

TRUMBULL COUNTY COMMISSIONERS
Request for Proposal (RFP)

SENIOR LEVY MINI-GRANT PROGRAMS ONLY

(16-page document)

Fiscal Years 2022-2024

Contract period September 2022-August 2024
(24-month program)

Due: June 30, 2022 @ 11:00 a.m.

ISSUED by

BOARD OF TRUMBULL COUNTY COMMISSIONERS
160 HIGH STREET, N.W.
WARREN, OHIO 44481
Ph. 330-675-2451 Fax 330-675-2462



Point of Contact: Paula Vivoda-Klotz
Email: cevivoda@co.trumbull.oh.us

PREPARED by
Senior Services Advisory Council (SSAC)
2931 Youngstown Rd. SE
Warren, Ohio 44484

The Senior Services Advisory Council (“SSAC”), appointed by the Trumbull County Commissioners, is requesting proposals (“RFP”) for Community Based Services to be provided to Senior Citizens (individuals 60 years or older) residing in Trumbull County. SSAC charge is to recommend to the Commissioners the evaluation of submitted RFP and distribution of levy funds. Upon approval, Trumbull County Commissioners will contract with the provider; a monitoring staff will evaluate the successes or shortcomings and report to the Trumbull County Commissioners as well as SSAC.

A .75 mil, five-year levy originally passed in November 2005 with RENEWAL passing November 2010, 2015, and 2019. INCREASE IN millage has **NOT** been requested since the inception of this levy.

The funding advertised by The Board of Commissioners is for FY 2022-2024 and is specifically intended to provide services for Trumbull County senior citizens 60 years of age or older. The mission of the SSAC is to ensure that services are available in the community to assist older adults in remaining independent and living in a home environment and preventing premature institutionalization.

SENIOR LEVY ANNUAL DOLLARS AVAILABLE PER CATEGORY

1) <u>In-Home Services</u> (homemaker, in-home meals, daycare, chores, personal care)	\$ 915,000.00
1.1) Home Delivered Meals	\$ 465,000.00
1.2) Adult Day Care Services (including Transportation costs)	\$ 100,000.00
1.3) Personal Care /Homemaker	\$ 245,000.00
1.4) Chore Services	\$ 70,000.00
1.5) Northern Tier In-Home Services (Top Two Tiers of Trumbull Co) Services: Homemaker, Personal Care, and Chore	\$ 35,000.00
2) <u>Protective Services</u> (guardianships, protective services)	\$ 270,000.00
3) <u>Mini-grants</u> (\$5,000 per recipient)	\$ 15,000.00
TOTAL SENIOR LEVY SUSTAINABLE CONTRACT DOLLARS	\$1,200,000.00


General Instructions

1. Applicants with questions or concerns may contact the Paulette Godfrey at the Trumbull County Board of Commissioners. The contact information is:

BOARD OF TRUMBULL COUNTY COMMISSIONERS
160 HIGH STREET, N.W.
WARREN, OHIO 44481
Ph. 330-675-2451 Fax 330-675-2462
Email: cevivoda@co.trumbull.oh.us

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning the RFP between any applicant and the Senior Levy Administrator or Senior Services Advisory Council Member. Any and all verbal communication must be restricted to written questions submitted to cevivoda@co.trumbull.oh.us

2. Applications for Social Services Funding must be submitted to The Board of Trumbull County Commissioners, per address in item #1, no later than 11:00 a.m., June 30, 2022. Applications submitted after 11:00 a.m., June 30, 2022 will NOT be considered. Trumbull County Commissioners office personnel will time stamp the submitted information box/containment for proof of proper arrival time.
3. The contract period for funds awarded is September 1, 2022-August 2024. Any active contracts expiring after September 1, 2022 will continue until expiration and any awards will begin after the prior contracts expire.

4.  Five (5) complete applications must be submitted in a **sealed envelope or box** OR



PREFERRED THIS YEAR: Please submit - One (1) complete paper application and one (1) electronic format (1) USB Flash Drive with all documents as submitted in paper format.

These documents will be shared with SSAC members for review per county guidelines to protect the data involved. Proposals shall contain all the elements of information specified **without exception unless otherwise noted.** Each application must be bound/hole punched and organized within a three-ring binder with each Section tabbed and labeled. The full address of the organization and “Attn: Paula Vivoda-Klotz, Senior Levy Bids” must be placed on the outside of the **sealed** containment of the bids. Please do not place the label over a box top seam that would risk being cut/split upon opening the box/containment.

