan indicating any specific modifications or changes in the extent of the Strategy or PY2023 (CY 2024 & 2025) Program Plan desired by the Board, and upon written authorization from the Board, Community Legal Aid shall proceed with the performance of the services called for in Exhibit A as supplemented by the PY2023 (CY 2024 & 2025) Program Plan which shall become Exhibit B to this Agreement.

3.3 This Agreement shall be effective on January 1, 2024, and shall terminate on December 31, 2025, unless it is agreed to extend said Agreement beyond such date by amendment by all parties hereto.

### SECTION 4 - PAYMENTS TO COMMUNITY LEGAL AID

4.1 For basic services of Community Legal Aid, the Board shall pay Community Legal Aid a total of \$27,400.00 in monthly installments for the administration of the Community Development Block Grant (CDBG) Allocation Activities starting February, 2024, for services rendered during Fiscal Year 2023 (CY2024 & 2025), as follows:

A. For implementation of the PY2023 (CY 2024 & 2025) Program Plan as provided for in Section 3.2 and further described in Exhibits A and B and subsequent attachments to this Agreement, see invoice schedule below beginning March, 2024, and ending in July, 2024, thence beginning again in March 2025, and ending July 2025.

January	2024	\$0.00		January	2025	\$0.00
February	2024	\$0.00		February	2025	\$0.00
/March	2024	\$2,740.00		March	2025	\$2,740.00
April	2024	\$2,740.00		April	2025	\$2,740.00
May	2024	\$2,740.00		May	2025	\$2,740.00
June	2024	\$2,740.00		June	2025	\$2,740.00
July	2024	\$2,740.00		July	2025	\$2,740.00
August	2024	\$0.00		August	2025	\$0.00
September	2024	\$0.00		September	2025	\$0.00
October	2024	\$0.00		October	2025	\$0.00
November	2024	\$0.00		November	2025	\$0.00
December	2024	\$0.00		December	2025	\$0.00
2024	Total	\$13,700		2025	Total	\$13,700

4.2 Each payment shall be made upon submission, review and approval of a report of activities for the preceding period of time describing the services and activities of Community Legal Aid. Said report of activities shall be prepared and submitted by Community Legal Aid to the Trumbull County Planning Commission Staff and shall be accompanied by an application for payment in such form as described by the Trumbull County Planning Commission Staff.

4.3 In the event of termination by the Board in accordance with provisions of this Agreement and exhibits, Community Legal Aid shall submit an application for payment and report of activities for the period to the effective date of termination and payment shall be made on a pro-rated basis for all such days services were rendered and payment shall constitute payment in full for all services rendered under this Agreement.



## **SECTION 5 - GENERAL CONSIDERATIONS**

### **5.1 Termination (See Exhibit C)**

### **5.2 Successors and Assigns**

Community Legal Aid and the Board each binds himself and his partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns and legal representatives of such other party in respect to all covenants, agreements and obligations of this Agreement. Neither the Board nor the Community Legal Aid shall assign, sublet or transfer any rights under or interest in this Agreement without the written consent of the other.

## **SECTION 6 - SPECIAL PROVISIONS, EXHIBITS, SCHEDULES, AND ATTACHMENTS**

6.1 The following Exhibits are attached to and made part of this Agreement:

6.1.1 Exhibit A - "Further Description of Services and Related Matters"

6.1.2 Exhibit B - "PY2023 (CY 2024 & 2025) Program Plan"

6.1.3 Exhibit C - "Community Development Block Grant Required Contract Provisions for Professional Agreements" - 2 CFR Part 200 - all applicable provisions not included herein are made part of this agreement by reference (reserved)

6.1.4 Exhibit D - "Certifications of County Auditor and County Prosecutor"

6.1.5 Exhibit E - "Resolution of the Board of Commissioners" authorizing the Community Legal Aid Director and the Board to enter into an Agreement.

6.2 This Agreement, together with the Special Provisions, Exhibits and Schedules identified above, constitutes the entire Agreement between the Board and Community Legal Aid and supersedes all prior written or oral understandings. This Agreement and said provisions, exhibits and schedules may only be amended, supplemented, modified, or canceled by a duly written instrument.



## EXHIBIT A

### "FURTHER DESCRIPTION OF SERVICES AND RELATED MATTERS"

#### A.1 Development of the "PY2023 (CY 2024 & 2025) Program Plan"

The PY2023 (CY 2024 & 2025) Program Plan should include a recommended plan for implementing the Fair Housing Training Plan and Fair Housing Outreach Program.

Accomplishing the AI objectives should include, but not necessarily be limited to, a detailed description of each element:

Conduct training regarding fair housing to residents of project areas, or targeted protected populations, in which CDBG or HOME activities funded in a fiscal year are being undertaken, and at least 3 additional civic or social groups and/or schools in the community. There should be at least 1 training event held each quarter. The trainings should include a discussion on how Trumbull County intends to conduct Action Steps over the next year as part of the annual effort to eliminate barriers to fair housing identified in the Trumbull County Analysis of Impediments to Fair Housing. The Analysis of Impediments to Fair Housing Action Steps shall be made available to Community Legal Aid upon request. Trumbull County is requesting that Community Legal Aid undertake training events for ten (10) different venues over the course of the next two years (two in target areas per year for a total of four, and three per year for two years with civic groups for a total of six civic group trainings). These trainings are a requirement for Trumbull County's CDBG Allocation Program. See attached Fair Housing Education Schedule (Exhibit B) discussed with Community Legal Aid. The two (2) target areas include Howland Township and the City of Girard, and the two (2) target populations are Elderly & Disabled and Homeless. Two (2) trainings will be conducted each year to cover each location or target population in 2024 and in 2025 for a total of four (4) trainings. Six (6) more trainings are to be conducted for at least three additional civic or social groups and/or schools in Trumbull County. The trainings should be scheduled at least one per quarter with the first one scheduled before the end of February 2024. HUD training materials may be utilized or modified by the consultant for each training event. Community Legal Aid will coordinate with Trumbull County Planning Commission Staff prior to each training event so that staff can review and approve the training materials being used by Community Legal Aid as well as distribute the event location, date and time to as many entities as possible. Community Legal Aid will schedule all training events to be held in 2024 no later than February 1, 2024 to ensure that the required number of training events are held during the required quarter. Training events for 2025 will be scheduled in January 2025.

Design (or obtain) written material on fair housing rights, discriminatory practices, etc. Develop a plan to effectively distribute written materials to a minimum of 10 (ten) different locations or events throughout Trumbull County (e.g. unemployment office, post office, grocery store, county fair, etc.) quarterly from January 1, 2024, to December 31, 2025. Community Legal Aid shall print approximately 750 brochures which shall be initially distributed to all locations listed on the attached table each quarter for PY2023 (CY 2024 & 2025) Program Plan. Each

quarter the consultant shall call the aforementioned locations to determine whether additional brochures are needed.

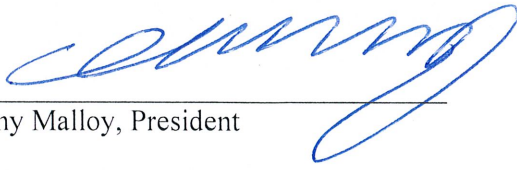
On-going evaluation of each project/activity should be maintained as follows: activity description; its goal; the result of the activity; staff assigned and money spent (including date of evaluation, and time lapse into the project -1/4 1/2, 3/4 or complete). Records on number of clients availing themselves of any program or activity should be maintained including number of clients, staff assigned, money spent on which activity. Client use of any service under this contract should be recorded according to race, disability status, female head of household or elderly; number of clients successfully served (with housing, referrals, tours or whatever). All records are to be made available to the Trumbull County Planning Commission Staff upon completion of the contract for final evaluation.

- A.2 This contract includes providing fair housing services to all of the townships, villages and cities located within Trumbull County excepting Niles and Warren (Warren City conducts their own intake independent of this contract) per grant agreements between the Board of Trumbull County Commissioners and the Ohio Department of Development/Office of Community Development. Warren City is covered under the Fair Housing Training Plan and Fair Housing Outreach Program and provides a pro-rated share to Trumbull County for said activities.


