

Originals

**THE OHIO DEPARTMENT OF JOB &
FAMILY SERVICES**

OFFICE OF CONTRACTS & ACQUISITIONS

Access and Visitation Services

RFGA # JFS-R-1213-09-8032

Submitted by

**Allen County Child Support
Enforcement Agency**

June 14, 2012

**Allen County
Child Support Enforcement Agency**

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Lisa Merkle, Director

(419) 224-7133
(800) 224-7133

ODFJS
Office of Child Support
P.O. Box 182709
Columbus, Ohio 43218-2709

Date: June 11, 2012

Dear Mr. Aldridge:

This letter indicates that I have granted approval for the Allen County Child Support Enforcement Agency to submit a proposal in order to apply for federal grant monies for access/visitation. I understand the monies are not available until ODFJS indicates they are available, pending the selection of our CSEA as a recipient.

If you have any questions about my approval or need further information about our agency, do not hesitate to contact me at the following e-mail address: MERKLL@ODJFS.STATE.OH.US or call me at (419) 996-7010.

Sincerely,



Lisa Merkle
Director

LM/vjt

Enclosures







Tab 1 Applicant Qualifications

Sub-Tab 1a Mandatory Qualifications

1. Required program components

Our program includes court ordered and voluntary neutral drop-off and pick up and also supervised visitation.

2. How the Agency will ensure the safety of program participants while services are being provided

Our agency has a partnership with the Allen County Sheriff's Office to provide security at our facility any time there are children in the building and visits or exchanges are taking place. We also have surveillance equipment including cameras (with audio and recording capabilities) in each visitation room and the outside of our building (porch and parking area). We have an alarm system on the doors and also have "button pendants" that will ring into the Lima Police Station if we need back up. During each visit/exchange there is a monitor watching and recording the event, along with the deputy present who has cameras in the foyer so we always have at least two people witnessing the event plus cameras recording.

3. This application is submitted by Allen County Child Support Enforcement Agency and is identified as the lead agency.

4. Existing or pending county partnerships

We have been working with a mediator, Amy Wiechart Bayliff, who would like to work together with us in setting up mediations with parents and families in our area. Amy does business as AWB Dispute Resolution Services, LLC and she will offer a much-needed service for our clients and other families in the area.

We have also been working on a partnership with a program called Real Fathers that is partnership with Lima Allen Council on Community Affairs (LACCA) to begin a parenting class/support class for fathers of the community.

5. This application will be submitted in compliance with the deadlines specified.

6. All required affirmative statements and certifications (Required Vendor Information and Certifications (Not used for this RFGA) as stated in Section VIII – Attachments and Their Uses (A)).

7. The vendor states that it is not excluded from entering into a contract with ODJFS due to restrictions related to the federal debarment list, unfair labor findings, or R.C.9.24.



Tab 1 Applicant Qualifications

Sub-Tab 1b Applicant Qualifications

1. Description of partner relationship with the applicant CSEA.

Allen County will partner with Hope Visitation and Exchange Center through means of a contract to offer a needed program to the parents and minor children of Lima/Allen County and surrounding areas.

