

RICHLAND COUNTY JOB & FAMILY SERVICES

OhioMeansJobs
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Agreement #510-24

This agreement is made and entered into on **August 1, 2023** by and between Richland County Job and Family Services (RCJFS), on behalf of the Richland County Youth and Family Council (RCY&FC), and **Richland Public Health, 555 Lexington Avenue, Mansfield, Ohio 44907**, the provider of service (hereinafter referred to as Provider).

1. **Purchase of Services:** Subject to the terms and conditions set forth in this agreement and Attachment 1 (such attachment is deemed to be part of this agreement as fully as if set forth herein), RCJFS agrees to purchase, and the Provider agrees to furnish, those specific services detailed in this agreement.
2. **Agreement Period:** This agreement will be effective from **August 1, 2023** through **June 30, 2024**, inclusive, unless otherwise terminated.
3. **Availability of Funds:** Payments for all services provided in accordance with the provisions of this agreement are contingent upon the availability of (and will not exceed the total of) local and state and federal funds.
4. **Cost and Delivery of Purchased Services:** The amount to be paid for said purchased services will be subject to the limitations specified in Article 3 hereof and Attachment 1, Description of Services. The total amount for such purchased services will be only for actual costs incurred during the effective dates of the agreement and will not exceed **\$79,125.00**.

Claims made by the Provider for administrative costs shall not exceed 10% of the total program expense of the agreement.

5. **Payment for Purchased Services:** The Provider will submit an invoice to Richland County Job and Family Services (RCJFS), 171 Park Avenue East, Mansfield, Ohio 44902, by the 5th working day of each month covering purchased services. An invoice summary will show the date of the invoice and the period for which the services billed were rendered. Invoices may be submitted only for actual costs incurred during the effective dates of the agreement, not to exceed the total agreement amount. The Provider must certify that claims made to RCJFS for payment of purchased services are for actual services rendered to eligible individuals and are for the completion of contracted performance measures/standards. All invoiced expenses, including administrative

costs, must be verified by supporting documentation, including a roster of individuals served during the service month. RCJFS will review such invoices for completeness and any information necessary before submitting for payment within forty-five (45) days of receipt of an accurate invoice. The reported expenditures submitted are subject to adjustment before such payment is made in order to adjust for mathematical errors, incorrect rates, or non-covered services, and the reported expenditures are subject to audit by appropriate state or federal officials or an independent audit as described in Article 11 after payment is made.

6. **Subcontracting:** When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, the Provider may subcontract. All such subcontracts shall be in the same form as this agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Provider of his liability under this agreement. Provider is responsible for making direct payment. Provider is also responsible for monitoring and evaluating any/all subcontracts written under this agreement at least once during an agreement period.
7. **Independent Contractors:** Providers, agents and employees of the Provider will act in performance of this agreement in an independent capacity, and not as officers, employees, or agents of the state of Ohio or RCJFS.
8. **Duplicate Billing:** The Provider warrants that claims made to RCJFS for payment for purchased services shall be for actual services rendered and do not duplicate claims made by Provider to other sources of funds for the same service.

Nothing in this provision shall be interpreted to prohibit use of multiple sources of public funds to serve program participants as long as RCJFS funds supplement and do not supplant existing funds used for providing the services under this agreement. RCJFS will perform monthly desktop monitoring and periodic on-site monitoring and will advise the Provider of any findings of suspected supplanting and the agreement will be terminated immediately.

9. **Reporting:** The Provider will provide reports to RCJFS regarding services provided on a schedule specified by RCJFS. Reporting may be required via electronic media. Reporting categories will be provided by RCJFS.
10. **Financial Records:** The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspections, review, or audit by duly authorized federal, state, and RCJFS personnel, and the Controller General of the United States. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 11 of this agreement.
11. **Availability and Retention of Records:** The Provider shall maintain and preserve all financial and eligibility determination records related to this agreement, including any other documentation

used in the administration of the program, in its possessions as prescribed by the Ohio Help Me Grow Child Record Policy, and/or will assure the maintenance of such for a like period of time in the possession of a third party performing work related to this agreement, unless otherwise directed by RCJFS.

