

**Ashland County Department of Job and Family Services
Ashland County Family Strength and Stability Program
SFY 2018 & SFY 2019 (July 1, 2017 to June 30, 2019)**

The Ashland County Department of Job and Family Services (ACDJFS), through its administrative agent the Ashland County Board of Commissioners is pleased to announce the availability of **\$300,000** per state fiscal year for provision of the Family Strength and Stability Program. This RFP is being released for SFY 18 and SFY 19 for a total not to exceed \$600,000.

This program will incorporate and consolidate the components of adolescent pregnancy prevention, juvenile diversion, family preservation and reunification (child welfare), and child welfare prevention services. Only one agreement, which shall encompass all of the aforementioned services, will be awarded. Applicants may enter into financial or non-financial agreements, cooperative agreements, and sub-grant agreements with other providers to provide the complete range of services required. The successful program applicant will integrate each of the four (4) required components into a seamless delivery system to provide needed services to Ashland County families.

Component One: Teen Pregnancy Prevention

The goal of the teen pregnancy prevention component is to prevent out-of-wedlock pregnancies among teens. There are two areas of prevention focus: primary, or prevention of initial pregnancies; and secondary, or prevention of additional pregnancies. A goal of this program is to reduce the Ashland County pregnancy rate. Ashland County has experienced a drastic decline in teen pregnancies since the inception of Wellness Program funding in 1996. An increased emphasis will be expected to further reduce or maintain the lowest teen pregnancy rate. A great deal of focus will be on measuring the specific impact of this program. A maximum of forty percent (40%) of the total program budget may be spent on this component.

Ashland County Department of Job and Family Services has approved youth ages 12 to 19 as the primary target population for this component. Youth may be homeschooled or attend any Ashland County school and must be a resident of Ashland County. Parents/caregivers and youths under age 12 are considered incidental participants who may be included in group activities aimed at the target population.

Services may be provided to Ashland County residents who are already teen parents. These services can include education, mentoring, and group support that would prevent additional births among these teen parents. No services may be provided to adolescents who are currently pregnant.

Services may also be made available to parents of adolescents in the form of individual or group educational sessions focused on communication, discipline/boundary setting, and maturation/development.

This component of the Family Strength and Stability Program provides an opportunity for community-based adolescent pregnancy prevention efforts. Prevention efforts are defined as community-based, family focused, informational, educational, and health related activities to improve the well-being of families and children and to avoid negative outcomes. They are also expected to fill service gaps, which will provide for a comprehensive, community-based teen pregnancy prevention initiative.

ACDJFS encourages a holistic approach when dealing with teen pregnancy prevention by advocating collaboration among local government agencies, non-profit organizations, businesses, and families. Furthermore, ACDJFS discourages any agency from duplicating or supplanting any efforts already underway. Efforts should be made to coordinate service delivery for all relevant programs and all other components in this RFP.

Approved program activities for the teen pregnancy prevention component are the following:

- Primary and Secondary Abstinence Programming (individual or group)
- Pre-Pregnancy Family Planning
- Individual Mentoring
- Gender Specific individual or group educational sessions for pregnancy avoidance and empowerment
- Programs to develop youth assets (after school or summer programs, mentoring etc.)
- Programs or educational sessions for parenting of adolescents

Programs should be creative and solution-based. Emphasis should be placed on those youth who are at the greatest risk for becoming pregnant or causing a pregnancy (youths who acknowledge sexual activity, history of abuse, neglect and or delinquent behaviors, child of a previous teen parent, teen parent themselves or live in poverty). It is strongly suggested that the populations targeted should be a manageable number as to allow for more direct contact, easier tracking of performance measures, pregnancies and anecdotal information throughout the fiscal year. It is also strongly encouraged that potential applicants develop a coordinated, community-wide teen pregnancy prevention service, which has a positive working relationship with all providers of prevention programming in Ashland County.