Fair housing services include, but are not limited to, the intake of complaints related to Fair Housing and Landlord/Tenant Disputes Monday thru Friday during normal business hours for Trumbull County's PY2023 (CY 2024 & 2025) Program Plan (January 1, 2024 to December 31, 2025). Community Legal Aid shall have a toll-free number available to Trumbull County residents (and printed on all brochures) and a TDY line available for the hearing impaired. Community Legal Aid shall fill out an intake complaint form which will include the complainant's name, address, city, state, zip code, date complaint was received, telephone number, and nature of complaint - either Fair Housing or Landlord/Tenant Dispute. The client will state their problem including all pertinent information as it relates to their housing issue. Community Legal Aid shall determine whether or not the complaint is a legitimate violation of the Fair Housing Act. Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). If appropriate, Community Legal Aid will assist the client in filling out the housing discrimination form required by the Ohio Civil Rights Commission (OCRC) and forward said form for processing. Community Legal Aid shall follow up with the OCRC Regional Office on behalf of the client to inquire on the status of said complaint until the OCRC closes said case. Cases not forwarded to OCRC will be followed up by Community Legal Aid staff who shall consult with the client to seek a resolution regarding the case in order to close out said case.




BOARD OF TRUMBULL COUNTY COMMISSIONERS

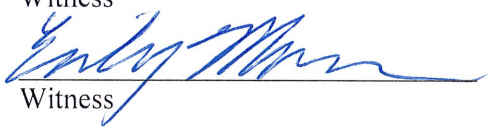
  
Denny Malloy, President

  
Witness

  
Mauro Cantalamessa, Commissioner

  
Witness

  
Witness

  
Witness

\_\_\_\_\_  
Niki Frenchko, Commissioner

\_\_\_\_\_  
Witness

1/31/24  
Date

\_\_\_\_\_  
Witness

COMMUNITY LEGAL AID

By: 


1/3/2024

Date

Name & Title David Butz  
Board Chairperson


By: 

Steve McGarrity  
Executive Director

  
Witness

  
Witness

Witness: Clerk of the Board of Trumbull County Commissioners



1.31.2024  
Date

APPROVED PURSUANT TO AGREEMENT #B-F-23-1CS-1

## **EXHIBIT B**

**"PY2023 (CY 2024 & 2025) Program Plan"**





Department of  
Development

Program Year 2023

Mike DeWine, Governor  
Jon Husted, Lt. Governor

Lydia L. Mihalik, Director

## Community Development Allocation Program Standard Fair Housing Program

Jan. 1, 2024 to Dec. 31, 2025

The Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, disability, and familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18). As a recipient of Community Development Block Grant (CDBG) funds, the grantee is required to certify it will affirmatively further fair housing and implement the minimum requirements of the state's Standard Fair Housing Program (SFHP). A description of SFHP requirements is included in the instructions below.

Grantee: **Trumbull County**

### 1. Local Fair Housing Contact and Complaint Process

#### A. Local Fair Housing Contact

Appoint a local fair housing coordinator who: a) is an employee of the unit of local government; b) is generally accessible Monday through Friday; and c) will be responsible for the initial intake of fair housing complaints and concerns. The person's name, address, and phone number must appear in all fair housing materials and on the grantee's official website. A qualified consultant or local agency may serve as the local fair housing coordinator. (see Consultant Services, below).

Name:	<b>Emily Moran</b>	Title:	<b>Grants Coordinator</b>
Email:	<b>Emily.Moran@co.trumbull.oh.us</b>	Phone:	<b>330-675-2706</b>
Address:	<b>185 E. Market St., 2nd Floor, Ste. A Warren, Ohio 44481</b>		

#### B. Fair Housing Consultant Services

A qualified consultant or agency may be used to carry out SFHP requirements. If the grantee plans to use consultant services, but has not selected a consultant, attach a copy of the Request for Proposals (RFP).

If the consultant has been selected, provide their contact information below, and attach an electronic copy of the contract for fair housing services with the OCEAN application.

- ☐ Grantee does not plan to use consultant services for any aspect of the SFHP/will use local contact above.
- ☒ Grantee plans to use consultant services for all or part of the SFHP:

Agency:	<b>Community Legal Aid Services</b>		
Contact Name:	<b>Steven McGarrity, Attorney at Law</b>	Contact Title:	<b>Executive Director</b>
Contact Email:	<b>smcgarrity@communitylegalaid.org</b>	Contact Phone:	<b>330-983-2518 (Local) 1-866-584-2350 Ext. 2518 (Toll Free)</b>
Address:	<b>Akron Centre Plaza, 50 S. Main Street, Suite 800, Akron, Ohio 44308-1828</b>		
Website:	<b>www.communitylegalaid.org</b>		

### C. Complaint Process

Each grantee must establish a system for receiving and processing fair housing complaints and coordinating efforts with the appropriate regional office of the Ohio Civil Rights Commission (OCRC).

**Attach a description of your system for receiving, processing, and documenting fair housing complaints, the method by which complaints will be forwarded to OCRC, and a process for following up on complaint status.**

**List the number of complaints received between Jan. 1, 2021, and Dec. 31, 2022:**

Housing Discrimination:    **1**                      Landlord-Tenant:    **191**

**Indicate the OCRC Office with which you will coordinate (visit the links, below, for regional maps and contact information):**

- |  |   |
|--|---|
| <input type="checkbox"/> <u>Columbus Regional Office</u>         | <input type="checkbox"/> <u>Cleveland Regional Office</u>   |
| <input type="checkbox"/> <u>Dayton Regional Office</u>           | <input type="checkbox"/> <u>Toledo Regional Office</u>      |
| <input checked="" type="checkbox"/> <u>Akron Regional Office</u> | <input type="checkbox"/> <u>Cincinnati Satellite Office</u> |

### 2. Analysis of Impediments to Fair Housing Choice (AI)

Attach an annual update to the Analysis of Impediments to Fair Housing Choice (AI) submitted in July 2019. An AI identifies policies, actions, omissions, or decisions that restrict housing choice on the basis of race, color, religion, sex, national origin, disability, familial status, ancestry, and military status. The update must include:

- A summary of fair housing complaints received between Jan. 1, 2021, and Dec. 31, 2022.
- A summary of actions taken to address the impediments to fair housing choice identified in the AI submitted in July 2019.
- A summary of any new impediments to fair housing choice that have been identified since the submission of the AI in July 2019 (if applicable), and proposed actions to address them.
- A summary of proposed actions to address impediments to fair housing choice that will be implemented during the current SFHP period (Jan. 1, 2024, through Dec. 31, 2025).



### 3. Training Program

Grantees are required to design a fair housing training program that includes presentations to:

- Residents of project areas targeted for CDBG assistance.
- Special populations (i.e., Limited Clientele) affected by CDBG-assisted projects (if applicable).
- Six additional schools, organizations, or civic groups (three per calendar year during the grant period).

List proposed training events associated with specific Community Development Allocation Program activity areas or target audiences in the following tables. If the grantee is also applying for a Neighborhood Revitalization or Critical Infrastructure grant, include proposed training events in each jurisdiction targeted for assistance. The grantee will only be required to perform training associated with funded grants.

Indicate which training will be conducted as part of your annual effort to eliminate barriers to fair housing identified in your local Analysis of Impediments. Following OCD approval of the Fair Housing Training Plan, grantees must submit any proposed modifications to OCD for review.

**Community Development Program Fair Housing Training Plan**  
Target Area/Target Population Strategy  
(Schedule no earlier than Jan. 1, 2024, and no later than Dec. 31, 2025)

CDBG Target Area or Target Population	Associated Program <sup>1</sup>	Associated CDBG Activity or Activities	Training Location	AI <sup>2</sup>	Description of Training	Approximate Date
<i>Example:</i> Oak Township	CDA	Maple Street Improvements, Oak Township	Township Hall	<input type="checkbox"/>	<i>Fair Housing Rights and Complaint Process</i>	Feb. 10, 2024
Howland Township	CDA	Improvements to the Howland S.C.O.P.E Center, Howland Township	Howland Township Administration Building	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	September 2024 Evening
City of Girard	CDA	Girard Senior Center Gym Roof and Emmanuel Community Care Center Masonry & Windows, City of Girard	Girard Multi-Generational Center	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	March 2024 Day
Elderly and Disabled	CDA	Improvements to Howland S.C.O.P.E., Girard Senior Center Gym Roof, Emmanuel Community Care Center Masonry & Windows, Limited Clientele Elderly & Disabled	Howland S.C.O.P.E	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	October 2025 Evening
General Population	CDA	All activities	Trumbull County Fairgrounds	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	July 2024 & 2025 Day



CDBG Target Area or Target Population	Associated Program <sup>1</sup>	Associated CDBG Activity or Activities	Training Location	AI <sup>2</sup>	Description of Training	Approximate Date
Trumbull County Continuum of Care - Homeless	CDA	Emmanuel Community Care Center Masonry & Windows, Limited Clientele Homeless	YWCA of Warren	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	September 2025 Day