5. The funding advertised by The Board of Commissioners is for FY 2022-2024 and is specifically intended to purchase services for Trumbull County senior citizens 60 years of age or older. The mission of the SSAC is to ensure that services are available in the community to assist older adults in remaining independent and living in a home environment and preventing premature institutionalization.

6. Most services provided through levy funding are to be offered at no cost. However, seniors who receive services through these contracts must be made aware that they may contribute to the cost of the service. Participant donations should be encouraged by the service provider therefore no advertisement of “Free” or any derivative of “Free” will be permitted when promoting Senior Levy funded services.
7. The request for proposal is being issued based on the presumed availability of funds. The SSAC will not be liable should funds be eliminated or reduced.
8. Completion of a proposal does not imply that SSAC or the Board of Trumbull County Commissioners will fund a proposal. Proposals are subject to review by representatives of the Board and staff of the SSAC, and the Trumbull County Board of Commissioners.
9. At its sole discretion, SSAC may negotiate the unit price, or any other factors, including, but not limited to, the total funds, the composition of those funds, and prior to determining to enter or not to enter a contract based on the proposal after contract awards by Trumbull County Commissioners.
10. SSAC and/or the Trumbull County Commissioners may conduct discussions with Proposers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP. SSAC may at its sole discretion, determine that it is in its best interest to interview certain applicants. No applicant however, is in anyway guaranteed an interview whether his or her proposal is accepted or rejected.
11. The SSAC and/or the Trumbull County Commissioners reserve the right to reject any proposal in which the Proposer takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that the Trumbull County Commissioners consider to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority.
12. The Trumbull County Commissioners reserve the right to reject, in whole or in part, any proposal that SSAC or Trumbull County Commissioners has determined, using the factors and criteria developed and included in the advertised RFP, would not be in the best interest of the county.
13. Persons completing a proposal are cautioned to reflect service goals, expenditures and other information accurately. Proposals will be evaluated on a number of factors including but not limited to, the past performance of the applicant, the anticipated performance of an applicant and the accuracy of the information submitted. Performance during the contract year will be evaluated based on the entire contract document.

Submission of Proposal

1. For Paper Submission-Five (5) Complete Binders with one of the five binders containing original signed documents (Blue Ink) must be labeled as “Original”, and one as “Administrator copy”.

⚠ *Expensive binding, colored displays, promotional materials and the like are not necessary or desired.*

2. All proposals submitted shall become the property of Trumbull County to use or, at its option, return. All proposed and associated documents will be considered public information and will be open for inspection to interested parties unless identified as proprietary **AFTER** contracts are awarded by the Trumbull County Commissioners. Trade secrets or proprietary information that are recognized as such and protected by law may be withheld if clearly identified as such in the proposal. Each page containing such material must specify **“PROPRIETARY”** in the upper right corner. SSAC will make the determination as to whether the Provider has adequately demonstrated the information as proprietary.
3. The costs of developing proposals are entirely the responsibility of the Provider and shall not be chargeable to SSAC under any circumstances. All materials submitted in response to the RFP will become the property of the Trumbull County Commissioners and SSAC and may be returned only at SSAC’s option and at the Provider’s expense.
4. Proposals that contain false or misleading statements, or which provide references which do not support an attribute or condition contended by the Provider, might be rejected. If, in the opinion of SSAC, such information was intended to mislead SSAC in its evaluation of the proposal and the attribute, condition, or capability is a requirement of the RFP, the proposal will be rejected.
5. The proposal shall be signed by an individual who is authorized to bind the Provider contractually. The signature must indicate the title or position the individual holds in the Providers organization. Providers who sign contracts with the name of the Providers organization must provide the name of an officer of the Provider’s organization for signature validation by SSAC. Any and all unsigned proposals will be rejected.
6. No telegraphic, facsimile, telephone or e-mail proposals will be accepted. If mailed, the Provider should use certified or registered mail, UPS, or Federal Express with return receipt requested.
7. All documents included in the application must be completed to be considered a valid application. Each applicant must meet the Portal Requirements at a Minimum in order to be a valid application for funding. **If a particular request does not pertain to your organization, please note accordingly or present documentation why the request would not apply.**



It is absolutely essential that Providers carefully review all elements in their final proposals. Once opened, proposals cannot be altered; however, SSAC reserves the right to request information or respond to inquiries for clarification purposes only.