12. **Responsibility for Audit:** The Provider agrees to, if required by the director of RCJFS on the basis of evidence of misuse or improper accounting of funds or substantial errors in determination of eligibility for which the Provider is responsible, have conducted an independent audit of expenditures or determinations of eligibility or both and make copies of the audit available to RCJFS.
13. **Responsibility for Audit Exceptions:** The Provider agrees to pay RCJFS the full amount of payment received for duplicate filing, erroneous billings, deceptive claims or falsification.

As used in this section, "deceptive" means knowingly deceiving another or causing another to be deceived, by a fake or misleading representation, by withholding information, by preventing another from acquiring information or by any other act, conduct, or omission which creates, confirms, or perpetuates a fake impression in another, including a fake impression as to law, value, state of mind or other objective or subjective fact.

14. **Safeguarding of Client Information:** The Provider agrees that the use or disclosure by any party of any information concerning eligible individuals for any purpose not directly related with the administration of RCJFS's or the Provider's responsibilities with respect to purchased service, is prohibited except upon the written consent of the eligible individual or his responsible parent or guardian.
15. **Civil Rights:** The Provider agrees that no person(s) shall on the grounds of race, color, national origin, age, sex, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. All programs, services and benefits will be administered in accordance with the nondiscriminatory requirements pursuant to Title VI of the Civil Rights Act of 1964, as amended; the Age Discrimination Act of 1975; the Omnibus Budget Reconciliation Act of 1981, where applicable; and the Americans With Disabilities Act (ADA) of 1990.
16. **Indemnity and Insurance:**
 - A. **Indemnity:** The Provider agrees that it will at all times during the existence of this agreement indemnify and save harmless RCJFS, Ohio Department of Job and Family Services, and Richland County Board of Commissioners against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.
 - B. **Insurance:** The Provider agrees to obtain and maintain, at their expense, at all times throughout the term of this agreement, a policy of professional liability and commercial general liability insurance with an insurance company licensed in the State of Ohio. The policy shall have limits of not less than one million dollars (\$1,000,000) per claim and

three million dollars (\$3,000,000) in the annual aggregate to cover any loss, liability, or damage alleged to have been committed by the Provider or the Provider's employees, officers, agents, or subcontractors. The policy shall name RCJFS and Richland County Board of Commissioners as Additional Named Insured.

The Provider shall furnish to RCJFS upon execution of this agreement, a Certificate of Insurance certifying the above types and minimum amounts of insurance. Said Certificate shall include a "Notice of Cancellation" clause with notification being sent 30 days prior to cancellation to RCJFS. Cancellation of insurance will constitute a default, which, if not remedied within the 30 day notification period, shall cause immediate termination of the agreement by RCJFS.

17. **Termination:** This agreement may be terminated at any time by either party with thirty (30) days advance notice. This agreement may also be terminated on the basis of adverse findings in the audit required by Article 11.
18. **Amendment of Agreement:** The Provider agreement may be amended at any time by a written amendment signed by both parties and submitted to RCJFS.
19. **Accessibility of Program of Handicapped:** The Provider agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued thereto. Any agency found to be out of compliance with this Article may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
20. **Equal Employment Opportunity:** In carrying out this agreement, the Provider and RCJFS agree not to discriminate against any employee or applicant for employment because of race, religion, national origin, ancestry, color, sex, sexual orientation, age, disability, or Vietnam-era veteran status. Such actions include, but are not limited to the following: Employment, Upgrading, Demotion, or Transfer; Recruitment or Recruitment Advertising; Layoff or Termination; Rates of Pay or other forms of Compensation; and selection for Training including Apprenticeship. The parties agree to post in conspicuous places, available to employees and applicants for employment, notices stating that the Provider shall, in all solicitations or advertisements for employees, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, sexual orientation, Vietnam-era veteran status, disability or age.
21. **Child Support Enforcement:** The Provider agrees to cooperate with the Ohio Department of Job and Family Services and any Ohio Child Support Enforcement Agency in ensuring employees of the Provider meet child support obligations established under state law.
22. **Governing Law:** This agreement and any modifications, amendments, or alterations, shall be governed, construed, and enforced under the laws of Ohio.