<sup>1</sup> Associated Program: Community Development Allocation (CDA); Neighborhood Revitalization (NR); Critical Infrastructure (CI)

<sup>2</sup> Activities to address Analysis of Impediments Issues

#### Community Development Program Fair Housing Training Plan

Schools, organizations, and civic groups

(Schedule no earlier than Jan. 1, 2024, and no later than Dec. 31, 2025)

School, organization, or civic group		Training Location	AI <sup>1</sup>	Description of Training	Approximate Date
Year 1:	Mahoning Valley Real Estate Investors	TBD	<input checked="" type="checkbox"/>	Landlords Responsibilities & Tenants Rights Related to the Fair Housing Act	April 2024 Evening
Year 1:	Warren City Schools	Board of Education 1443 Mahoning Ave. NW, Warren, OH 44483	<input checked="" type="checkbox"/>	Overview of Federal, State & Local Fair Housing Laws	May 2024 Evening
Year 1:	Trumbull County Zoning Inspectors Association	TBD	<input checked="" type="checkbox"/>	Overview of Federal, State & Local Fair Housing Laws	October 2024 Day
Year 2:	Stark Trumbull Area Board of Realtors	TBD	<input checked="" type="checkbox"/>	CEU Seminar for Relators	March 2025 Day
Year 2:	Trumbull County Housing Collaborative	YWCA, 375 N. Park Avenue, Warren, OH 44481	<input checked="" type="checkbox"/>	Overview of Federal, State & Local Fair Housing Laws	May 2025 Evening
Year 2:	Girard Multi-Generational Center	443 Trumbull Avenue Girard, OH 44420	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process for Elderly and Disabled Populations	June 2025 Day

<sup>1</sup> Activities to address Analysis of Impediments Issues

#### 4. Educational Program

Grantees are required to develop fair housing educational materials. Materials must be distributed to a minimum of 10 public events, agencies or organizations each quarter throughout the grant program period. The local fair housing contact's name, address, and phone number must be listed on all materials distributed.

Printed fair housing educational materials must include, at a minimum:

- Local fair housing contact information.



- What is covered by the Fair Housing Act.
- What is prohibited by the Fair Housing Act.
- Examples of housing discrimination.
- How to file a fair housing complaint.

**Communities must provide fair housing contact information and digital copies of the educational materials on their official website.**

Enter the grantee website that provides fair housing contact information and outreach materials:

Website: <http://planning.co.trumbull.oh.us/commdev.html>

Outline the distribution strategy in the table below (add additional rows to the table, as needed):

**Fair Housing Educational Program**

Agency, Organization, or Public Event	List of Materials to be Distributed	AI <sup>1</sup>	# to be distributed per Quarter	Approximate Dates of Distribution							
				1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	5 <sup>th</sup> Qtr.	6 <sup>th</sup> Qtr.	7 <sup>th</sup> Qtr.	8 <sup>th</sup> Qtr.
Apprisen	Fair Housing "It's Your Right" & "Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/24	4/1/24	7/1/24	10/1/24	1/1/25	4/1/25	7/1/25	10/1/25
Beatitude House	Fair Housing "It's Your Right" & "Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/24	4/1/24	7/1/24	10/1/24	1/1/25	4/1/25	7/1/25	10/1/25
Catholic Charities Regional Agency	Fair Housing "It's Your Right" & "Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/24	4/1/24	7/1/24	10/1/24	1/1/25	4/1/25	7/1/25	10/1/25

Agency, Organization, or Public Event	List of Materials to be Distributed	AI <sup>1</sup>	# to be distributed d per Quarter	Approximate Dates of Distribution							
				1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	5 <sup>th</sup> Qtr.	6 <sup>th</sup> Qtr.	7 <sup>th</sup> Qtr.	8 <sup>th</sup> Qtr.
Coleman Behavioral Health	Fair Housing "It's Your Right" & "Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/24	4/1/24	7/1/24	10/1/24	1/1/25	4/1/25	7/1/25	10/1/25
Emmanuel Community Care Center	Fair Housing "It's Your Right" & "Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/24	4/1/24	7/1/24	10/1/24	1/1/25	4/1/25	7/1/25	10/1/25
Someplace Safe	Fair Housing "It's Your Right" & "Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/24	4/1/24	7/1/24	10/1/24	1/1/25	4/1/25	7/1/25	10/1/25
Trumbull County Children's Services	Fair Housing "It's Your Right" & "Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/24	4/1/24	7/1/24	10/1/24	1/1/25	4/1/25	7/1/25	10/1/25
Veteran's Services Office	Fair Housing "It's Your Right" & "Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/24	4/1/24	7/1/24	10/1/24	1/1/25	4/1/25	7/1/25	10/1/25
Valley Counseling	Fair Housing "It's Your Right" & "Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/24	4/1/24	7/1/24	10/1/24	1/1/25	4/1/25	7/1/25	10/1/25
Warren Family Mission	Fair Housing "It's Your Right" & "Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/24	4/1/24	7/1/24	10/1/24	1/1/25	4/1/25	7/1/25	10/1/25



Agency, Organization, or Public Event	List of Materials to be Distributed	AI <sup>1</sup>	# to be distributed per Quarter	Approximate Dates of Distribution							
				1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	5 <sup>th</sup> Qtr.	6 <sup>th</sup> Qtr.	7 <sup>th</sup> Qtr.	8 <sup>th</sup> Qtr.
Trumbull County Fair	Fair Housing "It's Your Right" & "Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	250 of each brochure			7/1/24				7/1/25	

<sup>1</sup> Outreach to address Analysis of Impediments Issues

#### 5. Local Fair Housing Ordinance or Resolution (Optional)

Attach a copy of the grantee jurisdiction's current local fair housing ordinance or resolution, if applicable.

**Note:** If the community is interested in applying for a New Horizons Fair Housing grant, an ordinance or resolution is strongly encouraged to qualify as "exceeding" the SFHP.

#### 6. Budget (OCEAN)

The grantee **must** enter a Fair Housing activity in OCEAN, regardless of the source of funding. The Fair Housing activity may be funded with CDBG grant funds, leveraged funds, or both. Enter an activity outcome of one SFHP.

#### SOURCE OF FUNDS AND USE OF FUNDS January 1, 2024 through December 31, 2025

Outcome/Activity	PY2023 CD Allocation Funds	Other Funds	Total Budget	Source of Other Funds
Fair Housing Coordinator	\$1,900	\$2,500	\$4,400	In-Kind Local
Fair Housing Complaint System	\$20,100	\$0	\$20,100	
Fair Housing Training Program	\$3,000	\$650	\$3,650	City of Warren
Fair Housing Education/Outreach	\$3,000	\$650	\$3,650	City of Warren
Analysis of Impediments to Fair Housing Choice	\$0	\$0	\$0	
Total 24-month Budget	\$28,000	\$3,800	\$31,800	

## 7. Summary of Attachments

### A. Required:

- ☒ Complaint Process
- ☒ Analysis of Impediments Annual Update

### B. If Applicable:

- ☒ RFA for Fair Housing Consultant Services
- ☐ Contract for Fair Housing Consultant Services
- ☒ Local Fair Housing Ordinance or Resolution

Guidance regarding the SFHP is available on OCD's Civil Rights and Fair Housing webpage.  
For additional fair housing technical assistance, contact Lori Wampler, Compliance Specialist,  
at [Lori.Wampler@development.ohio.gov](mailto:Lori.Wampler@development.ohio.gov).



**Cost Proposal Form with Detailed Scope of Services for the Trumbull County and the City of Warren's Fair Housing Program**

**1. Complaint Intake Process**

The consultant shall intake complaints related to Fair Housing and Landlord/Tenant Disputes Monday through Friday during normal business (January 1, 2024 – December 31, 2025). This includes all of Trumbull County excluding the City of Niles. Please list the cost for Complaint Intake separately for Warren City and Trumbull County below as the City of Warren will contract with CLA directly for these services. The consultant shall have a toll-free number available to Trumbull County residents (and printed on all brochures) and a TDY line available for the hearing impaired. The consultant shall fill out an intake complaint form which will include the complainant's name, address, city, state, zip code, date complaint was received, telephone number, and nature of complaint - either Fair Housing or Landlord/Tenant Dispute. The client will state their problem including all pertinent information as it relates to their housing issue. The consultant shall determine whether or not the complaint is a legitimate violation of the Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability) and/or the Ohio Revised Code Section 4112 which also includes military status and ancestry as additional protected classes. If appropriate, the consultant will assist the client in filling out the housing discrimination form required by the Ohio Civil Rights Commission (OCRC) and forward said form for processing. The consultant shall follow up with the OCRC Regional Office on behalf of the client to inquire on the status of said complaint until the OCRC closes said case. Cases not forwarded to OCRC will be followed up by consultant staff who shall consult with the client to seek a resolution regarding the case in order to close out said case. The selected consultant shall forward a copy of the complaint intake log along with a description of training or outreach activities conducted during the month with each invoice submitted for payment.

