

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 2025 (CY2026 & 2027)

**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, 2026, 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 PY25 Community Development Block Grant Program (CDBG), Agreement No. 25NR-1CS-25CDBG.

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.

SECTION 1 - BASIC SERVICES

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 CY2026 Program Plan by February 1, 2026. 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 "PY2025 (CY2026 & 2027) 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, 2026, to December 31, 2027 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 PY25 Trumbull County Allocation Program under Grant No. 25NR-1CS-25CDBG, 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 PY2025 (CY2026 & 2027) Program Plan indicating any specific modifications or changes in the extent of the Strategy or PY2025 (CY2026 & 2027) 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 PY2025 (CY2026 & 2027) Program Plan which shall become Exhibit B to this Agreement.

3.3 This Agreement shall be effective on January 1, 2026, and shall terminate on December 31, 2027, 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 March, 2026, for services rendered during Fiscal Year 2025, as follows:

- A. For implementation of the PY2025 (CY2026 & 2027) 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, 2026, and ending in July, 2026, thence beginning again in March 2027, and ending July 2027.

January	2026	\$0.00		January	2027	\$0.00
February	2026	\$0.00		February	2027	\$0.00
March	2026	\$2,740.00		March	2027	\$2,740.00
April	2026	\$2,740.00		April	2027	\$2,740.00
May	2026	\$2,740.00		May	2027	\$2,740.00
June	2026	\$2,740.00		June	2027	\$2,740.00
July	2026	\$2,740.00		July	2027	\$2,740.00
August	2026	\$0.00		August	2027	\$0.00
September	2026	\$0.00		September	2027	\$0.00
October	2026	\$0.00		October	2027	\$0.00
November	2026	\$0.00		November	2027	\$0.00
December	2026	\$0.00		December	2027	\$0.00
2026	Total	\$13,700		2027	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 - "PY2025 (CY2026 & 2027) 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.

BOARD OF TRUMBULL COUNTY COMMISSIONERS

[Signature]
Anthony Bernard, President

[Signature]
Witness

[Signature]
Rick Hernandez, Commissioner

[Signature]
Witness

[Signature]
Witness

[Signature]
Denny Malloy, Commissioner

[Signature]
Witness

[Signature]
Witness

[Signature]
Witness

COMMUNITY LEGAL AID

By: [Signature]

Name & Title Christopher Teodosio, President
Board Chairperson

By: [Signature]
Steve McGarrity
Executive Director

[Signature]
Witness

[Signature]
Witness

Witness: Clerk of the Board of Trumbull County Commissioners

[Signature]

APPROVED PURSUANT TO AGREEMENT #25NR-1CS-25CDBG

EXHIBIT A

"FURTHER DESCRIPTION OF SERVICES AND RELATED MATTERS"

A.1 Development of the PY2025 (CY 2026 & 2027) Program Plan

The PY2025 (CY 2026 & 2027) 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 (2) in target areas per year for a total of four (4), and three (3) per year for two years with civic groups for a total of six (6) 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 four (4) target areas include Howland Township, Weathersfield Township, the City of Girard, and Liberty Township. Two (2) trainings will be conducted each year to cover each location or target population in 2026 and in 2027 for a total of four (4) trainings. Six (6) more trainings are to be conducted for at least three (3) 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 January 2026. 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 2026 no later than February 1, 2026 to ensure that the required number of training events are held during the required quarter. Training events for 2027 will be scheduled in January 2027.

Design (or obtain) written material on fair housing rights, discriminatory practices, etc. Develop a plan to effectively distribute written materials to a minimum of ten (10) different locations or events throughout Trumbull County (e.g. unemployment office, post office, grocery store, county fair, etc.) quarterly from January 1, 2026, to December 31, 2027. Community Legal Aid shall print approximately 750 brochures which shall be initially distributed to all locations listed on the attached table each quarter for PY2025 (CY2026

& 2027) 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 Development Services Agency/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 PY2025 (CY2026 & 2027) Program Plan (January 1, 2026 to December 31, 2027). 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.