23. **Integration and Modification:** This instrument embodies the entire agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained within this agreement. This agreement shall supersede all previous communications, representations, or contracts, either written or oral, between the parties to this agreement. The parties shall not modify this agreement in any manner except by an instrument, in writing, executed by all parties to this agreement.



Richland County Youth & Family Council

Newborn Home Visiting Program
July 1, 2023 – June 30, 2024
Budget Narrative

Richland Public Health is submitting a budget justification for **\$79,125.00** for the grant period July 1, 2023 – June 30, 2024. The budget was developed to meet the programmatic and operational strategies identified in our previous successful applications. This new budget reflects the projected visits within the home visiting program, to include prenatal, newborn and high-risk visits, along with the resources required to provide a thorough and focused nursing home visit. This budget is reasonable and adheres to the RFP guidelines. We have projected a total of 350 visits to be completed in Richland County in the upcoming funding year.

The funding requested covers administrative, personnel and other direct program costs. No equipment will be purchased. No sub-contracts are necessary to complete this program. A review of the funding restrictions was completed by the management staff with an understanding of the prohibited use of funds.

Administration \$6,331.00

Administration costs include salary and fringes.

Sherry Smith MSN, BSN, RN, Public Health Nursing Supervisor (FT, 6% on program) Sherry provides general supervision to this program staff. She will be assigning clients, monitoring outcomes and program deliverables. She has budget monitoring responsibilities and will be attending community collaborative meetings such as the Maternal Child Network, and other team meetings as appropriate.

Program Costs \$72,794.00

Personnel wages and fringes

Karissa Fenner BSN, RN Public Health Nurse (FT, 53% on program) \$45,975.00

Megan Swainhart BSN, RN Public Health Nurse (FT, 10% on program) \$8,508.00

Janice Lochtefeld, Clerical Specialist (FT 8% on program) \$4,881.00

Two public health nurses will be performing the home visits identified in this proposal. Karissa Fenner will be the lead public health nurse in the program. Both Karissa and Megan are experienced professional public health nurses with the skills necessary to perform the grant activities. They will assess, plan, and implement the strategies identified in the home visiting process. They will document and report the assessments made on the pregnant woman during a prenatal visit and the mother and infant in a newborn home visit. Where the need is identified and families are agreeable, the nurses will follow up with the families and infants identified as high risk for poor outcomes. There will be times when the nurses' presence is requested at cross-agency collaborations and team meetings. The nurses will also be evaluating safe sleep environments and infant car seat needs. The items purchased with the Council funding will be delivered to the families as appropriate. The nurses' time will be billed



Richland County Youth & Family Council

accordingly i.e., delivery of cribette with safe sleep education, a prenatal or newborn home visit, or a high-risk visit.

Mrs. Lochtefeld is clerical support for this program. She will assemble the newborn home visiting packets; provide data entry and reporting tabulations. She will collect the faxes and referrals working closely with the administrative and nursing staff to see that program goals are achieved. Mrs. Lochtefeld will also order the appropriate program supplies as directed.

Fringe Rate Personnel fringes include the following: PERS @ 14%, Worker's Compensation 1.0%, and Medicare 1.45%. The employer cost for health insurance on employees for full time employees for single to family insurance coverage falls within a range of \$8,340 to \$25,012 with \$340 paid for each FT employee dental insurance.

Operating Expenses \$13,430

Travel/Local Mileage \$2,980 This amount is requested to cover the cost of mileage traveled in performing the grant activities. This is based on historical use. Mileage reimbursement is \$.655 per mile. The anticipated mileage traveled during this grant period is 4,550 miles over 12 months.

Program Related Supplies \$8,950.00 This amount is requested for the purchase of items needed to support NBHV activities and program strategies. **Cribettes \$8,100.00** Cribs for Kids® Safe Sleep Survival kits \$108/ea. distributed to 75 families who state they are without a safe sleep surface for their infant. **Infant Car Seats \$350.00** This funding is for the purchase of car seats to have available for families who have an identified and unplanned need for an infant car seat. One example of this situation would be when a child experiences an emergency placement with a family member or foster family. A proper age-appropriate car seat is an important factor in injury prevention and reducing infant and child mortality. **Office Supplies \$500** This amount is requested for the purchase of office supplies needed to support NBHV activities for this grant period. The office supplies purchased would include folders for NBHV packets, toner, ink cartridges, educational brochures, and copy paper.