Cost Proposal for the City of Warren  
\$ 10,000

( Ten thousand dollars )

Cost Proposal for Trumbull County's CDBG Program (excluding Niles City)  
\$ 21,400

( Twenty-one thousand four hundred dollars )

Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern. The award shall be conveyed to the lowest price proposal.

**2. Fair Housing Training Plan**

Annually, CDBG grantees are required to conduct training regarding fair housing to residents of project areas, or targeted protected populations, in which CDBG or HOME activities funded in a fiscal year are being undertaken, and at least, three additional civic or social groups and/or schools in the community. There should be at least one training event held each quarter. The training should include a discussion on how Trumbull County intends to conduct Action Steps over the next year as part of the annual effort to eliminate barriers to fair housing identified in the Trumbull County Analysis of Impediments to Fair Housing.

Listed in the attached Fair Housing Education Schedule are training events for ten different venues over the course of the next two years. Ten (two in target areas per year for a total of four, and three per year for two years with civic groups for a total of six civic group trainings) training events in total are a requirement for Trumbull County's CDBG Allocation Program. HUD training materials may be utilized or modified by the consultant for each training event. Please coordinate with our office prior to each training event so that staff can review and approve the training materials being used by CLA. Enclosed is a list of the locations where CLA must conduct the training events and the quarter during which the training must be held. Please schedule all training events no later than October 31, 2025 to ensure that the required number of training events are held during the required quarter. Please submit your final confirmation to the local fair housing contact via e-mail or mail on or before the deadline.

Cost Proposal for CDBG Allocation Trainings (10 Total; at least one per quarter over two-year period)

\$ 3,000

( Three thousand dollars )

Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern. The award shall be conveyed to the lowest price proposal.

**3. Fair Housing Outreach Program**

Grantees are required to develop fair housing information and materials. Trumbull County recently updated the brochures and will provide an electronic copy to Community Legal Aid for distribution. Materials must be distributed to a minimum of 10 public events, agencies or organizations each quarter throughout the grant program period. The local fair housing contact will also distribute brochures at the Trumbull County Fair in July 2024 and 2025 respectively. The selected consultant may utilize the existing fair housing brochures or the HUD generated templates to create new brochures with the selected consultant's contact information included therein. The local government fair housing contact information must also be included on all distributed materials. The consultant shall print approximately 750 brochures which shall be initially distributed to all locations listed on the enclosed table each quarter for PY2023 and PY2024.

Each quarter the consultant shall call the aforementioned locations to determine whether additional brochures are needed. Consultant shall maintain a record of persons contacted (including name, title, agency, address, phone and e-mail) for each location and document the dates of distribution and the date and time each person is contacted per quarter. This information is to be included in the monthly fair housing report at the end of each quarter.

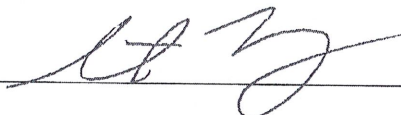
Cost Proposal for CDBG Allocation Fair Housing Outreach Program (10 locations quarterly)

\$ 3,000

( Three thousand dollars )

Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern. The award shall be conveyed to the lowest price proposal.

Authorized Signatory for Company



Date 5/25/2023

Please Print Name for Authorized Signatory Steven McGarrity

Name of Non-Profit: Community Legal Aid Services, Inc.

Address: 50 South Main St, Ste 800, Akron, OH 44308

Contact Person: Steven McGarrity

Phone Number: 330-983-2518

Date Proposal Submitted: 5/26/2023

## **EXHIBIT C**

**"2 CFR Part 200 Contract Provisions"**



**COMMUNITY DEVELOPMENT BLOCK GRANT REQUIRED CONTRACT  
PROVISIONS FOR PROFESSIONAL AGREEMENTS**  
(APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY  
CONTRACTS UNDER FEDERAL AWARDS)

**1. TERMINATION (CAUSE AND/OR CONVENIENCE)**

A. This contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this contract through no fault of the terminating party, provided that no termination may be effected unless the other party is given:

(1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate; and

(2) an opportunity for consultation with the terminating party prior to termination.

B. This contract may be terminated in whole or in part in writing by the local government for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in 1.A above.

C. If termination for default is effected by the local government, an equitable adjustment in the price for this contract shall be made, but

(1) no amount shall be allowed for anticipated profit on unperformed services or other work, and

(2) any payment due to the contractor at the time of termination may be adjusted to cover any additional costs to the local government because of the contractor's default.

If termination for convenience is effected by the local government, the equitable adjustment shall include a reasonable profit for services or other work performed for which profit has not already been included in an invoice.

For any termination, the equitable adjustment shall provide for payment to the contractor for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, in addition to termination settlement costs reasonably incurred by the contractor relating to commitments (e.g., suppliers, subcontractors) which had become firm prior to receipt of the notice of intent to terminate.

D. Upon receipt of a termination action under paragraphs (A) or (B) above, the contractor shall

(1) promptly discontinue all affected work (unless the notice directs otherwise) and

(2) deliver or otherwise make available to the local government all data, drawings, reports specifications, summaries and other such information, as may have been accumulated by the contractor in performing this contract, whether completed or in process.

E. Upon termination, the local government may take over the work and may award another party a contract to complete the work described in this contract.

F. If, after termination for failure of the contractor to fulfill contractual obligations, it is determined that the contractor had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the local government. In such event, adjustment of the contract price shall be made as provided in paragraph (C) above.

## **2. ACCESS TO RECORDS**

The local government, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, and any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

## **3. RETENTION OF RECORDS**

The contractor shall retain all records relating to this contract for six years after the local government makes final payment and all other pending matters are closed.

## **4. REMEDIES**

Unless otherwise provided in this contract, all claims, counter-claims, disputes and other matters in question between the local government and the contractor, arising out of or relating to this contract, or the breach of it, will be decided by arbitration, if the parties mutually agree, or in a Ohio court of competent jurisdiction.

## **5. ENVIRONMENTAL COMPLIANCE**

If this contract exceeds \$100,000, the contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and U.S. Environmental Protection Agency regulations (40 C.F.R. Part 15). The contractor shall include this clause in any subcontracts over \$100,000.

## **6. ENERGY EFFICIENCY**

The contractor shall comply with any mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

## **7. EQUAL EMPLOYMENT OPPORTUNITY (Equal Opportunity Clause)** (applicable to contracts and subcontracts above \$10,000)

During the performance of this contract, the Contractor agrees as follows:

A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be 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 Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.

C. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Compliance Officer advising the said labor union or workers' representatives of the Contractor's commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and the rules, regulations, and relevant orders of the Secretary of Labor.

E. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and others.

F. In the event of the Contractor's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

G. The Contractor will include the provisions of the sentence immediately preceding paragraph A and the provisions of paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

## **8. COPYRIGHT**

No materials, to include but not limited to reports, maps, or documents produced as a result of this contract, in whole or in part, shall be available to the Contractor for copyright purposes. Any such materials produced as a result of this contract that might be subject to copyright shall be the property of the Owner and all such rights shall belong to the Owner.

## **9. PATENTS**



A. The Contractor shall hold and save the Owner and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract including its use by the Owner, unless otherwise specifically stipulated in the Contract Document.

B. License or Royalty Fees: License and/or Royalty Fees for the use of a process which is authorized by the Owner of the project must be reasonable, and paid to the holder of the patent, or his authorized licensee, direct by the Owner and not by or through the Contractor.

C. If the Contractor uses any design device or materials covered by letters, patent or copyright, he shall provide for such use by suitable agreement with the owner of such patented or copy-righted design device or material. It is mutually agreed and understood, that without exception the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his Sureties shall indemnify and save harmless the Owner of the project from any and all claims for infringement by reason of the use of such patented or copy-righted design, device or materials or any trademark or copy-right in connection with work agreed to be performed under this contract, and shall indemnify the Owner for any cost, expense, or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

#### **10. REPORTING REQUIREMENTS**

The Contractor shall complete and submit all reports, in such form and according to such schedule, as may be required by the Owner.