Component Two: Juvenile Diversion

Legislation in Section 121.37 of the Revised Code is intended to improve processes and supports at the local county level to curb the incidence and change the behavior of unruly youth. The bill requires communities to include services for alleged unruly children and to divert them, when appropriate, from the juvenile court system. This legislation required that each county develop a juvenile diversion strategy targeting children who are alleged unruly in a complaint filed pursuant to section 2151.022 of the Revised Code, or

a child who appears to be unruly as that term is defined in section 2151.022 of the Revised Code, but is not under the jurisdiction of the juvenile court as an alleged or adjudicated unruly child. This legislation is added to the existing legislation (section 121.37 of the Revised Code) creating the local Family and Children First Council (FCFC).

Juvenile diversion activities are provided to expand the capacity of resources needed for diverted families and to build into our current team approach more 1) staff capabilities, 2) a much quicker response time, and 3) the availability of much needed support services.

Because of FCFC's legislated involvement in providing services to alleged or adjudicated unruly children, it is mandatory for the provider to establish a programmatic link with the Ashland County FCFC, Ashland County Prosecutor, Ashland County Juvenile Judge, and area Truancy Officers. The applicant shall provide a letter of collaboration from the Ashland County FCFC Director, Ashland County Prosecutor, each Ashland County School District Superintendent, and Ashland County Juvenile Judge detailing their support of and roll in the juvenile diversion program.

Ashland County encourages a holistic approach when dealing with these issues by advocating collaboration among local government agencies, non-profit organizations, businesses and families to accomplish the goals of reducing the incidents of out of home placement, reducing the recidivism of contact with the Juvenile Court, and encouraging family stability. Services provided to youth should be designed to incorporate strategies to reduce or prevent out of home placement, recidivism, and encouraging family stability. Approved program activities for the juvenile diversion component are limited to:

- Program Assessment
- After school and summer programming
- Life skills and/or Independent Living skills
- Parent and youth support groups
- Transportation
- Equine Therapy

While there are no specific licensure requirements for this component, applicants should provide evidence through personnel resumes of prior experience in successfully working with adolescents in programs of a similar nature.

Component Three: Family Preservation and Reunification (Child Welfare)

The goal of this component is to promote family unity by preventing the removal of a child(ren) from his/her home, or if already in an out-of-home placement, to reunite the child(ren) with his/her parent(s), guardian, or custodian. Services should be made available to the child(ren) and his/her parent(s), guardian or custodian that will prevent the need to permanently remove a child(ren) from the home. Services should be designed to incorporate strategies to prevent out-of-wedlock pregnancies and promote the formation of two parent families.

Services are limited to (non-Medicaid eligible services):

- Case management
- Day treatment (excluding medical expenses)
- Parent/child education based on initial, on-going and reunification case plan goals
- Respite care
- Homemaker services
- Information and referral
- Life skills training
- Transportation
- Post-adoption support services
- Emergency housing/shelter (non-recurrent, short term, not to exceed four months duration)
- Family stability services
- Family case conferencing services
- Mediation services
- Mentoring services
- Employment and training

Application for services under this component may be made by an adult family member or a Public Children Service Agency representative applying on the behalf of the child in, or being placed in, an emergency shelter setting. Referrals from ACDJFS must take priority.

A child temporarily removed from the home of his parents may be considered an assistance group (AG) of one for purposes of this service. The AG income must be at or below 200% of the Federal Poverty Guidelines. A temporary absence is an absence not to exceed six (6) months. There must be an open case plan with reunification as the goal for the child to qualify as an AG of one.

A listing of new participants under this component shall be provided each month to the ACDJFS so that services can be added to the Self-Sufficiency Plan if the family is currently participating in an OWF Self-Sufficiency Plan.

Component Four: Child Welfare Prevention Services

Under this component, services will be provided to families **at-risk** of abuse or neglect that do not have an ongoing case plan open with the ACDJFS Social Service Unit. Application for services may be made by an adult family member or their designee. Referrals for this component may also be made by ACDJFS and other community organizations.