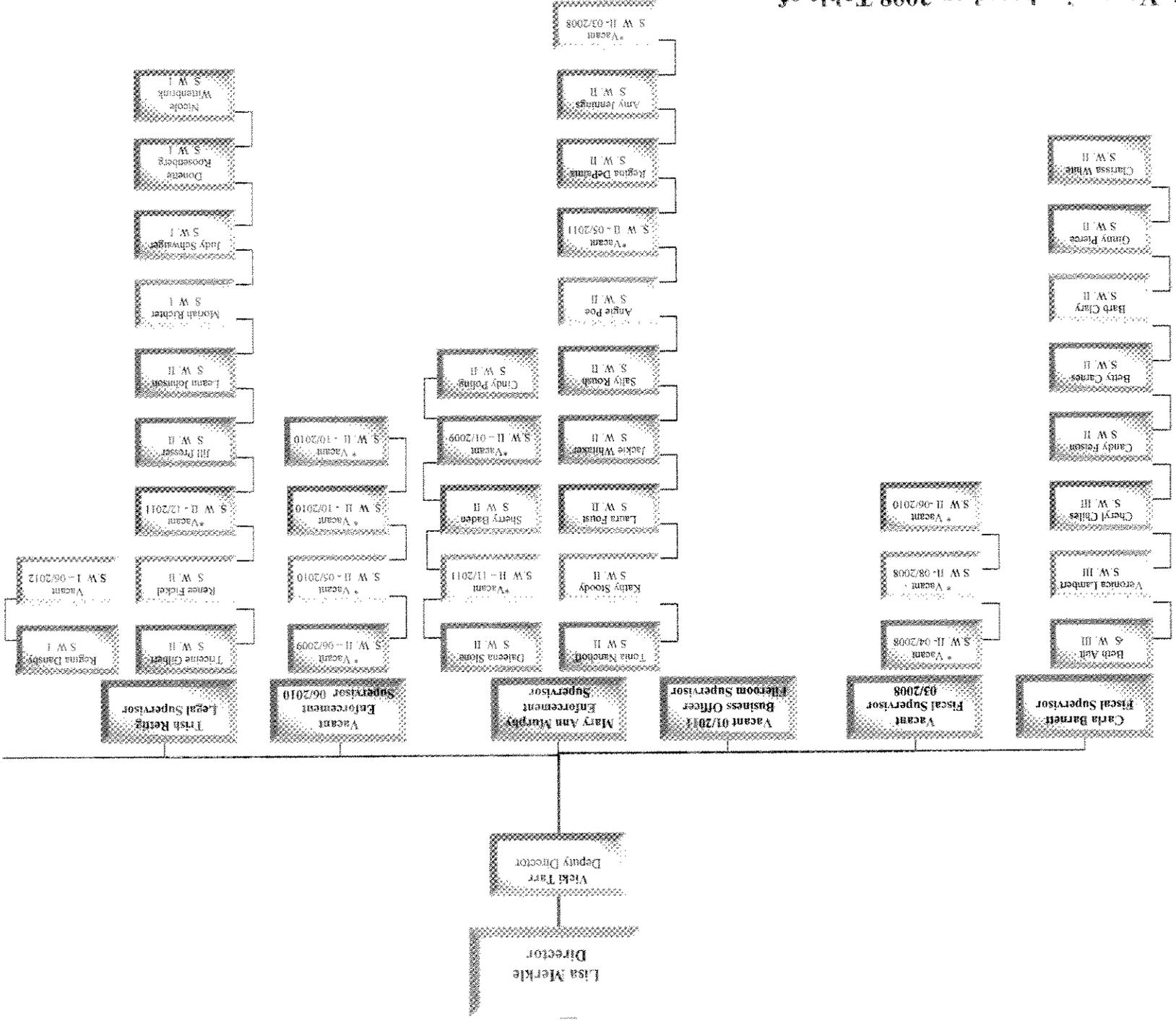
Existing Partnerships:

Since 2002, Allen County Child Support Agency has successfully partnered with Hope Visitation and Exchange Center (formerly Grampy's House) by contract to provide **2. Neutral drop-off/pick-up points for visitation and 3. Supervised visitation.**

In 2011 Hope Visitation and Exchange Center oversaw 575 Neutral Exchanges and provided 705.5 hours of Supervised Visitations. This partnership serves the people of Allen and surrounding counties as the only agency dedicated to these two services.

Allen County CSEA Organizational Chart

Jeany Sammet
 Attorney
 Will Emerick
 Attorney
 F. Stephen
 Chamberlain
 Part-Time Attorney
 Clay Bayeat
 Part-Time Attorney
 Andrew King
 Part-Time Attorney



* Vacancies based on 2008 Table of Organization (55)

Tab 1 Applicant Qualifications

Sub-Tab 1c Organizational Experience and Capabilities

Describe the organizational background of the Direct Service Provider and b)

Provide a narrative description of the Direct Services Provider's history: Hope

Visitation and Exchange Center (formerly Grammy's House) has successfully partnered with Allen County CSEA to provide Supervised Visitation and Exchanges since 2002.

This partnership serves people of Allen County as the sole provider of these services.

An Organizational Chart for Hope Visitation and Exchange Center is appended hereto.