**EXHIBIT D**

**"CERTIFICATIONS OF COUNTY AUDITOR AND COUNTY PROSECUTOR"**

## FISCAL OFFICER'S CERTIFICATE

As Fiscal Officer of Trumbull County, Ohio, I hereby verify that sufficient funds have been lawfully appropriated for meeting the obligation of the Contract with Community Legal Aid Services, Inc., 50 South Main Street, Suite 800, in the amount of \*\*See Below\*\* authorized by the Motion passed by the Board of Trumbull County Commissioners on January 4, 2024 and are in the Treasury or in the process of collection from Fund No. \*\*See Below\*\*.

\$27,400.00—Fund No. 225-030-5123-5104-1-505607

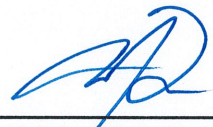
\$1,700.00—Fund No. 229-070-5121-5000-505607

  
\_\_\_\_\_  
MARTHA C. YODER, COUNTY AUDITOR

DATE: January 22, 2024

## CERTIFICATE OF LEGAL COUNSEL

I hereby approve the legal form and correctness of the within Contract and other required bonds and documents.

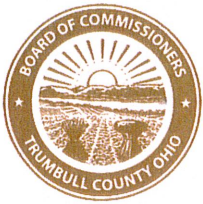
  
\_\_\_\_\_  
WILLIAM J. DANSO, ESQ.  
ASSISTANT PROSECUTOR  
TRUMBULL COUNTY PROSECUTOR'S OFFICE

DATE: Jan 30, 2024



**EXHIBIT E**

**"RESOLUTION OF THE BOARD OF COMMISSIONERS"**



Commissioners  
Mauro Cantalamessa  
Niki Frenchko  
Denny Malloy

## TRUMBULL COUNTY COMMISSIONERS

160 HIGH STREET, N.W.  
WARREN, OHIO 44481-1093  
330-675-2451  
Fax: 330-675-2462

Clerk  
Paula J. Vivoda-Klotz

January 4, 2024

The following action was taken by the Board of Trumbull County Commissioners on January 4, 2024, and duly recorded in the Journal Volume 157, Page(s) 26193.

\*\*\*\*\*

**RE: AGREEMENT BETWEEN COMMISSIONERS  
AND COMMUNITY LEGAL AID SERVICES, INC.  
FOR PROFESSIONAL SERVICES REQUIRED TO  
IMPLEMENT COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) FAIR HOUSING SERVICES  
PROGRAM FOR TRUMBULL COUNTY (TERM --  
JANUARY 1, 2024 THROUGH DECEMBER 31, 2025**

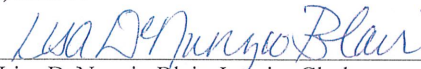
**MOTION:** Made by Mr. Cantalamessa, seconded by Mr. Malloy, to approve an Agreement by and between the BOARD OF TRUMBULL COUNTY COMMISSIONERS and COMMUNITY LEGAL AID SERVICES, INC., 50 South Main Street, Suite 800, Akron, OH 44308 for professional services required to implement a COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FAIR HOUSING SERVICES PROGRAM FOR TRUMBULL COUNTY for the term commencing January 1, 2024 and ending December 31, 2025. Trumbull County agrees to pay Community Legal Aid Services, Inc. an amount of \$27,400.00—to be paid for from PY2023 Community Development CDBG Program Grant Fund No. 225-030-5123-5104-1-505607 (\$26,100 from CDBG funds and \$1,300 contribution from the City of Warren as they benefit from our scheduled trainings) and the PY2021 Community Housing Impact & Preservation Program Grant Fund No. 229-070-5121-5000-505607 (\$1,700). A Request for Answer (RFA) was sent to COMMUNITY LEGAL AID SERVICES (CLA), INC. on May 20, 2021, and they returned an answer on May 28, 2021. CLA, INC. will continue to provide fair housing referrals, counseling, training and outreach in low-and-moderate income neighborhoods; this action per the recommendation of the Trumbull County Planning Commission and is subject to review and approval of the Prosecutor's Office.

**NOTE:** The agreement term is for a two-year period rather than a one-year period as the State of Ohio Department of Development has changed their funding cycle length starting in PY2017. Trumbull County is required to fund a Fair Housing Program as part of the State's Community Development Block Grant Program to ensure that all county residents have access to affordable and fair housing opportunities.

Yeas: Cantalamessa, Malloy, Frenchko  
Nays: None

### CERTIFICATION

I, Lisa DeNunzio Blair, Interim Clerk of the Board of County Commissioners, Trumbull County, Ohio, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Trumbull County Commissioners on January 4, 2024, and is duly recorded in their Journal Volume 157, Page(s) 26193.

  
\_\_\_\_\_  
Lisa DeNunzio Blair, Interim Clerk  
Board of County Commissioners

/cs

cc: Planning Commission  
Community Legal Aid Services, Inc.

9/7/16

**TRUMBULL COUNTY  
DRUG AND ALCOHOL USE  
Policy and Procedure**

**SUBJECT: Policy on Drug and Alcohol Use**

**POLICY:** Drug use in the workplace is a danger to us all. It impairs the safety, health and welfare of all employees, promotes crime and lowers production and quality.

This policy applies to all full and part-time hourly and salaried employees.

In compliance with the Ohio Bureau of Workers' Compensation Drug Free Safety Program (DFSP), Trumbull County's view on substance use is as follows:

**STATEMENT OF POLICY**

Trumbull County (hereinafter referred to as the "County") will not condone and will not tolerate any of the following workplace related behaviors by its employees:

- A. The use of illegal drugs;
- B. The use of alcohol;
- C. The sale, purchase, manufacture, transfer, use or possession of any illicit drugs, or prescription drugs obtained without a prescription; or
- D. The employee's presence at work under the influence of any drug (legal or illegal) or alcohol to the extent that job performance or safety may be affected.

The purpose of this policy is to promote safety. Any employee or applicant whose position requires testing for specific drugs or alcohol, based on established thresholds, under any law, regulation, or policy; who violates this "Drug Free Safety Policy" (hereinafter referred to as the "Policy") or Collective Bargaining Agreement may be subject to discipline, up to and including termination of employment. The implementation of discipline or of sanctions shall be the sole discretion of the County in compliance with applicable policy or law, but shall not contradict any Collective Bargaining Agreement that may be in effect.

The County will appoint a Designated Employer Representative (DER) for the "Drug Free Safety Program". This individual may authorize other employees to receive drug and alcohol test results. All communications regarding the program must be done through the identified individual(s). Confidentiality will be maintained with no information being made available without a legitimate need to know.

Affected individuals (referred to as "employees" throughout this policy) include: all regular, full-time, part-time or temporary employees; all officers and managers; all sub-



contractors while performing work for the County on or off of County premises; and individuals seeking employment, where applicable.

An employee's violation of this Policy will not ordinarily be reported to any law enforcement agency with the exception that all reasonable and necessary measures will be taken to assure the safety and security of all employees and the County. Law enforcement may be called only as required by a regulatory body or criminal statute, or in conjunction with a referral for criminal prosecution.

## **TESTING FREQUENCIES AND PATTERNS**

General expectations of all drug and alcohol testing situations include: reporting at the designated testing location upon notification (within 2 hours if an off-site collection facility is used), providing the required specimen(s) within 2 hours, and full compliance with this policy and the procedures utilized by collections personnel and facilities. In all cases where employee safety may be an issue, the County will provide or secure transportation to the testing location.

Refusal to comply with the testing requirement, failure to provide the required valid specimen(s), or adulteration or substitution of the specimen(s) will be considered a refusal to test and will be interpreted the same as a positive test. Any such refusal subjects the individual to the full range of discipline, up to and including termination of employment or cancellation of an offer of employment.

### **A. Post-Offer, Pre-Employment or New Hire Drug Testing**

Effective immediately upon implementation of this Policy, all applicants are subject to post-offer, pre-employment or new hire drug testing that is conducted by a County-approved contractor. The County will decline to extend an offer of regular employment to any applicant with a verified positive test result to any illicit drug, or any refusal to test, and this applicant may not reapply for employment with the County for a period of six months.

The applicant will be given a copy of the County's "Drug Free Safety Policy" and the "Consent and Release Form". The interviewer will then give the applicant an opportunity to ask any questions he/she may have concerning the Policy or the Consent, and obtain the applicant's signature on the "Consent and Release Form".