EXHIBIT B

"PY2025 (CY2026 & 2027) Program Plan"



**Department of
Development**

Program Year 2025

**Community Development Allocation Program
Standard Fair Housing Program**

Jan. 1, 2026 to Dec. 31, 2027

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

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

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, 2023, and Dec. 31, 2024:

Housing Discrimination: 2 Landlord-Tenant: 116

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

- [Columbus Regional Office](#)
- [Dayton Regional Office](#)
- [Akron Regional Office](#)
- [Cleveland Regional Office](#)
- [Toledo Regional Office](#)
- [Cincinnati Satellite Office](#)

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 2024. 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, 2023, and Dec. 31, 2024.

- A summary of actions taken to address the impediments to fair housing choice identified in the AI submitted in July 2024.
- A summary of any new impediments to fair housing choice that have been identified since the submission of the AI in July 2024 (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, 2026, through Dec. 31, 2027).

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 Office of Community Infrastructure (OCI) approval of the Fair Housing Training Plan, grantees must submit any proposed modifications to OCI for review.

Community Development Program Fair Housing Training Plan

Target Area/Target Population Strategy

(Scheduled no earlier than Jan. 1, 2026, and no later than Dec. 31, 2027)

CDBG Target Area or Target Population	Associated Program ¹	Associated CDBG Activity or Activities	Training Location	AI ²	Description of Training	Approximate Date
<i>Example:</i> Oak Township	CDA	Maple Street Improvements, Oak Township	Township Hall	<input type="checkbox"/>	Fair Housing Rights and Complaint Process	Feb. 10, 2026
City of Girard	NR	Senior Center, Street, Sidewalk, Park & Rec Facilities, and Fire Hydrant Improvements	Girard Multi-Generational Center	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	September 2027
Mesopotamia Township	CDA	Donley Rd. Improvements, Mesopotamia Township	Mesopotamia Town Hall	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	September 2026

CDBG Target Area or Target Population	Associated Program ¹	Associated CDBG Activity or Activities	Training Location	AI ²	Description of Training	Approximate Date
Howland Township	CDA	West Bolindale Neighborhood Plan, Howland Township	Howland Township Administration Building	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	April 2027
Weathersfield Township	CDA	Crain Dr. Sanitary Sewer Improvements, Weathersfield Township	Weathersfield Fire Station	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	March 2026
City of Girard	CDA	Fire Hydrant Improvements Project, City of Girard	Girard Library	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	June 2026
Liberty Township	CI	Frederick Street Storm Drainage Infrastructure Improvements Project, Liberty Township	Liberty Township Administration Building	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	August 2027
General Population	CDA	All Activities	Trumbull County Fairgrounds	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	July 2026 & 2027
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

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

²Activities to address Analysis of Impediments Issues

Community Development Program Fair Housing Training Plan
 Schools, organizations, and civic groups
 (Schedule no earlier than Jan. 1, 2026, and no later than Dec. 31, 2027)

School, organization, or civic group	Training Location	AI ¹	Description of Training	Approximate Date
Year 1: Veterans Services	Trumbull County Veterans Services Commission	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process for Elderly and Disabled Populations	May 2026
Year 1: Trumbull Metropolitan Housing Authority	Trumbull Metropolitan Housing Authority	<input checked="" type="checkbox"/>	Overview of Federal, State, and Local Fair Housing Laws	October 2026
Year 1: Trumbull County Housing Collaborative	VWCA Trumbull County	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	August 2026
Year 2: Trumbull County Zoning Inspectors Association	TBD	<input checked="" type="checkbox"/>	Overview of Federal, State, and Local Fair Housing Laws	June 2027

School, organization, or civic group	Training Location	AI ¹	Description of Training	Approximate Date
Year 2: Girard Tenants Association	TBD	<input checked="" type="checkbox"/>	Rights and Responsibilities of Tenants and Fair Housing Law Basics	February 2027
Year 2: Howland SCOPE	Howland SCOPE Center	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process for Elderly and Disabled Populations	October 2027