HOPE VISITATION & EXCHANGE CENTER ORGANIZATIONAL CHART

BOARD OF DIRECTORS

Board President John Quaintance	Board Vice President Christi Brown	Board Secretary Shannon Bartels	Board Treasurer Jayne Vaske	Member Marjean Warren	Member Karen Rust Jarvis	Member Jolene Molaski	Director Linda Parish
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Office Personnel

Janie Bradbery – Office Manager
Linda Parish - Director

<i>Security</i> Barbara Allen	<i>Security</i> Clyde Rumer	<i>Security</i> Greg Allen	<i>Security</i> Steve Hummes	<i>Security</i> Cory Lee	<i>Office Assistant</i> Ashley Allen
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Volunteers: Sharon Sawmiller,
Allen County Juvenile Detention
Center, W.O.R.T.H. Center, various
church groups, and the Allen Lima
Leadership Group.



Sub-Tab 1d Key Staff Experience and Capabilities

The applicant must demonstrate significant expertise by assigning staff to key leadership roles for his project. Key positions will require profiles and resume(s)/ curriculum vitae(CV). The applicant must at minimum:

1. Identify, by position and by name, those staff they consider key to the project's success (at minimum, key staff identified must include a project manager at provider's office and a grant manager at the CSEA)

- **Grant Manager at the CSEA:** Vicki Tarr, Deputy Director, Allen County CSEA
- **Project manager at provider's office:** Linda Parrish, Executive Director, Hope Visitation and Exchange Center
- Janie Bradberry, Office Manager, Hope Visitation and Exchange Center.
- Ashley Allen, Office Assistant, Hope Visitation and Exchange Center.

All four (4) Key Personnel have collaborated successfully since 2002 to provide Neutral Exchanges and Supervised Visitations to clients in Allen County and surrounding communities.

2. Resume(s)/CV of key staff

Resume for Ms. Tarr is included in Tab 1b.

Resumes for Ms. Parish, Ms. Bradberry and Ms. Allen are appended hereto.

These resumes reflect the Key Personnel's experience and success in providing the Neutral Exchanges and Supervised Visitation services described in this proposal to clients in Allen County and surrounding communities.

Accounting services are provided by the accounting firm of Sielschott, Walsh, Keifer & Regula

Legal services are provided by Jerry Johnson, Attorney at Law.



Tab 2 – Narrative Description of Proposed Project

Scope of Work (3.1)

Applicants for the grant awards must propose programs which will provide services to advance the accomplishment of the objectives of this RFGA (See Sections 1.4 and 1.5. **Proposals must address one or more of the following four areas of service.**

X **2. Neutral drop-off/pick-up points for visitation.** This service would alleviate problems between residential and non-residential parents. This service is valuable when domestic violence is presented or alleged.

X **3. Supervised visitation.** This service could be beneficial in establishing a relationship with a parent/relative previously unavailable to the child or to enhance a relationship between both parents and child.

Pending Partnerships:

X **1. Court ordered or voluntary mediation.** This service would center on access/visitation disputes. Providing these services to clients immediately upon their filing for divorce or dissolution could resolve future problems in this area.

X **4. Parenting Education Classes.** Provide awareness for parents as to how their actions may affect their children.

Section 3.2 A. State the key objectives of the proposed project.

The Allen County CSEA is submitting a proposal for the Access/Visitation Grant RFGA #JFS-R-1213-09-8032 in support of an existing Visitation/Exchange program in Lima/Allen County. Allen County CSEA will continue to partner with Hope Visitation and Exchange Center through means of a contract to offer this much needed program to the parents and minor child of Lima/Allen County and surrounding areas. The program is currently made up of two components, a neutral drop-off/pick-up site for visitation exchange and a supervised visitation site and currently working on the partnership of two other components regarding mediation and parenting education classes.

Neutral Drop-off and Pick-up Services; Supported Exchange: The goal of the first component of the program is to offer a safe, dependable and neutral site for drop-off/pick-up of children for visitation exchange by their non-residential parent, thus protecting children from the emotion and physical conflict (domestic violence) often present between residential and non-residential parents and to encourage the parenting bond and continued financial support of the children. This Access/Visitation component offers parents an alternative to using such sites as the Sheriff's Department, the Police Station, the library, schools or fast food restaurants. Hope Visitation and Exchange Center offers the children a much less stressful

environment for visitation exchanges. The average length of time that clients use the Hope Visitation and Exchange program is 3 to 6 months.

The **outcomes** to be achieved by this program component are:

- To add more stability to the child's life as conflicts between the parents decrease;
- To remove conflict and confrontation from the exchange, providing parents with time to heal and with support to establish a business-like relationship when exchanges are carried out; and
- To facilitate the ability of both parents to spend time with and remain involved in their child's life, thus strengthening the family relationship and adding emotional and financial support (payment of child support) to their child. The average time that clients use the Center program is from 6 months to a year.