### **B. Reasonable Suspicion Testing**

Reasonable suspicion testing will be performed when properly trained County management and/or supervision determines that an employee may be under the influence of an unacceptable substance (i.e., drugs and/or alcohol). This testing may be ordered at any time after this Policy has been in effect for thirty (30 ) days, and only after all participating County management and/or supervision have been trained. The suspicions

must be documented in writing within 24 hours of the event or prior to the release of the test findings, and will be provided to the County's Medical Review Officer (MRO) for consideration when reviewing test results. Reasonable suspicion testing may be based upon, among other things:

1. Observable phenomena which may include but are not limited to: direct observation of drug or alcohol use or possession; the physical symptoms of being under the influence of a drug or alcohol; the odor of alcohol or other prohibited substances;
2. An abnormal pattern of conduct or erratic behavior which may include repeated examples of deteriorating job performance, unexplained patterns of absenteeism, tardiness, recurrent accidents, repeated violations of established safety or work rules, etc., which are not attributable to other known factors;
3. Conviction of or plea (including no contest or *nolo contendere*) to a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, manufacture, use or trafficking. The employee is responsible for notification of the County within five (5) working days of any drug-related conviction or plea.
4. Newly discovered evidence that the employee has tampered with a previous drug or alcohol test.

Although reasonable suspicion testing does not require certainty, mere "hunches" are not sufficient to meet this standard. To prevent this, all supervisors will be trained in the recognition of drug and alcohol related signs and symptoms, and while testing may only be requested by at least one trained supervisor with the concurrence of a second individual (preferably a second trained supervisor) is required, except in the case of an immediate threat to the health and well-being of the Employee.

All employees are responsible for obtaining and providing a release to the County, prior to performing their regular job duties, if they are placed on any medication that may impair their normal functioning. The employee must ask the provider to clarify and provide documentation of any restrictions regarding their safety in performing their regular duties.

The first priority of the County is to remove the employee suspected of abusing controlled substances or alcohol from the work environment. This shall be done to prevent the employee from causing harm to himself or herself, other individuals in the workplace, or anyone else.

A trained supervisor or County official shall instruct the employee under suspicion to accompany him/her to a private area that is removed from the individual employee's co-workers, and any transportation required for testing will be the responsibility of the



County. If the employee is sent home, he/she must call someone for a ride or be driven home from the County property. If the employee attempts to drive self home, the police will be informed for the employee's, and others, protection.

The employee will be paid for the time off for a reasonable cause test, if the test is negative. The employee will not be paid if the test is positive, with the exception that Collective Bargaining Agreement language shall take precedence in such matters.

C. Post Accident Testing

An accident, for the purposed of this policy, may include but is not limited to: an unplanned, unexpected, or unintended event that occurs during the employee's workday and in relation to the County's business. In addition to personnel, it may involve personal or business property/equipment or vehicles used in the performance of the employee's job.

Post accident drug and alcohol testing is mandatory in all cases for all individuals who may have caused or contributed to an "on-the-job" accident which meets any of the following criteria:

1. A fatality results from the accident;
  2. An employee is at fault in an employment-related accident that causes bodily injury requiring off-site medical treatment of the employee or another person;
  3. An employee is at fault in an employment related accident that results in significant property damage, exceeding \$1000.00; or
  4. An employee is cited in an employment related vehicular accident that results in damage that exceeds \$1000.00.
- \* Refusal to submit to a test does not impact the right of an employee to file a workers' compensation claim.

Specimen collection is to occur as soon as possible after a need has been determined, and any necessary medical attention has been rendered, in accordance with C-(1) through C-(4) above. Every reasonable effort shall be made to assure that the total elapsed time before a drug specimen has been collected does not exceed thirty-two (32) hours. Alcohol testing will be performed within eight (8) hours of the employment-related incident, or not performed, but documentation of the reason for non-testing is required.

Any employee at fault or cited in an employment related accident expressly grants unto the County, its officers and management, the right to request that attending medical personnel or collection personnel obtain appropriate specimens (breath/blood and/or urine) for the purpose of conducting alcohol and/or drug testing. Employees required to undergo post-accident testing expressly grant unto the Designated Employer Representative, access to any and all medical information that may be relevant in



conducting a complete and thorough investigation of the employment-related accident, to include but not limited to, a full medical report from the examining physician(s) or other healthcare providers.

The refusal of an employee to allow the collection of these specimens, any attempt to block the release of the results of any substance abuse tests taken, or failure to report a work- related accident, will be considered and managed the same as a refusal to test.

Employees are specifically required to timely file a “First Report of Injury” (FROI) with the County for any injury related to their employment in compliance with our on-the-job injury policy.

D. Follow-Up Testing

Effective immediately upon implementation of this policy, certain employees will be subject to follow-up testing prior to being permitted to return to work. Employees who test positive for prohibited substances will be subject to no-notice follow-up testing at any time for a period not exceeding two (2) years from the date of the initial positive test. A minimum of four follow-up tests will be required within the first year following the negative return-to-duty test. A positive result on any of these follow-up tests may result in the employee being immediately terminated from the County for cause.

Other employees that may be subject to this testing include those individuals who have self-reported a drug abuse problem, received substance abuse treatment and are released to return to work.

**DRUG TESTED / CUT OFF LEVELS**

The testing procedures will seek to identify the presence of the following controlled substances that may be present: (A negative screening test, EMIT or other form of immunoassay, is considered a negative test)

<b>Drug Class</b>	<b>Screening Test Level</b>	<b>Confirmation Test Level</b>	<b>Confirmation Method</b>
Amphetamines	500 ng/mL	250 ng/mL	GC/MS
Barbiturates	300 ng/mL	300 ng/mL	GC/MS
Benzodiazepines	300 ng/mL	300 ng/mL	GC/MS
Cocaine metabolites	150 ng/mL	100 ng/mL	GC/MS
Marijuana metabolites	50 ng/mL	15 ng/mL	GC/MS
Methadone	300 ng/mL	300 ng/mL	GC/MS
Opiates	2000 ng/mL	2000 ng/mL	GC/MS
Phencyclidine	25 ng/mL	25 ng/mL	GC/MS
Propoxyphene	300 ng/mL	300 ng/mL	GC/MS
MDMA/Ecstasy	500 ng/mL	250 ng/mL	GC/MS
6-Acetylmorphine	10 ng/mL	10 ng/mL	GC/MS
<b>Methaqualone</b>	<b>300 ng/mL</b>	<b>200 ng/mL</b>	<b>GC/MS</b>

<b>Drug Class</b>	<b>Screening Test Level</b>	<b>Confirmation Test Level</b>	<b>Confirmation Method</b>
<b>Expanded Opiates/Synthetic Narcotics</b>	<b>300 ng/mL</b>	<b>300 ng/mL</b>	<b>GC/MS</b>

These detection thresholds consistent with available technology have been established by the *Department of Health and Human Services (DHHS)* / the *Substance Abuse and Mental Health Services Administration (SAMHSA)* for each of the drug groups listed above. These detection thresholds will be used uniformly in the interpretation of all drug screens/drug confirmations, whether for a post-offer, pre-employment or new hire examination; random examination; post –accident examination, reasonable suspicion examination; or follow-up examination. Only Department of Health and Human Services, DHHS/SAMHSA, certified laboratories will be utilized for drug confirmations.

Alcohol testing will be conducted by the contractor utilizing only certified equipment and/or testing methods and personnel. Alcohol concentrations exceeding 0.02 gm% on the screening test will require a breath alcohol confirmation test. A breath alcohol confirmation result equal to or greater than 0.04 gm/210 liters of breath will be considered a verified positive result. In the event of an accident where an employee has a “whole blood” alcohol drawn at a medical treatment facility, a result equal to or greater than 0.04 gm% shall be considered to be a verified positive result.

The County also expressly reserves the right to add or delete substances on the list set forth in the “Drug Tested / Cut Off Levels” section of this Policy if mandated by changes in existing Federal, State, or local regulations or legislation.

An Individual who tests positive for drugs or self reports drug use:

- Must be evaluated by a substance abuse professional.
- Must comply with all treatment recommendations.
- Must undergo a “return to duty” drug test resulting in a negative test result prior to returning to the job.
- Must receive follow-up tests as determined by the treatment facility with no less than four (4) tests the first year.

An Individual who tests positive for alcohol or self reports suspected problems:  
(Test results for alcohol 0.02 BAL or greater, but less than .04 BAL)

- Shall not be permitted to work until the employee’s next scheduled duty period, but not less than 24 hours following the test.

(Test results for alcohol 0.04 BAL or above)

- Must be evaluated by a substance abuse professional.



- Must comply with all treatment recommendations.
- Must undergo a “return to duty” alcohol test resulting in a test level of less than 0.02.
- Must be randomly tested as determined by the treatment facility with no less than four (4) random tests the first year.