Conditions of Contracting

Project Requirements

Service Providers shall meet all requirements in the Conditions of Contracting and Service Specifications. Providers must identify a means to measure program performance.


Conditions of Contracting (COC)


Service providers shall meet these conditions of participation:

1. Be a formally organized business or service agency providing the services applied for, and shall:
 - a. Disclose all entities with a five percent or more ownership, and have a written statement defining the purpose of the business or service agency

- b. Have a written statement of policies and directives, bylaws, or articles of incorporation
 - c. Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship
 - d. Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:
 - (1) non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals
 - (2) non-discrimination laws in the provision of services, and
 - (3) federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist
 - e. Have a written affirmative action plan that must be appropriately updated, and will be reviewed at least annually.
2. Have a physical facility from which to conduct business. The facility should have a telephone and a designated and utilized locked storage space for the maintenance of participant records.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
- a. Have a system to document services delivered, billed, and reimbursed that complies with service specifications
 - b. Provide evidence supporting financial responsibility in the coverage of participant loss due to theft, property damage, or personal injury, and have a written procedure that identifies the steps a participant must take to file a liability claim
 - c. Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks
 - d. Maintain a file for each participant that is readily available to any monitoring agency. Each file shall include this identifying data:
 - (1) Participant's name, address, and telephone number date of birth and gender
 - (2) Name and telephone number of participant's contact person or caregiver
 - (3) Service Provider's contact person and telephone number
 - (4) Participant's functional abilities or limitations relevant to authorized services
 - (5) Additional demographic data requested by the SSAC
 - e. Maintain documentation of each participant contact and each service delivered
 - b. Obtain written approval from the participant to release participant information
 - c. Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later
 - d. Have a written procedure for follow-up and investigation of participant complaints and grievances, and a method to inform participants at the inception of services of the contact number for the resolution contact
4. Have written personnel policies and documentation that support personnel practices for Providers that include:
- a. Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship
 - b. Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship
 - c. Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:

- (i) Employee position description and expectations
- (ii) Personnel policies
- (iii) Reporting procedures and policies
- (iv) Table of organization and lines of communication
- (v) A code of ethics which declares that the Provider staff shall not:
 - (1) Use the participant's vehicle
 - (2) Consume the participant's food and drink without the participant's consent or the participant offering it
 - (3) Use the participant's telephone for personal calls
 - (4) Discuss personal problems or religious or political beliefs with the participant
 - (5) Accept gifts or tips from the participant
 - (6) Bring friends or relatives of the employee to the participant's home
 - (7) Consume alcoholic beverages or use medicine or drugs for any purpose other than medical while in the participant's home or prior to the delivery of service
 - (8) Smoke in the participant's home with, or without, the participant's permission
 - (9) Breach the participant's privacy or the confidentiality of participant records
 - (10) Bring or eat personal food in the participant's home
 - (11) A policy that assures that all participant information will remain confidential

- 5. Perform background checks of all employees.
- 6. Sign a contract with Trumbull County Commissioners for the program service area in which Provider services are rendered; and the Provider shall
 - a. Maintain documentation as specified when delivered either directly or by sub-contract
 - b. Allow access to SSAC and to other representatives with a need to access the Provider's facility, policies, procedures, records and other documents related to the provision of services
 - c. Demonstrate compliance regarding background investigations of direct service workers.
- 7.  Should a 2021-2022 current provider not be awarded that same area of service in the bid cycle following 2021-2022, the non-awarded provider must work with and share with the newly awarded provider of service their current recipients of service to allow continuance of service for the seniors that the non-awarded provider had services. Failure to do so could result in a one-year penalty of disallowance to bid for senior levy dollars for the next bid cycle. Continuation of service regardless of the providing agency is proper care and concern for our seniors.
- 8. Failure to meet any of the requirements of these conditions may lead to termination of the Trumbull County Commissioner's contract with the service Provider.
- 9. Service Provider Requirements:
 - a. The Provider must be able to deliver services five days a week. Evidence of a back-up service delivery plan must be provided

- b. The Provider shall maintain a participant record of each service provided
- c. The Provider shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision
- d. The Provider shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members
- e.  Provide consumers with instructions for complaint filing to the Senior Levy administrator. Information will be included your awarded contract.