¹ 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:	https://www.co.trumbull.oh.us/planning/commdev.html
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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 ¹	# to be distributed per Quarter	Approximate Dates of Distribution							
				1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	5 th Qtr.	6 th Qtr.	7 th Qtr.	8 th Qtr.
<i>Example: County Human Resources Office</i>	<i>Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures</i>	<input type="checkbox"/>	<i>50 of each brochure</i>	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27
Apprisen	Fair Housing "Your Rights as a Renter" & "Ohio Fair Housing Law Brochures"	<input checked="" type="checkbox"/>	50 of each brochure	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27
Beatitude House	Fair Housing "Your Rights as a Renter" & "Ohio Fair Housing Law Brochures"	<input checked="" type="checkbox"/>	50 of each brochure	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27
Catholic Charities Regional Agency	Fair Housing "Your Rights as a Renter" & "Ohio Fair Housing Law Brochures"	<input checked="" type="checkbox"/>	50 of each brochure	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27
Coleman Behavioral Health	Fair Housing "Your Rights as a Renter" & "Ohio Fair Housing Law Brochures"	<input checked="" type="checkbox"/>	50 of each brochure	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27
Emmanuel Community Care Center	Fair Housing "Your Rights as a Renter" & "Ohio Fair Housing Law Brochures"	<input checked="" type="checkbox"/>	50 of each brochure	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27

Agency, Organization, or Public Event	List of Materials to be Distributed	A1 ¹	# to be distributed per Quarter	Approximate Dates of Distribution							
				1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	5 th Qtr.	6 th Qtr.	7 th Qtr.	8 th Qtr.
Someplace Safe	Fair Housing "Your Rights as a Renter" & "Ohio Fair Housing Law Brochures"	<input checked="" type="checkbox"/>	50 of each brochure	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27
Trumbull County Children's Services	Fair Housing "Your Rights as a Renter" & "Ohio Fair Housing Law Brochures"	<input checked="" type="checkbox"/>	50 of each brochure	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27
Veteran's Services Office	Fair Housing "Your Rights as a Renter" & "Ohio Fair Housing Law Brochures"	<input checked="" type="checkbox"/>	50 of each brochure	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27
Valley Counseling	Fair Housing "Your Rights as a Renter" & "Ohio Fair Housing Law Brochures"	<input checked="" type="checkbox"/>	50 of each brochure	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27
Warren Family Mission	Fair Housing "Your Rights as a Renter" & "Ohio Fair Housing Law Brochures"	<input checked="" type="checkbox"/>	50 of each brochure	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27
Trumbull County Fair	Fair Housing "Your Rights as a Renter" & "Ohio Fair Housing Law Brochures"	<input checked="" type="checkbox"/>	250 of each brochure	1/1/26	4/1/26	7/1/26	10/1/26	1/1/27	4/1/27	7/1/27	10/1/27
Local Fair Housing Contact should initial and date the box in this row when distribution is complete				Date Completed:							

¹ 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 (Salesforce)

The grantee must enter a Fair Housing activity in Salesforce, 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.

Outcome/Activity	PY2025 CD Allocation Funds	Other Funds	Total Budget	Source of Other Funds
Fair Housing Coordinator	\$600	\$2,500	\$3,100	In-Kind Local
Fair Housing Complaint System	\$21,400	\$0	\$21,400	
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:

- RFP for Fair Housing Consultant Services
- Contract for Fair Housing Consultant Services

Local Fair Housing Ordinance or Resolution

Guidance regarding the SFHP is available on OCI's [Civil Rights and Fair Housing webpage](#). For additional fair housing technical assistance, contact the compliance team at compliance@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, 2026 – December 31, 2027). 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 twelve different venues over the course of the next two years. Twelve (three in target areas per year for a total of six, 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, 2027 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 (12 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 2026 and 2027 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 PY2025 and PY2026.