Communications \$1,500.00 Local advertising to include radio, online digital, and print ads. All ads will be addressing the priorities and strategies of this program. All materials created (digital or print) will recognize the funding source being the Richland County Youth and Family Council.

Additional administrative, fiscal, technical, and human resource supports are provided in-kind with levy support by Richland Public Health and are not a portion of the projected budget.

TOTAL PROGRAM COST \$79,125.00

Budget Worksheet for Richland Public Health / Newborn Home Visiting Program

June 28, 2023

Budget Worksheet

Administration

Wages & Fringes	Amount
Wages (Provide detail of positions, FTEs, and responsibilities to grant)	\$4,560.00
Fringes (List all fringes and benefits including fringe rates)	\$1,771.00
Total Wages & Fringes	\$6,331.00
Operating Expenses	
Consumable Goods	
Occupancy Costs	
Total Operating Costs	\$
Other	
Other (specify)	
Total Other	\$
Total Administration (Limited to 10% of total request)	\$6,331.00

Program Costs

Wages & Fringes	Amount
Wages (Provide detail of positions, FTEs, and responsibilities to grant)	\$39,291.00

Fringes (List all fringes and benefits including fringe rates)	\$20,073.00
Total Wages & Fringes	\$59,364.00
Operating Expenses	
Travel	\$2,980.00

Program related supplies	\$8,950.00
Communications	\$1,500.00
Total Operating Expenses	\$13,430.00
Total Wages & Fringes & Operating Expenses	\$72,794.00
Direct Client Costs	
Subcontracts: (List all contracts with amounts)	\$ \$ \$ \$
Total Direct Client Costs	\$
Total Program Costs	\$72,794.00
Grand Total All Categories	\$79,125.00

Budget Narrative: Detail must be provided for every item requested by itemizing the costs that comprise each cost item. Costs which are prorated must be supported by a cost allocation plan showing RCJFS paying only its fair share of costs for that item. Contracted services must be able to be documented by a copy of the agreement (i.e., leases, audit, accounting fees, etc.)

Add and/or revise budget line items as needed.

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Signature Page

Lori A. Bedson, Director
Richland County Job and Family Services

Date

Julie Chaya, Health Commissioner
Richland Public Health

Date

Michelle Miller, Executive Director
Richland County Youth and Family Council

Date

Darrell Banks, Richland County Commissioner

Date

Cliff Mears, Richland County Commissioner

Date

Tony Vero, Richland County Commissioner

Date

#510-24

Description of Services
Richland Public Health
August 1, 2023 – June 30, 2024

The Provider agrees to provide Newborn Home Visits, Prenatal Visits (32 weeks gestation), Safe Sleep/Pack-N-Play Visits (32 weeks gestation or any time during first year), and High Risk Home Visits. Cribs will be billed at actual cost. Administrative costs will not exceed 10% of actual program costs. **The total contract will not exceed \$79,125.00.**

The goals of the project are as follows:

- 50% of infants (among mothers who enrolled in home visiting prenatally) will be breastfed (any amount);
- 100% of mothers enrolled in home visiting and visited postpartum within 3 months of delivery will be screened for depression using a validated tool;
- 100% of primary caregivers enrolled in home visiting who reported using tobacco or cigarettes are referred to tobacco cessation counseling or services;
- 100% of infants enrolled in home visiting will always be placed to sleep on their backs, without bed-sharing and without soft bedding.

Quarterly reports will include a summary of assessments and scales provided, along with the summary of referrals provided based on assessments. Monthly reports will be submitted to Richland County Job and Family Services with monthly invoices by the 5th day of the month following the end of a service month.

Total Contract: Not to exceed \$79,125

Effective Period: August 1, 2023 – June 30, 2024

Number of Visits: 350 (200 NBHVs/PNHVs and 75 HRHVs)