10. **Unit of Service**

- a. Units are defined in the service category section.
- b. SSAC may authorize a contract for other units of service as long as the units are defined and specific
- c. The unit rate shall include all administrative costs, training and record documentation time

Applicable Laws and Rules

Service Providers shall understand, agree with, and comply with the following:

- 1. American’s with Disabilities Act of 1990
- 2. Occupational Safety and Health Act of 1970
- 3. Equal Employment Opportunity Act
- 4. Ohio Revised Code - All laws and regulations pertaining to the services provided

Acceptance and Evaluation of Proposal/Award of Contract

SSAC reserves the right to recommend to the following:

- ❖ award a proposal received on the basis of individual items, or on the entire list of items
- ❖ reject any or all proposals, or any part thereof
- ❖ waive any informality in the proposals

The decision of the SSAC and the Trumbull County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Provider from full compliance with its specifications if the Provider is awarded the contract.



Review Process

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere to the minimum requirements (and mandatory conditions) specified in the RFP. Proposals that adhere to the minimum requirements will be deemed “Qualified”. Those which do not will be deemed “Non-Qualified”. “Non-Qualified” proposals will be placed in the inactive file. Partial submissions or proposals submitted after the designated deadline will be determined to be non-responsive and will be “Non-Qualified”.

“Qualified” proposals will then be reviewed in Stage 2, in accordance with the review process.

A. Stage 1 Review:

“Qualified” proposals in response to the RFP must meet the following requirements:

- 1. Timely Submission - The proposal is received at the address per Page 3-General Instructions Items #1 & 2. Proposals mailed but not received at the designated location by the specified date will be deemed “Non-Qualified” and will not be considered by SSAC.

2. Completeness of Submission - proposal submission must include at minimum:
 - a. Required number of copies per page 3, item 4
 - b. Easily reproduced - quality paper- clearly formatted using Times Roman (or similar), 12-point font
 - c. Determination that the proposal meets minimum qualifications outlined in this RFP



Proposals which do not meet all of the above First Stage Review submission requirements will be deemed ‘non-qualified’ and will not be reviewed for Stage 2.

B. Stage 2 Review

All “Qualified” proposals will be reviewed, evaluated and rated. Comparisons among or between proposals is not appropriate and will not occur. At any time during the review, and at any level of the review, SSAC may request additional information from the Provider. Such information requests and Provider’s responses must always be in writing. **Each Subcommittee plans to schedule and meet with bidders direct to discuss and clarify bid information.** Information may be requested from sources other than the written proposal to evaluate the Provider.

All information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. The evaluation may include, but will not be limited to the following:

- ❖ strength and stability of the Provider to provide the requested services
- ❖ ability to provide service as contracted
- ❖ overall responsiveness, viability and completeness of the proposal as well as the likelihood that in SSAC’s opinion and at SSAC’s discretion, the proposal best meets or exceeds SSAC’s specifications
- ❖ the criteria for the Stage 1 review
- ❖ scope of service being proposed
- ❖ personnel qualifications
- ❖ distinguishing characteristics
- ❖ cost of proposed service
- ❖ any other facts considered relevant by SSAC, demonstrated by the proposal or investigation by SSAC.
- ❖ experience with a similar project of comparable size and scope

Proposal Selection

Proposal selection does not guarantee a contract for services will be awarded as Trumbull County Commissioners make final determination based upon recommendation by SSAC. All proposals will be evaluated in accordance with the following evaluation tool as submitted and any direct interview as completed between bidder and subcommittee members. Proposals are rated as follows:

Applications will be evaluated on all information given with points given per the following categories.

Included but not limited to the following information (50 Point Total)

	<u>TOTAL POINTS</u>
History of Organization	10
Population to be served/Geographical Area & Unduplicated Consumer Count	10
Uniqueness of Program not already duplicated in other Sr Levy funded programs	15
Enhance Senior Independence/Health	15

Based upon the results of the evaluation, SSAC will select a Provider(s) for the service whose proposal is most advantageous to the county. If SSAC and the Provider are able to successfully finalize the contract document details, SSAC will recommend the Provider to the Trumbull County Commissioners for a contract award.