Conflict-free supervised visitation: The **goal** of the second component of the program is to offer a safe, dependable and neutral site for supervised visitations of children by their non-residential parent/relative, thus establishing a relationship between both parents and child and to encourage the continued financial support of the child.

The **outcomes** to be achieved by this program component are:

- To add more stability to the child's life as visitation occurs in a safe, secure environment without conflict between the parents;
- To permit the non-custodial parent to establish trust with the other parent and authorities by demonstrating willingness to conduct him or herself in a manner that places the child(ren)'s welfare as a priority;
- To facilitate the ability for both parents to spend time with and remain involved in their child's life, thus strengthening the parental relationship; and
- To increase the likelihood of long-term emotional and financial support (payment of child support) for their child(ren); and,
- To assist the non-residential parent's ability to move from conflicted supervised visitations to conflict-free supervised visitations to unsupervised visitations.

Collaboration with existing community organizations to provide mediation services and parenting classes: Hope Visitation and exchange facilitates and coordinates mediation and parenting through the following agencies and plans to add on-site parenting classes in the future:

Mediation: Amy Wiechart Bayliff
AWB Dispute Resolution Services, LLC
P. O. Box 75
Lima, Ohio 45802

Parenting: Allen County Juvenile Court
Marjean Warren
1000 Wardhill Drive
Lima, Ohio 45805

Lima Allen Council on Community Affairs
Courtnee Morris, Real Father's Program
540 S. Central Ave
Lima, Ohio 45804

B. Provide a technical approach and work plan to be implemented. This includes a proposed timeline for the project. (See Sec. 3.2 B.)

Component 1 : Neutral drop-off and pick-up: mediated exchanges:

Program Operator: Hope Visitation and Exchange Center will operate a site for neutral drop-off and pick-up of children for visitation exchange by their non-residential parent. This site is operated by the staff of Hope Visitation and Exchange Center which includes: An executive director, an office manager/assistant, an Allen County Sheriff's Office security monitor; volunteer monitors; a legal consultant and a financial consultant.

Location: The site is located in Allen County at 1132 West Market Street in Lima, Ohio.

Security: The **Security Monitor** for the site is provided through a contract with the **Allen County Sheriff's Department**. The security monitor is present to maintain a secure and safe environment for the clients and staff of Hope Visitation and Exchange Center, and monitors arrivals and departures of all visitors, clients and staff. The front door where clients come in and go out is kept locked at all times. The security monitor has use of a metal detecting device. Video cameras monitor activities in each room. A burglar/fire alarm with a panic button is installed. Staff and volunteers are trained in early recognition of impending conflict and alert the security monitor.

In addition, security of clients' confidentiality is addressed by the use of individual sign-in and sign-out sheets so that no client will see the name of other clients. These are kept along with the client's records, under lock and key. Clients are asked to present a photo identification to the security monitor each time they check in or out.

The steps for the use of the neutral drop-off/pick-up service proceeds as follows:

- a. An initial contact call comes from client or referring agent such as: attorney; social service agency; court system; legal system; clergy; school system; psychologist or pediatrician. An appointment is set for the initial interview. Many of these clients will have court orders.
- b. An initial interview takes place with parent registration and introduction to the facility and policies. Forms for consents, exchange contract and Hope Visitation and Exchange Center Parental Agreement Form are signed. Payment amount is established at a flat fee of \$5.00 for complete exchange (\$2.50 for drop off and \$2.50 for pick-up).
- c. The residential parent arrives with the child, security measures of proper identification and sign-in are followed and payment is made. The residential parent and child are then led to a waiting room away from the entrance until the non-residential parent arrives.
- d. When the non-residential parent arrives, security measures of proper identification and sign-out are followed. Payment is made. The child is then taken by a staff member to the non-residential parent. The non-residential parent and child then leave. The Security Monitor watches for them to leave the area, and then tells the residential parent that he or she is released.
- e. Hope Visitation and Exchange Center staff records the exchange on appropriate form/forms for documentation.
- f. The exchange process is reversed when the child is returned to Hope Visitation and Exchange Center. The drop-off/pick-up appointments are always so that parents never have to confront one another, thus easing the tension between them, giving both parties time to get their emotions under control, and giving the child more stability and less stress.
- g. Hope Visitation and Exchange Center's staff records appropriate documentation.
- h. Program reports and assessments are submitted to appropriate agencies on a timely basis.