Services under this provision to aid in achieving family stability and child well-being include:

- Diagnostic services (not covered by Medicaid)
- Intake and assessment
- Team meeting facilitation
- Home based services
- Homemaker services
- Mentoring
- Post adoption finalization
- Case management
- Parent education and support
- Respite care
- Transportation
- Legal services for establishing guardianship

ELIGIBILITY

While funds for all components of this program are provided from the Temporary Assistance for Needy Families (TANF) allocation, the pregnancy prevention component is exempt from TANF eligibility requirements, but will need to have an enrollment form on file. Services under the other three components may only be provided to applicants who meet the TANF eligibility requirements listed below. ACDJFS will supply the required enrollment form or PRC application for the selected provider to establish eligibility of each applicant prior to providing services. Services may only be provided to Ashland County residents.

- Applicant must be living with at least one minor child and/or be a pregnant woman.
- Applicants who are ineligible include: 1) families without a minor child; 2) single individuals unless such an individual is pregnant; 3) individuals who are not a citizen of the United States or a qualified alien; 4) individuals with an outstanding OWF or TANF fraud overpayment balance; 5) families who do not use their own resources to help meet their needs.
- Applicant does not have to have legal custody of the child, so long as the child resides in the home.
- Gross income must be at or below 200 percent of the Federal Poverty Guidelines. ACDJFS will provide current guidelines.
- No medical services may be provided except for pre-pregnancy family planning services.

ADDITIONAL INFORMATION

ACDJFS is seeking innovative, comprehensive programs to provide the four project components. Special emphasis should be placed on providing parent education, as very

often, a lack of parenting skills is a primary factor in placing families at risk. Due to Ashland County being primarily a rural community in which many residents have transportation issues, it will be necessary that many of the services be provided in the participants' homes.

No funds will be allocated to an individual or group. A successful applicant must have an active federal identification number (including copy of certification), must abide by the Civil Rights standards regarding employment and service practices, and must be able to provide services to those with limited English proficiency. Programs are intended to be geographically limited to Ashland County residents. Administrative agent is the Ashland County Board of Commissioners with funding allocated through the Ashland County Department of Job and Family Services. All local funding is contingent upon receipt of the allocation of sufficient funds from the State, and as approved within the state budget. The sub-recipient agency will be required to designate a Program Coordinator who will be responsible for all documentation for the agreement, including monthly fiscal and program reports. All reports must be signed by the sub-recipient agency Director if different than the Program Coordinator.

A total of ten (10) percent (**\$30,000.00**) per state fiscal year of the available project funding can be used for agency program administrative expenses, which are based on actual program expenditures. Only administrative personnel costs will be considered appropriate reimbursable administrative costs. An administrative cost is considered any expenditure involved in implementing any program, which is not considered a *direct service* to the target population. This includes such costs as service coordination, program oversight, evaluation, supervision meetings, marketing, and reporting. All administrative costs must be documented and appropriate personnel must be designated. No capital improvements or other expenses such as rent of property owned by the bidder or an affiliate of the bidder, renovating, moving expenses or purchase of property are allowable. Equipment expenses are also prohibited. Under no condition can any funds be used to provide clinical or treatment services, which are Medicaid eligible, or services which are directed toward pregnant teens. Food, entertainment, and reward expenses are also unallowable.

All funds must be spent during the fiscal year in which they are allocated and all services must take place during the fiscal year timeframe. No funds can be rolled over to the next fiscal year without the written authorization of ACDJFS. Sub-recipients will be reimbursed monthly for actual allowable expenses, which were approved through the Request for Proposal application and after the successful submission of a monthly program and fiscal report. Reports and fully documented invoices will be due by the 10th of the month following a reporting month. This agreement will be reviewed as of December 31st of each year and if 34% of the budget for the current state fiscal year has not been paid by that date, the program will be reassessed to see if the contract needs to be amended or terminated. All reporting and PRC enrollment forms will be provided by ACDJFS. Ashland County Department of Job and Family Services authorized personnel will conduct periodic file reviews.

The board reserves the right to renegotiate with a successful provider and extend the agreement into the next period, not to exceed a total of four years, without soliciting additional competitive proposals. The dates of procurement may change for the purpose of fiscal planning. The financial portion of the sub-grant agreement will be renegotiated annually, based upon the provider's performance, funding availability, program effectiveness, customers' satisfaction, and any changes in program mandates.