If SSAC and the Provider are unable to successfully come to terms regarding the contract, SSAC reserves the right to terminate contract discussions with the Provider. SSAC will not recommend the Provider to the Trumbull County Commissioners. In this event, SSAC reserves the right to select another Provider from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.

Post Selection Meeting

Only "Qualified" Providers passing the first level review, who wish to obtain clarifying information regarding their non-selection, may utilize the post-selection meeting. If a Provider wishes to discuss the selection process, the request for an informal meeting and the explanation ***for it must be submitted in writing within five days of the receipt of the non-selection notice.*** The request for a meeting should be sent to Trumbull County Senior Levy Services, Attn: Diane Siskowic-Jurkovic, Senior Levy Administrator at 2931A Youngstown Rd. SE, Warren, OH 44484.

Terms and Conditions

The contents of the RFP and the Commitments set forth in the selected proposals shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

Type of Contract

The evaluation of proposals submitted in response to this RFP may result in the issuance of a contract. The contract shall incorporate the terms, conditions and requirements of the RFP, the Provider's proposal, and all other agreements that may be reached. Senior Services Advisory Council, Senior Levy Administrator, and Trumbull County Commissioners will design, develop and implement the structure of the contract. The successful Provider's proposal, this RFP and other applicable addenda will become part of the final contract. The Senior Levy Administrator will administer the final contract for the Trumbull County Commissioners.

Contract Period, Funding & Invoicing

A contract will be written for a period of twelve (12) months. Providers will submit invoices monthly along with an agreed upon process with the Senior Levy Administrator of documentation showing services provided. A blank invoice template (excel format) is provided with the contract.

Patent or Copyright Liabilities

The Provider will protect, defend, indemnify, and hold free and harmless SSAC, Trumbull County, its officers, employees, agents and Board of County Commissioners ("Releasees") against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to indemnify and defend the Releasees against such claims. SSAC will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations.

If such claim has occurred, or is likely to occur, SSAC agrees to permit the Provider, at Provider's option and expense, either to procure for SSAC the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

Confidentiality and Security

Any Provider engaging in any service for SSAC requiring them to encounter confidential SSAC information will be required to hold confidential such data made available to them.

Software and Ownership Rights

The Board of County Commissioners will have ownership rights in **software, software modifications, and associated documentation designed, developed, or installed with the use of County funds**. SSAC and the Board of County Commissioners reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, software modifications and documentation for County, State and Federal government purposes.

Publicity

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded in whole or in part by the Trumbull County Senior Services Levy. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from SSAC before releasing promotional materials and/or items.

Post Award Requirements

Performance Goals and Outcome Measures

Providers are expected to track and measure indicators of program performance.

1. Examples of performance goals include:
 - a. Expand and improve training programs and opportunities
 - b. Expansion of service to new participants
 - c. Expansion of service to underserved areas of the County
 - d. Expansion of current services (time and staff allotted to program)
2. Examples of outcome measures Providers may be asked to collect:
 - a. Number of training sessions and participants
 - b. % of service considered an expansion
 - c. % of participants included in expansion
 - d. % of participants in any geographic area of the county (e.g. townships)
3. Reporting contract service information to the SSAC for grants larger than \$25,000 must be completed through SAMS reporting software unless prior approval by the Senior Levy administrator/Council has been given for alternative reporting.
4. Prepare and utilize documents for monitoring goals and outcomes

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Trumbull County Senior Levy Services
SUMMARY PAGE OF APPLICATION
MINI-GRANT REQUEST

ⓘ *Not for use by Community Senior Centers or Community Based Services*

Contract period September 2022-August 2024 TWO YEAR PROPOSAL

Organization: _____

Address: _____

County: _____

Phone #: _____ Fax #: _____

Contact Person: _____ Email: _____

Application prepared by: _____ Date _____

Previously Funded _____ New Applicant _____

Instructions for Application:

ⓘ ***Proposal must be received before June 30, 2022, 11:00 a.m.***
Deliver/mail in a SEALED envelope/box/containment (per instructions) to:
Paula Vivoda-Klotz
The Board of Trumbull County Commissioners
160 High Street N.W., Warren, Ohio 44481