This is already implemented.

Component 2: Supervised Visitation

Hope Visitation and Exchange Center will operate a site for supervised visitations on non-residential parents with their minor child or children. The staff, site location and security measures will be the same as those for the neutral drop-off/pick-up service described above.

The steps for the use of the supervised visitation services will proceed as follow:

- a. Initial contact is the same as neutral drop-off/pick-up but includes mostly clients with court orders. A sliding payment scale for this service is used.

Hope Visitation and Exchange Center staff has established a working relationship with the Allen County Domestic and Juvenile Courts and with Allen County Children's Services, as well as Courts and Children's Services from some of the surrounding counties.

- b. Initial interviews are the same as for neutral drop-off/pick-up exchanges with the exception of appropriate contract and agreement forms. Appointment for the visit is scheduled.
- c. The residential parent or guardian arrives with their child and follows the same procedure as in a neutral drop-off/pick-up exchange.
- d. Fifteen minutes later the non-residential parent or family member arrives for a supervised visit with the child for a designated length of time. Payment is made and security measures are followed. The visit is monitored both on camera and witnessed by a staff member. The site is equipped with comfortable home-like furnishings, toys, books and games to assist in the ease of the visit.
- e. At the end of the designated time of the visit, the residential parent arrives to pick up the child. A staff member will take the child out to the residential parent. The same security measures are followed as with the drop-off/pick-up exchange.
- f. Again, the parents never have to confront one another, thus easing the tension between them and adding more stability and less stress to the child's life. The non-residential parent has been given access to the child's life, thus enhancing the

family relationship, and has been encouraged to remain involved in the child's life both emotionally and financially.

- g. Hope Visitation and Exchange Center records appropriate documentation.
- h. Hope Visitation and Exchange Center offers assessment and information to referring agencies regarding a family's dynamics and functioning as requested.

Court orders and Referrals. Ninety percent (90%) of the parents have court orders. Parents may also receive recommendations to use Hope Visitation and Exchange Center through their attorneys, pediatricians, psychologists, churches, schools or other social services. Some parents are referred by other clients. Hope Visitation and Exchange Center has contacted all of the above persons or institutions with information and brochures to give to parents. A periodic newsletter is also published and sent to clients and possible referring agencies.

Parental Motivation: If there is no court order, parents still have incentives to use the Center for the following reasons:

- * Their desire to do what is in the best interest of their child
- * To have a neutral, safe place available to them for visitation
- * To end the conflict surrounding visits by non-residential parents
- * To be able to stay involved with and to have access to their child, if they are the non-residential parent

Fees for services. Fees are charged to clients using our serviced and they are determined on a sliding scale basis according to income. These are paid either by the client or by Children's Services, if the client qualifies as one of their cases and the agency agrees to.

This is already implemented.

Component 3: Parenting Classes:

Program Operator: Lima Allen Council on Community Affairs (LACCA). Sessions are held Tuesday's from 5:00 – 7:30 p.m. at 540 S. Central Ave., Lima, Ohio 45804. The program coordinator and class instructor is: *Courtnee Morris, 419-227-0158 ext 111, cmorris@lacca.org.*

Parenting – Real Father’s Class - The goal of this program is to offer a father’s support group consisting of father/child activities and workshops based on the special needs and interests of fathers

The **outcomes** to be achieved by this program component are:

- a) The program consists of 13 sessions. During the 13- weeks of sessions, fathers will discuss topics on items such as: *nurturing skills, overcoming barriers, discipline, play, relationships.*
- b) During the 13-week sessions, there will also be a handful of special events, focusing on life skills that will benefit the father’s parenting experience such as: *car maintenance, cooking out 101, technology training, job application help, mock interviews, community projects*
- c) Through the sessions, men will discuss the in and outs of being a father.
- d) The sessions are a time for men to get together and be men. A time to ask questions and find answers. To share their experiences and to learn from others. A time to be real: Real people, real men, real fathers
- e) Mr Morris will work with Hope Visitation and Exchange Center staff to explain the structure and the benefits of the program
- f) HVEC staff will promote the program and offer to its clients via flyers provided at the center, in newsletters mailed, and with link on the Hope Visitation & Exchange Center webpage to the Real Father’s program on the LACCA webpage

THIS is in process of being implemented and hope to be in place in next couple of months.