Programs will be approved based on need, quality of service delivery and performance measures projected. Programs will be required to determine goals, activities and measurable objectives anticipated for each program component area. The State has requested that all persons who participate in the teen pregnancy prevention component be tracked for at least the entire grant period. It is *mandatory* that all adolescent participants be contacted and tracked quarterly for pregnancies that have occurred during that time period.

Provider should also devise a system of tracking participants in the Juvenile Diversion component to compile statistics on recidivism, out of home placements, and school attendance. It is especially desired that follow up be maintained for participants who have exited the program in order to measure long term improvement in family stability.

Provider should foster and maintain a close working relationship with the ACDJFS Social Services Unit. The selected provider will be required to facilitate regular meetings with ACDJFS Social Service Supervisory staff and should communicate with social service workers regarding all components of the project for youth or families on their caseloads.

Applicants are required to provide detailed information for each of the ten (10) program criteria areas listed on pages 10 – 15 of the Technical Requirements section. Note that several of the areas require the inclusion of attached material. All criteria areas, except number 1 (one), must be completed for each program component. Each program component proposal must be limited to five (5) pages. A proposal will not be accepted if any of the required material is initially omitted. A cover letter detailing the total amount of the request, signed and endorsed by the agency Director, must accompany the proposal.

Upon ACDJFS acceptance of a proposal for funding, a sub-grant agreement will be drafted between the ADCJFS and the sub-recipient agency. This sub-grant agreement will be signed by the Director of each entity and the President of the Board of Commissioners. Funds will not be available for use until the sub-grant agreement is executed. Services are expected to begin on July 1, 2017.

An original and three copies of the entire proposal must be sent sealed and received at the Ashland County Commissioners Office by May 11, 2017 by 9:00 a.m.

Send proposal to:

**Family Strength and Stability Program
Ashland County Commissioners Office
110 Cottage Street
Ashland, Ohio 44805**

A bid bond or certified check, cashier's check or money order on a solvent bank or savings and loan association, payable to the Ashland County Treasurer, in the amount of five (5)% of one fiscal year budget, shall accompany each bid.

No late entries will be accepted. A written notice of award will follow proposal review. Anticipated start date of project is July 1, 2017. Dates of program operation will be July 1, 2017 to June 30, 2019. All questions should be submitted in writing to James Williams, Director, Ashland County Department of Job and Family Services, 15 W. Fourth Street, Ashland, OH 44805. Email jamesa.williams@jfs.ohio.gov., or by fax at (419) 282-5011. All responses to questions will be submitted in writing by the Director. All questions and answers will also be posted on the agency website at www.ashlandjfs.org.

Conflict of Interest

By submitting the proposal you, as a bidder, certify to the best of your knowledge and belief, that there is no conflict of interest (real or apparent) inherent in your bid, or in delivering the plan of work, or in an agreement should one be awarded by the Board. A conflict of interest would arise if any individual participating in the preparation of this RFP, proposal review and rating, or award decisions under this process has a financial interest in, or represents your organization, or would be likely to gain financially or personally from the award of the agreement to your organization. The same would hold true for any member of the individual's family, the individual's partner, or an organization employing or about to employ any of the above as a direct result of the successful award of an agreement under this RFP to your organization. The Board reserves the right to disqualify a bid should a conflict of interest be discovered. The applicant must include, as part of their proposal, policies and procedures they have in place to handle potential conflicts of interest with participants or applicants for service.

Additional Prerequisites for Award of a Sub-grant Agreement

Any bidder awarded resources under this RFP will be required, before agreement execution, to:

- a.) obtain sufficient general liability insurance and bonding and submit documentation to ACDJFS;
- b.) submit signed confidentiality agreements as provided by the ACDJFS; and
- c.) submit proof of workers' compensation coverage.