NOTE: Employees using a prescribed medication that may impair the performance of job duties, either mental or motor functions, must have a “Fitness for Duty Slip” from their doctor showing that they are capable of performing their assigned tasks. For the safety of all employees, the County will consult with you and your physician to determine if a reassignment of duties is necessary. However, if a reassignment is not possible, you will be placed on a temporary medical leave until released as fit for duty by the prescribing physician. Reassignment of duties will not be done where it conflicts with a Collective Bargaining Agreement. The County will not condone the inappropriate and/or misuse of legal prescriptions or over the counter drugs.

**Effective September 8, 2016, Ohio’s medical marijuana law is in effect. Employees who are using marijuana with a valid prescription are not exempt from this policy in any way. The use of marijuana in any form, with or without a valid prescription, will be treated the same as the use of all other Schedule 1 controlled substances or illegal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including marijuana with a valid prescription, are still subject to all provisions of this policy.**

## **SPECIMEN COLLECTION PROCEDURE**

The drug and alcohol testing for the County shall be done only by trained collection personnel who meet quality assurance and chain-of-custody standards for urine collection procedures, alcohol testing and strict confidentiality requirements.

Any individual subject to testing under this Policy shall be permitted to provide urine specimens in private, but subject to controls designed to minimize any invalidity in the testing process such as alteration or substitution of the specimen provided. In the event that the collector feels the collection process has been compromised, a witnessed void will be conducted utilizing a same gender witness. Alcohol testing will likewise be done in an area that affords the individual privacy. In all cases, there will only be one individual tested at a time.

### **A. Employee’s Rights Related to an Initial Positive Test Results:**

In the event that an employee tests positive for any drugs or alcohol as prohibited in this Policy, the employee will be given an opportunity to explain the findings to the Medical Review Officer (MRO) prior to the issuance of a report of a positive test result to the County.



Accordingly, upon receipt of a confirmed positive finding, the MRO shall contact, or attempt to contact, the employee by telephone or in person. If contact is made by the MRO, the MRO shall inform the employee of the positive findings and give the employee an opportunity to rebut or explain the findings.

The MRO can request information on recent medical history and on medication taken within the last thirty (30) days by the employee. In the event that the MRO finds support in the explanation offered by the employee, the employee may be asked to provide documentary evidence to support the employee's position (for example, the names of treating physicians, pharmacies where prescriptions have been filled, etc.) A failure on the part of the employee to provide such documentary evidence will result in the issuance of a positive report by the MRO with no attendant medical explanation. A medical disqualification of the employee will result.

If the employee fails to contact the MRO within three (3) days of having been instructed to do so, the MRO will issue a positive report to the County. Since no contact with employee was possible, no medical explanation can be provided and the employee shall forego the right to offer a defense to the positive test finding. A medical disqualification shall result, subject to re-test provisions set forth in the MRO's report.

B. Split Specimen:

An Employee wishing to request a re-test must do so within three (3) days of learning that the first test was positive. Employees will be required to pay for the cost of the re-test before the specimen is shipped to a different DHHS / SAMHSA -Certified Laboratory than the one that analyzed the first specimen. Our Medical Review Officer determines to which Lab the split specimen will be sent. If the result comes back negative, the Employer will reimburse the employee for the cost of the test that the employee paid prior to the test. The same paperwork and procedure protections used for the first test will be utilized for the split specimen. The Laboratory that collects the initial screen is responsible to split the specimen.

C. Report of Results:

All test results will be reported to the MRO prior to the results being issued to the County. The MRO will receive from the DHHS /SAMHSA testing laboratory a detailed report of the findings of the specimen. Each drug for which the individual was tested and alcohol will be listed along with the results of the testing. The County will receive a summary report, and this report will indicate that the employee passed or failed the drug/alcohol test.

All of the above procedures are intended to be consistent with the most current guidelines for the Medical Review Officer (MRO) that are published by the Federal Department of Health and Human Services.

D. Confidentiality:

All parties to this policy and program have only the interests of employees in mind and therefore encourage any employee with a substance abuse problem to come forward and voluntarily accept the County's assistance program in dealing with this illness. An employee assistance program will provide guidance and direction for you during your recovery period.

All actions taken under this policy and program will be confidential and disclosed only to those with a "need to know".

The program will be in compliance with all federal, state and local laws or regulations. An Employee's violation under the DFSP Policy shall not be reported to law enforcement officials unless required by a regulatory body or by criminal law provisions. Law enforcement authorities may be contacted and requested to come onto the County's premises, when appropriate, in conjunction with a referral for criminal prosecution.

When a test is required, the specimen will be identified by a code number -- not by name -- to insure confidentiality of the donor. Each specimen container will be properly labeled and made tamper proof. The donor must witness this procedure.

Unless an initial positive result is confirmed as positive, it shall be deemed negative and reported by the laboratory as such.

The handling and transportation of each specimen will be properly documented through strict chain of custody procedures.

The County will bear the cost of all testing procedures with the exception of a retest. An employee that tests positive for any drug as prohibited herein has the right to have a retest done on the original split specimen. This retest may be authorized by the MRO only with the employee's written request received within three days of their notification of a positive result. The employee is responsible for the prepaid expense at the provider's current rate, and the testing must be performed by a DHHS / SAMHSA certified laboratory. Retesting will not delay the report of the positive result to the County and the result of the retest will also be released to the County.

To protect the confidentiality of the employee, all records of drug and alcohol testing will be stored separate and apart from the employee's general personnel documents. Access to these records shall be limited to designated County officials. The information contained in these files shall be utilized only to properly administer this Policy and to provide to auditing or certifying agencies for review as may be required. Those designated County officials that shall have access to these records are charged with the responsibility of maintaining the confidentiality of these records. Any breach of confidentiality with regard to said records may be a terminable offense. Any employee tested under this Policy has the right to review and/or receive a copy of their test results.

E. Discipline:



1. Each employee will be required to sign a consent and chain of custody form, assuring proper documentation and accuracy. If an employee refuses to sign a consent form authorizing the test, employment by the County may be terminated.
2. No employee shall refuse to submit to a pre-employment, post-accident, reasonable suspicion, or follow-up test. Refusal may result in termination.
3. If the Employee fails to complete the requirements of the rehabilitation program and is removed from the program or fails any post rehabilitation or subsequent drug or alcohol test, the employee may be terminated.
4. Any employee attempting to manipulate the drug/alcohol testing process, such as trying to adulterate, modify or substitute a specimen will be discharged. The use of masking agents is prohibited and may result in termination.
5. Any employee convicted of violating a criminal drug statute must inform the DER of such conviction (including pleas of guilty and nolo-contendere) within five (5) days of the conviction occurring. Failure to inform the County subjects the employee to disciplinary action, up to and including termination for the first offense.
6. An individual that tests for alcohol between the .02 and <.04% Level will receive progressive discipline as follows:
  - First Offense – Will be off for 24 hours.
  - Second Offense – Will be suspended without pay for 3 days.
  - Third Offense – Will be terminated.

Note: progressive discipline as listed in any applicable Collective Bargaining Agreement shall supercede the above.
7. Failure to report use of a prescribed medication that impairs the safety of an individual and co-workers will be considered a positive test.

## **REHABILITATION**

The County will grant a one (1) time only paid (if accrued time is available) leave of absence so that an employee can participate in a medically recognized rehabilitation program. If the County is able to provide an Employee Assistance Program (EAP), we will assist the employee in obtaining information concerning providers of assistance services and will update this information as changes occur. The County will assist the employee in determining the coverage provided for these services by their insurance, as



applicable. In those cases where an employee successfully completes a mandated rehabilitation program, the County shall retain the right to perform no-notice follow-up drug or alcohol testing as recommended by the treating substance abuse professional and as agreed to in the employee's return-to-work agreement. In all cases, there will be at least 4 (four) follow-up tests in the first calendar year following their return to work. Any refusal by the employee to undergo required follow-up drug or alcohol testing will result in their immediate termination for cause.

## **TERMINATION NOTICES**

Generally, any release of information related to drug and alcohol testing and the results of that testing beyond the MRO or DER require the informed, written consent of the individual. In those cases where drug and alcohol testing results in the termination of an employee, all termination notices will list "misconduct" as the reason for termination. Termination shall be deemed "for cause", and may limit the individuals right to unemployment or workers' compensation eligibility. However, suspensions, leaves of absence, or terminations based on violations of this policy may require that this information be presented as evidence for the County in actions related to benefits payments without being considered a violation of confidentiality.

## **EDUCATION**

The County recognizes the pervasive nature of substance abuse in today's society and desires to provide its employees with information pertaining to this problem. As such, all employees will be required to participate in the County-sponsored education programs. These programs will be provided for all employees and attendance shall be mandatory. All training will be conducted by appropriately credentialed educators who will cover program, policy and practice considerations of Bureau of Workers' Compensation drug testing. In addition, as they become available, the County will endeavor to provide educational materials to its employees.