C. Provide a status reporting procedure for reporting work completed and resolution of unanticipated problems:

Status reporting.

Monthly reports of services rendered, time spent in service delivery, and Fiscal transactions are made to the Allen County CSEA.

Manner of payment will be made in the following way: each month the sub-grantee will submit to the grant administrator a required form of work completed and a financial report showing all of the sub-grantee’s income and expenses for the month. The grant administrator will then send a check to the sub-grantee to cover the differences between the month’s income and expenses. This procedure will continue each month until the end of the SFY for which the money is granted or until the amount of the money granted has been used, whichever event comes first.

Resolution of unanticipated problems.

An open flow of information and contacts are maintained between the Allen County CSEA Program Administrator, Vicki Tarr, and Linda Parish, Director of Hope Visitation and Exchange Center. Any procedural or fiscal issues will be resolved by communicating the nature of the problem. If ACCSEA has a relevant policy, that policy and or procedure will be followed. In the absence of a formal policy or procedure, the program officer in collaboration with the ACCSEA Director, Lisa Merkle and the Hope Visitation and Exchange Center administration will determine an appropriate course of action.

Any security issue will be immediately directed to Allen county Sheriff's Office, where their policies and procedures will take precedence.

- D. Provide a current organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned to this project. Providers must have someone with an accounting degree or accounting experience with federal grants devoted to this grant. (Section 3.2)**

The Allen county CSEA will be the administrator of this grant. The project will be contracted to Hope Visitation and Exchange Center. Vicki Tarr, Deputy Director, will have the responsibility of Grant Administrator for the organization. She will be responsible for receiving and verifying all reports and financial statements sent from the sub-grantee on a monthly basis. Ms. Tarr will also be responsible for sending all reports and requests for funds for this grant to the State of Ohio. She will be receiving grant monies from the state of Ohio and seeing that the sub-grantee is reimbursed.

Hope Visitation and Exchange Center, the sub-grantee, will be responsible for the operation and delivery of the two components of their program which are detailed in this grant proposal. The components are 1) Safe, neutral exchanges, intended to offer a safe, dependable and neutral site for drop-off/pick-up of minor children by parents in conflict with one another, and 2) Supervised Visitation, offering a safe, dependable and neutral site with supervision for visitations with minor children by their non-custodial parent or other designated relatives. This program is designed to add more stability to the child's life, allow both parents to spend more time with their child and to encourage parents to stay emotionally and financially involved with their child.

This will be accomplished by the Board of Directors of Hope Visitation and Exchange Center overseeing and guiding the staff of the program, Linda

Parish, Director; Janie Bradberry, Office Manager; Ashley Allen, Office Assistant; a staff of Security Monitors made up of Deputies from the Allen County Sheriff's department, a staff of volunteers and with the assistance two professional consultants, Jerry Johnson, Attorney at Law , and the accounting firm of Sielschott, Walsh, Keifer & Regula .

The Organizational Charts included display the organization of the applicant, Allen County CSEA, applying for the grant and the organization of Hope Visitation and Exchange Center, the sub-grantee that the applicant has chosen as its partner. The partnership will be established by contract between Allen county CSEA and Hope Visitation and Exchange Center.

Organizational Chart is included in Tab 1c.



Tab 3 – DELIVERABLES

Section 3.3 Each resulting grant will identify deliverables unique to its program. However, the funded programs will be similar in that they will all focus on some form or combination of the access and or visitation services as outlined in Section 3.1.

Section 3.1 A – Address 1 or more of areas of service:

Already outlined in Tab 2.

Section 3.1 B – Describe security measures for exchanges:

Already outlined in Tab 2.

Section 3.1 C – Describe security measures in High Risk Situations:

Already outlined in Tab 2.

Section 3.1 D – Describe key goals and objectives:

Already outlined in Tab 2.

Section 3.1 E - Provide a comprehensive and detailed description of each component of the activities that will be furnished:

Already outlined in Tab 2.

Section 3.1 F - Describe in detail the target population:

Small town and Rural: Hope Visitation and Exchange Center is located in Lima, Ohio, the largest community in the region. Lima is a small town of approximately 38,500. It is situated in a rural region of northwest Ohio, about 75 miles from Toledo to the north and 65 miles from Dayton to the south. Hope Visitation and Exchange Center is located in an urban setting and many of the clients come from urban settings, but most of Allen County and the surrounding counties are rural. Lima serves as a regional service hub for the people in these rural counties. Thus, Lima is where many rural clients would look to find a program like Hope Visitation and Exchange Center.