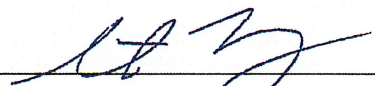
Each quarter the consultant shall call the aforementioned locations to determine whether additional brochures are needed. Consultant shall maintain a record of persons contacted (including name, title, agency, address, phone and e-mail) for each location and document the dates of distribution and the 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 5/22/2025

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: 5/22/2025

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, Akron, Ohio 44308, in the amount of Twenty Seven Thousand Four Hundred Dollars (\$27,400.00) authorized by the Motion passed by the Board of Trumbull County Commissioners on December 17, 2025 and are in the Treasury or in the process of collection from Fund No. 225-030-5125-5104-1-505607

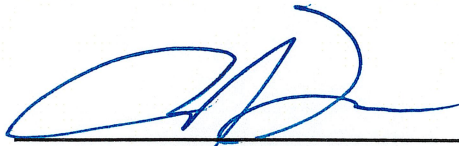
*** \$26, 100 from CDBG funds and \$1 ,300 contribution from the City of Warren as they benefit from our scheduled trainings***


MARTHA C. YODER, COUNTY AUDITOR

DATE: December 31, 2025

CERTIFICATE OF LEGAL COUNSEL

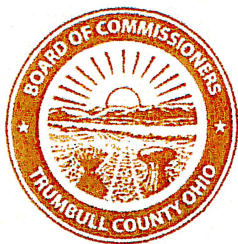
I hereby approve the legal form and correctness of the within Contract and other required bonds and documents.


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

DATE: Jan 5, 2025

EXHIBIT E

"RESOLUTION OF THE BOARD OF COMMISSIONERS"



TRUMBULL COUNTY COMMISSIONERS

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

Commissioners
Denny Malloy
Rick Hernandez
Tony Bernard

Clerk
Lisa DeNunzio Blair

December 17, 2025

The following action was taken by the Board of Trumbull County Commissioners on December 17, 2025, and duly recorded in the Journal Volume 160, Page(s) 27706.

**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
1/1/2026 THRU 12/31/2027**

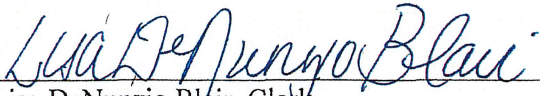
MOTION: Made by Mr. Malloy, seconded by Mr. Bernard, to Approve an Agreement by and between the BOARD OF TRUMBULL COUNTY COMMISSIONERS and COMMUNITY LEGAL AID SERVICES, INC., 50 South Main Street, Suite 800, Akron, OH 44308 for professional services required to implement a COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FAIR HOUSING SERVICES PROGRAM FOR TRUMBULL COUNTY for the term commencing January 1, 2026 and ending December 31, 2027. Trumbull County agrees to pay Community Legal Aid Services, Inc. in the amount of \$27,400--to be paid for from PY2025 Community Development CDBG Program Fund No. 225-030-5125-5104-1-505607 (\$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.

Yeas: Malloy, Bernard, Hernandez

Nays: None

CERTIFICATION

I, Lisa DeNunzio Blair, 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 December 17, 2025, and is duly recorded in their Journal Volume 160, Page(s) 27706.



Lisa DeNunzio Blair, Clerk
Board of County Commissioners

/as

cc: Planning Commission



COMMUNITY LEGAL AID SERVICES I

Unique Entity ID QYZXTFSURNU2	CAGE / NCAGE 3WUD0	Purpose of Registration Federal Assistance Awards Only
Registration Status Active Registration	Expiration Date Sep 12, 2026	
Physical Address 50 S Main ST STE 800 Akron, Ohio 44308-1823 United States	Mailing Address 50 S Main ST Suite 800 Akron, Ohio 44308-1828 United States	

Entity Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Ohio 13	State / Country of Incorporation Ohio / United States	URL www.communitylegalaid.org

Registration Dates

Activation Date Sep 16, 2025	Submission Date Sep 12, 2025	Initial Registration Date Jun 17, 2004
--	--	--

Entity Dates

Entity Start Date Jul 9, 1952	Fiscal Year End Close Date Dec 31
---	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusions Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Entity Structure Corporate Entity (Tax Exempt)	Entity Type Business or Organization	Organization Factors (blank)
Profit Structure Non-Profit Organization		



COMMUNITY LEGAL AID SERVICES I

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Highest Level Owner

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Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Tax Exempt)	Entity Type Business or Organization	Organization Factors (blank)
--	--	--

Profit Structure

Non-Profit Organization