All employees will take part in the one (1) hour initial training, prior to program implementation or within four (4) weeks of hire on the policy, the disease model for alcohol and drugs, signs and symptoms of substance use/abuse, and the effects of commonly used drugs in the workplace. Additionally, all affected employees are required to attend one (1) hour annual refresher training provided by the County with no loss of pay.

All supervisors and designated union officials and stewards will receive an initial two (2) hours of informational, problem recognition, policy administration and skill building training, and will be included in the one (1) hour employee training. All supervisors and designated union officials and stewards will then receive two (2) hours of supervisor refresher/update training and participate in the one(1) hour employee annual refresher training.

## **ADMINISTRATION**

The Human Resources Director (or Designee) will be responsible for the administration and enforcement of this policy. As such, he/she will be the DER referenced in the policy. The DER will not be changed by the County without notice to all affected County employees.

**This New “Drug and Alcohol Free Safety” Policy was adopted by the Board of Commissioners on July 21, 2004, and is duly recorded in their Journal Volume 121, Page 10267.**

## SIGN-OFF SHEET\*


Trumbull County certifies that it will provide a drug free workplace to its employees in compliance with the Drug Free Workplace Program of Ohio Bureau of Workers' Compensation.

By signing below, the undersigned certifies that they have:

1. Read and understand the "Drug and Alcohol Policy Statement" and agree to abide by its full terms.
2. Read and understand the "Compliance with the Drug Free Workplace Act" statement and agree to abide by its full terms.
3. Agreed to make a good faith effort to continue to maintain a drug and alcohol free workplace.
4. Been provided with a written copy of this policy.

Community Legal Aid Services, Inc.

NAME OF COMPANY (PRINT)

  
\_\_\_\_\_  
SIGNATURE (TITLE)

Executive Director

1/19/2024

Date



**AFFIDAVIT**

**Required of  
Successful Bidder**

**Ohio Revised Code 5719.042**

STATE OF OHIO                                 )  
  ) ss  
COUNTY OF TRUMBULL                     )

Before me, a Notary Public, in and for said county, personally appeared  
Steven McGarrity, Executive Director, Community Legal Aid Services, Inc., Contractor(s) who being duly sworn

depose(s) and say(s) as follows:

“At the time the bid for this Contractor was submitted herein the  
Contractor - Company was charged with the following delinquent  
Personal Property Taxes in Trumbull County, Ohio”.

Amount of Delinquency

Unpaid Int. & Penalties

(If none, please indicate)

[Signature]  
Contractor

Sworn to before me and signed in my presence this 3<sup>rd</sup> day of \_\_\_\_\_

January, 2024.

[Signature]  
Notary Public

My Commission Expires 9/26/2028



Gina Lynn DeCarlo  
Notary Public, State of Ohio  
My Commission Expires  
September 26, 2028

NON-COLLUSION AFFIDAVIT

STATE OF OHIO                    )  
  ) SS  
COUNTY OF TRUMBULL)

Steven McGarrity

being first duly sworn, deposes and says that he/she is Executive Director  
(Sole Owner, a Partner, President, Secretary, etc.) of Community Legal Aid Services, Inc.,  
the party making the proposal; that such proposal is not made in the interest of or on behalf of any  
disclosed person, partnership, company, association, organization, or corporation, that such proposal is  
genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any  
other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired,  
connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain  
from bidding; that said bidder has not in any manner, directly or indirectly sought by agreement,  
communication or conference with anyone to fix the bid price of said bidder or of any other bidder, or to  
fix any overhead profit, or cost element of such bid price, or of that of any other bidder or to secure any  
advantage against Trumbull County; that all statements contained in such proposal are true; and  
further, that said bidder has not, directly or indirectly, submitted his bid price or any breakdown thereof,  
of the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee  
in connection therewith, to any corporation, partnership, company, association, public official or  
employee, organization, or to any other individual except to such person or persons as have a partnership  
or other financial interest with said bidder in this general business.

Signed: \_\_\_\_\_

Title: Executive Director

SWORN to and SUBSCRIBED before me this 3<sup>rd</sup> day of January, 2024, in  
and for Trumbull County, State of Ohio.

My Commission expires September 26, 2028



Gina Lynn DeCarlo  
Notary Public, State of Ohio  
My Commission Expires  
September 26, 2028

Gina Lynn DeCarlo  
NOTARY PUBLIC



Cease Using the Entity Management API for Reps and  
Certs Information

Show Details

Dec 13, 2023



See All Alerts

Entity Validation Processing Show Details

Jan 16, 2024



Home

Search

Data Bank

Data Services

Help

Search

All Words

e.g. 1606N020Q02

Select Domain

Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor



- ☒ Any Words ⓘ
- ☐ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"community legal aid" ×

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼
- Location ^

Zip Code

e.g. 20001

State / Territory

Select State / Territory ▼

Ohio ×

City

Select State (Optional) ▼

Select City ▼

Congressional District

Select Congressional District ▼

Country

Select Country



Dates



Reset



# No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

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Feedback

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- About This Site
- Our Community
- Release Notes
- System Alerts

## Policies

- Terms of Use
- Privacy Policy
- Disclaimers
- Freedom of Information Act
- Accessibility

## Our Partners

- Acquisition.gov
- USASpending.gov
- Grants.gov
- More Partners

## Customer Service

- Help
- Check Entity Status
- Federal Service Desk
- External Resources
- Contact



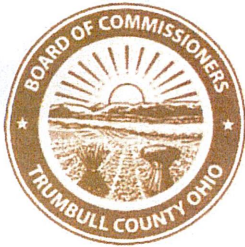
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# TRUMBULL COUNTY COMMISSIONERS

160 HIGH STREET, N.W.  
WARREN, OHIO 44481-1093  
330-675-2451  
Fax: 330-675-2462

Commissioners  
Mauro Cantalamessa  
Niki Frenchko  
Denny Malloy

Clerk  
Paula J. Vivoda-Klotz

January 4, 2024

The following action was taken by the Board of Trumbull County Commissioners on January 4, 2024, and duly recorded in the Journal Volume 157, Page(s) 26193.

\*\*\*\*\*

**RE: AGREEMENT BETWEEN COMMISSIONERS  
AND COMMUNITY LEGAL AID SERVICES, INC.  
FOR PROFESSIONAL SERVICES REQUIRED TO  
IMPLEMENT COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) FAIR HOUSING SERVICES  
PROGRAM FOR TRUMBULL COUNTY (TERM --  
JANUARY 1, 2024 THROUGH DECEMBER 31, 2025**

**MOTION:** Made by Mr. Cantalamessa, seconded by Mr. Malloy, to approve an Agreement by and between the BOARD OF TRUMBULL COUNTY COMMISSIONERS and COMMUNITY LEGAL AID SERVICES, INC., 50 South Main Street, Suite 800, Akron, OH 44308 for professional services required to implement a COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FAIR HOUSING SERVICES PROGRAM FOR TRUMBULL COUNTY for the term commencing January 1, 2024 and ending December 31, 2025. Trumbull County agrees to pay Community Legal Aid Services, Inc. an amount of \$27,400.00—to be paid for from PY2023 Community Development CDBG Program Grant Fund No. 225-030-5123-5104-1-505607 (\$26,100 from CDBG funds and \$1,300 contribution from the City of Warren as they benefit from our scheduled trainings.) This action per the recommendation of the Trumbull County Planning Commission and is subject to review and approval of the Prosecutor's Office.

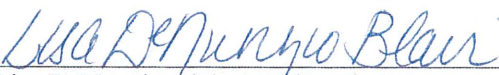
**NOTE:** The agreement term is for a two-year period rather than a one-year period as the State of Ohio Department of Development has changed their funding cycle length starting in PY2017. Trumbull County is required to fund a Fair Housing Program as part of the State's Community Development Block Grant Program to ensure that all county residents have access to affordable and fair housing opportunities.

Yeas: Cantalamessa, Malloy, Frenchko

Nays: None

## CERTIFICATION

I, Lisa DeNunzio Blair, Interim Clerk of the Board of County Commissioners, Trumbull County, Ohio, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Trumbull County Commissioners on January 4, 2024, and is duly recorded in their Journal Volume 157, Page(s) 26193.

  
\_\_\_\_\_  
Lisa DeNunzio Blair, Interim Clerk  
Board of County Commissioners

/cs

cc: Planning Commission  
Community Legal Aid Services, Inc.