Proposal Evaluation and Selection Process

Evaluation and Selection Process

The process to review and evaluate the proposals submitted in response to this RFP will include a thorough review by a team that will be appointed by the ACDJFS Director. The review team will consider all proposals that meet the requirements identified within this RFP. Proposals that do not include all the required sections and attachments may be declared unresponsive and not evaluated. The committee will, upon review of each proposal, evaluate the merit of the programmatic and financial portions of the proposal identified as follows. The Board reserves the right to ensure adequate geographic and demographic coverage of services is available from the resources awarded for grants. The Board will approve the final selection of the provider/grantee.

Programmatic Evaluation 75% of Total

The Board is seeking one organization that can deliver or coordinate for delivery the full breadth of components identified in the initiatives described in this RFP. The Board reserves the right to negotiate for all selected components of the bid. The programmatic review of each proposal will consider:

Organizational experience/capabilities/qualification 15%

This section will review the organization's prior experience in providing services, expected future performance, experience coordinating a delivery system with multiple management systems, and the level of expertise of the staff within the organization.

Program Design 25%

This portion of the review will evaluate the feasibility of the delivery of the services as described, the flexibility inherent in the design and within the organization, the level of creativity and partnership development, the degree of coordination with other appropriate service providers, and the Board's other initiatives.

Management Plan 15%

The management plan review will consider the organization's internal control system for tracking performance, safeguarding resources and the ability to take corrective action if warranted. This review will consider both management information systems and fiscal controls.

Deliverables and Coordination 20%

The deliverables and planned service coordination will be reviewed as to feasibility based on the design of the program and the level to which they will address the desired program objective.

Financial Evaluation 25% of the Total

The financial review of each proposal will consider the cost per deliverable and the reasonableness of the budget based on the program design. ACDJFS will perform a cost/price analysis of all proposals received. That analysis will serve as a significant factor in the decision process regarding the selection of a successful bidder.

Cost per deliverables 15%

The review will consider the contractor's total price per type of deliverable, the measure of an outcome for each deliverable, and the per-unit price for each deliverable.

Reasonableness of Budget 10%

This portion of the review will consider the clarity and accuracy of the detailed budget with adequate budget narrative and the amount and sources of any additional resources being committed to support the proposal, including applicable matching resources.

Sub-Grant Recipient Selection

The review subcommittee will present final award recommendations to the Board on June 8, 2017, at the regular weekly meeting. The final sub-grantee will be notified within one week from that date.

Any respondent wishing to dispute the award decision for legal, regulatory or contract/grant violations must file a written appeal to the ACDJFS so that the appeal is received by the ACDJFS within ten (10) calendar days after the announcement of the award. The ACDJFS will review the procurement file and issue a written response within ten (10) working days of receipt of the appeal.

The applicant will be fully responsible for all costs associated with the development and submission of the proposal. The ACDJFS assumes no contractual or financial obligation

as a result of the issuance of this RFP, the preparation and submission of an application by an applicant, or the evaluation of an accepted application.

Ashland County may reject all of the bids and advertise for new bids, for any reason and without disclosure of said reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against Ashland County. All bidders shall be notified of a decision to reject all bids. During the approval process, the ACDJFS reserves the right to request follow up information or clarifications to the project proposal.

The successful bidder must be willing to enter a definitive sub-grant agreement in a form satisfactory to the Board within thirty (30) days of the award. The award will be subject to compliance with all applicable legal requirements. The agreed upon sub-grant will be signed by the Director of each entity and the President of the Board of Commissioners. Funds will not be available for use until the agreement is executed. If such definitive agreement cannot be reached, the Board reserves the right to extend negotiations, begin negotiations with another bidder, or cancel all negotiations.

ASHLAND COUNTY FAMILY STRENGTH AND STABILITY PROGRAM SFY 2018 & SFY 2019 Program Criteria

Technical Requirements

- A cover letter detailing the total amount of the request, signed and endorsed by the agency Director must accompany the proposal.
- Applicants must respond to the information requested in the order listed in each section below.
- All bidders must provide (sealed) one original and three copies of their proposal, not stapled or permanently bound.
- Proposals must be typed, on standard size paper with not less than one (1) inch margins using no smaller than 12 pt. typeface.
- Pages must be numbered in the bottom center and assembled in the order described in the Proposal Components section. Proposal narratives are limited to twenty (20) pages; five pages for each of the four components.
- Proposals that do not follow the specified format will be considered non-responsive and may be eliminated from consideration.