***Place full address of bidding organization and
Senior Levy Bids on outside of sealed containment***

Terms and Conditions

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, polices, and procedures of this State and the Administration on Aging of the U.S. Department of Health and Human services. Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the Trumbull County Commissioners shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued based on the presumed availability of funds from the Trumbull County Government. Neither the Senior Services Advisory Council, nor Trumbull County, will be liable should funds be eliminated or reduced. Completion of a proposal does not imply that the Senior Services Advisory Council or the Trumbull County Commissioners will fund a proposal. Proposals are subject to review by representatives of the Senior Services Advisory Council and Board and the Senior Levy Administrator. If, in the opinion of Trumbull County and Senior Services Advisory Council, information as submitted was intended to mislead SSAC in its evaluation of the proposal and the attribute, condition, or capability as a requirement of the RFP, the proposal will be rejected. At its sole discretion, the Senior Services Advisory Council may negotiate the unit price, or any other factors, including, but not limited to, the total funds, and the composition of those funds, prior to determining to enter a contract based on a proposal. Contracts are awarded to the offeror whose proposal is most advantageous to the county.

The sub grantee hereby agrees that it will comply with all Ohio Department of Aging Service Standards. Failure to comply may result in termination of contract. Applicants should read and understand the conditions of contracting in the instruction booklet. Applicants will be required to comply with all applicable service specifications and conditions of contracting should a contract be awarded. Failure to comply may result in termination of contract. Service providers shall understand, agree and comply with the following applicable laws and rules:

1. American's with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. For transportation, Clean Air Act, as amended, 42USC AA 7401 et seq. If contract exceeds \$100,000.
5. Certify that no funds appropriated by the contract will be used for lobbying ads described in 31 USC 1352.
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
7. Ohio Revised Code- All laws and regulations pertaining to the services provided.

Print Name

Authorized Signature

Print Title

Date

SENIOR MINI-GRANTS

The Community Services Committee of the Senior Services Advisory Council is recommending that the available funds totaling \$15,000/year or \$30,000 total be allocated from Senior Levy Funds **for smaller organization with budgets of less than \$150,000 will be prioritized.** One reimbursable grant of up to \$5,000 per year or \$10,000 total per organization will be considered. Grants are awarded per a twenty-four-month (24) period. Cost per unit and number of seniors (60+) served will be considered in the grant selection process. Grant reimbursement will only be for cost of direct service/products provided to the senior.

Step #1: Complete

SUMMARY OF REQUESTED FUNDS

Description of Items/ Programs/Requested	#UNITS FOR TWO(2) YEARS	UNIT PRICE	TOTAL DOLLARS REQUESTED FOR TWO YEAR PERIOD
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Step #2: Provide a narrative of proposed Senior Levy funded program with the following information:

Program clearly delineating program for the 60+ population and characteristics of the 60+ clients to be served if unique, a history of the organization and how this request will enhance county provided services for the elderly. Those requesting funding for new programs must include justification for such. Grants promoting senior health and independence are encouraged.

Step #3: At a minimum, each organization must provide the following (If these items are not applicable, please provide documentation as to the reason):

- A. Names and addresses of the officers/board of the organization
- B. Geographical area to be served as delineated on a map
- C. Proof of appropriate insurance (including liability and bonding for those handling money)
- D. The latest financial statement (prepared by an outside source)
- E. A current two-year budget (including funding sources) for the organization that will be using the funds.
- F. A two-year budget reflecting use for the Senior Levy Funds only (how plan on using the funds)
- G. A copy of a 501C3 or letter of agreement with non-profit or governmental unit fiscal agent who will be responsible for the contractual use of funds.
- H. IRS Form W-9 (Form Found on IRS.GOV)
- I. A letter certifying that the applicant is not debarred or suspended under Federal and State Rulings from receiving Federal or State Funds.
- J. Completion of forms as provided: (1) Non-Collusion Affidavit (2) Personal Property Tax Delinquency Affidavit (3) Trumbull Co Drug and Alcohol Use Policy Sign off Form (4) Representations, Assurance, and Certifications.

IF the above-listed documents do not apply to this organization, please provide documentation as to the reason for omitting the requested document.

Ⓢ PLEASE PLACE ALL SUPPORTING DOCUMENTS STEP #3 (A-J), BEHIND THE NARRATIVE FROM STEP #2. REMEMBER TO PROVIDE COPIES AS INDICATED IN INSTRUCTIONS ITEM #4.