1. Applicant Agency Information:

- A. Organizational status/accreditation (copy of 501 C-3 status if applicable).
- B. Table of Organization.
- C. Current list of active Board Members.
- D. Most recent agency financial statement, IRS 990, or independent audit.
- E. List current agency evaluation (satisfaction) methods and include quality assurances practices followed. Also include agency

management plan and internal control system, which will ensure program performance and financial integrity. Provide copies of Civil Rights training certificates, and identify Limited English Proficiency Contractor (if any).

- F. Description of how agency experience, capacity, capabilities, and qualifications are desirable for delivering the four (4) required components.
- G. Agency data: organization, address, telephone number, email, and fax.

2. Component Information

(Criteria numbers 2 – 10 must be included for each component. You may have multiple programs under each component area). Each component proposal must be listed under a specific component area (affected secondary components may be noted).

A. Approved Pregnancy Prevention Components:

1. Primary and Secondary Abstinence Programming (individual or group).
2. Pre-Pregnancy Family Planning.
3. Individual Youth Mentoring (ongoing).
4. Individual or group educational sessions on pregnancy avoidance.
5. Programs to develop youth assets, noting whether the program is for primary or secondary prevention.
6. Programs or educational sessions for parents of adolescents.

B. Required Juvenile Diversion Elements:

1. Activities aimed at reducing truancy.
2. Mentoring and developing positive peer relationships.
3. Programs or educational sessions for parents of adolescents.
4. Programs to develop youth assets.
5. Intervention methods specifically aimed at keeping the family unit safely intact.

Approved Juvenile Diversion Components:

1. Tiered Program Assessment
2. After school and summer programming
3. Life skills and/or Independent Living skills
4. Parent and youth support groups
5. Transportation
6. Equine Therapy

C. Approved Preservation and Reunification (Child Welfare) Components:

1. Case management.
2. Day treatment (excluding medical expenses).
3. Parent/child education.
4. Respite Care.

5. Homemaker services.
6. Information and referral.
7. Life skills training.
8. Transportation.
9. Emergency shelter.
10. Post-adoption support services.
11. Emergency housing (non-recurrent, short term, not to exceed four months duration).
12. Family stability services.
13. Family case conferencing services.
14. Mediation services.
15. Mentoring services.
16. Employment and training.

D. Approved Child Welfare Prevention Components:

1. Diagnostic services (not covered by Medicaid).
2. Intake and assessment.
3. Team meeting facilitation.
4. Home-based services.
5. Homemaker services.
6. Mentoring.
7. Post adoption finalization.
8. Case management.
9. Parent education and support.
10. Respite care.
11. Transportation.
12. Legal services for establishing guardianship.

3. Program Component Coordinator Information:

- A. Note designated Project Coordinator.
- B. Note contact for each component and contact information if different from overall Project Coordinator.

4. Description of Program included for each component:

- A. Justification of prevention strategy for the proposed programs (including local statistics or research data).
- B. Population targets to be served (be specific):
 1. Estimate number to be served for each gender for each component.
 2. Estimate total number to be served for project as well as each age category.
 3. Estimate number of secondary (incidental) populations to be served.
 4. Explain how referrals will be obtained, documented, and triaged.

5. Description of Program Model or Intervention to be Utilized

- A. Specific program goals, activities, services, and performance measures must be indicated. Expectation that documentation will be gathered and maintained on each participant.
- B. Explanation of how these programs will specifically lead to the desired outcome.
- C. Detail how each program will be marketed or how referrals will be obtained if relying on outside referral sources. ACFJFS will be a primary referral source.
- D. Note location of each activity planned (a signed letter must accompany application if activity is to be held away from applicant agency).
- E. Include letter of collaboration or affiliation sub-grant agreement with each agency who will deliver any program service. Letter or sub-grant agreement must detail cost, specific service to be delivered and dates of expected activity. Sub-grant agreement must be in the same form as the sub-grant agreement between ACDJFS and the sub-recipient.
- F. Explain how this program will function in relation to other local efforts.

6. Timeline:

- A. Include timeline of all program activities (schedule must accompany application). Also include make-up dates if applicable.

7. Credentials of Personnel

- A. An up to date resume must be included for all staff, presenters, mentors (including sub-recipients), and administrative staff who will receive funding through this program.
- B. Include a brief listing of involved personnel and function they provide to program.
- C. It is required that personnel involved will have a background in delivery of similar programs.

8. Curriculum

- A. Include model, content outline, bibliography, or method of service delivery utilized and note how it will assist in achieving program goals.
- B. Include description or list of handouts to be utilized or curriculum.
- C. Include authorization to reproduce if copyrighted.

9. Evaluation/Performance Measures (*other information may be requested as required by state or federal funding source):

- A. Include actual evaluation tools to be used with each participant. Tools must include information to address quantifiable improvement, sustainable gain in positive behaviors/attitude, and consumer satisfaction.

- B. List specific protective or risk factors to be addressed and how measurements will note progress towards program goals (at least three specific goals and activities must be noted).
- C. Note when measures will be taken and detail percentage of estimated success (pregnancies and court involvement with participants must be addressed each quarter).
- D. Detail success achieved to date in same or similar programming.

10. Budget

A separate budget for each state fiscal year must be submitted and must contain the following information:

- A. Include detailed budget summary of line items (with specific expenses for each category noted) and total project costs.
- B. Include total Program budget, noting other funding sources (amounts) and break out for each component budget.
- C. Each component budget should include:
 1. **Administration Costs:** The total funds available for administrative personnel costs by provider agency will be \$30,000.00 of the total program allocation of \$300,000.00 per state fiscal year. Only administrative personnel costs associated with supervision, marketing, or reporting of the program are reimbursable. Administrative expenses are not direct service to clients and/or documentation.
 2. **Personnel:** Each individual receiving funding through this project must be listed and rate per hour, fringe benefit description and amount, and percentage of overall time spent on project noted. Contract staff are not eligible to receive fringe benefits. A copy of signed or pending service contracts must be included with proposal. Compensation from project funds cannot exceed usual compensation paid by the implementing agency.
 3. **Travel:** (rate per mile is the IRS rate at time of travel or agency reimbursement rate, whichever is less) Travel should be from and to the provider's primary location, not employees home (unless a shorter distance). Travel logs must clearly identify location "from" and "to" as well as the reason for travel.
 4. **Office Supplies:** Includes consumable materials related to the program such as pens, paper, folders, copier toner and postage. Copier equipment and maintenance costs are not allowable, only supply costs can be reimbursed. Office supplies must be listed and approved in the proposal.
 5. **Program Supplies:** Includes fliers, materials, and curriculum costs that are directly related to carrying out or delivering a service. May include fixed costs as in rent.

Program supplies must be listed and approved in the proposal. Refreshments/food and entertainment are unallowable costs. No participant incentives, awards or rewards will be allowed under this funding source. If vendor chooses to provide incentives for the program, such incentives should be described and the source of funds to be utilized identified.

- D. Note in-kind contributions anticipated (include fair market value).
- E. All supplies must be procured per TANF rules (form will be given to provider).
- F. Exclusions: start up advances, capital improvements, equipment and hardware expenses, Medicaid eligible services, services directed to pregnant teens, rent of property owned by the sub-grantee or an affiliate of the sub-grantee, and consultants. Supplanting of existing services is strictly prohibited.
- G. The Teen Pregnancy Prevention component of the program cannot utilize more than forty percent (40%) of the total program budget.

***All questions should be directed in writing to James Williams, Director, Ashland County Department of Job and Family Services, 15 W. Fourth St., Ashland, Ohio 44805 by April 28, 2017. Email jamesa.williams@jfs.ohio.gov or by fax at (419) 282-5011.**

Component Check List

- _____ Cover letter signed by agency Director
- _____ Signed collaboration agreement/sub-contracts
- _____ Signed location agreement
- _____ One original and three copies