General population: The targeted populations of this program, Hope Visitation and Exchange Center, include the parents of Allen County and surrounding rural counties, who need a safe, neutral place to drop-off and pick-up their children for exchange visitation or to visit a child or children with whom they are not living. The services of these two programs are open to all parents regardless of race, religion, ethnic origin, sexual orientation or marital status. Parents who have never been married as well as other relatives of the children use the program. This program has served married, separated, divorced and never married parents.

Demographics by race in Allen County published in the 2010 U.S. Census by The Allen Economic Development Group show that out of a total population of 106,331, 83.8% are Caucasian, 11.9% are African American, 2.4% are Hispanic and 0.8% are Asian/Pacific Islander. Of the surrounding counties which also use the program at the Center on occasion, Auglaize County, total population 45,949, shows Caucasian 97.8%, African American .3%, Hispanic 1.2%, other .5%; Hancock County, total population 74,782, shows Caucasian 93.4%, African American 1.5%, Hispanic 4.5%, other .6%; Hardin County, total population 32,058, shows Caucasian 96.7%, African American .8%, Hispanic 1.3%, other 1%, and Putnam County, total population 34,499, shows Caucasian 95.7%, African American .3%, Hispanic 5.5%.

Un-served populations.

All of the targeted populations were un-served prior to the opening of the program at Hope Visitation and Exchange Center because no safe, neutral and home-like place existed in Lima/Allen County and surrounding counties where parents could visit their children in a safe, supervised setting. These exchanges and visits had been carried out in homes, in police stations, sheriff departments, libraries, schools and fast food restaurant parking lots. Often there is a conflict between parents and chance for abuse is present. The Center programs offer a safe, neutral alternative where parents need not confront one another and where the child is protected from the stress associated with the parent's conflict.

Outreach to unwed and teen parents. In 2010, the Ohio Department of Health reported 668 out-of-wedlock births in Allen County. The 2010 statistics from the Allen County Department of health show a total of 153 babies born to teenagers. Hope Visitation and Exchange Center will obtain the status of the program participants at intake. In 2011, 25 unwed mothers and their children's fathers were served. The number of target subpopulations who are served during the grant period will be reported to the Allen county CSEA in the summary report.

Pamphlets and the periodical newsletter are provided to the professionals and agencies that most commonly provide services to these young parents

Many of the clients from the targeted populations have court orders mandating exchanges and visitations of children. All of the clients paying child support have court orders. At this time, 90% of the clients that utilize the program have court orders to pay child support.

Section 3.1 G - Provide a timeline for each component of the program displayed by SFY:

From October 1, 2012 until December, 2014, which it is understood as being the grant term.

Section 3.1 H – Provide a description of the roles and duties of any partners:

Already outlined in Tab 2.

Section 3.1 I - Establish a status -- reporting procedure for reporting work completed:

Already outlined in Tab 2.

Section 3.1 J Provide a detailed description on how specific data on each component of the program(s) will be collected, maintained and reported to ODJFS.

Intake information collection.

During the intake process, basic demographic and programmatic data are collected, including the following:

- Program/services needed.
- Referral Source (self, court, IV-D, etc.)
- Participant Information (father, mother, grandparent, etc.,)
- Marital Status,
- Race/Ethnicity, and
- Income
- Status of support payments three months prior to intake, and
- Regularity of visitation three months prior to intake

Service registration. Each time a parent utilizes a Hope Visitation and Exchange Center service, the parent signs in with their name, the date, and time. Project staff transfer this information to the service database to track the services received by the individual participants and to create aggregate service data. Monthly reports of aggregate services provided are provided to the Allen County CSEA.

Security incident Reports. Security staff document any incident requiring intervention on their part in an incident report at the time of the occurrence. This information, too is entered in the individual participant's record and the cumulative data base for aggregate reporting and analysis.

Outcome data. The status of support payments and regularity of visitation for the three months preceding program participation will be ascertained at intake. Every quarter, the status of support payments and the frequency of visitation will be averaged for program participants by the Allen County CSEA program officer. Other Outcome data involving the courts will sought regarding new domestic court filings, new requests for issuance of restraining orders, new domestic violence charges or other relevant involvement with the criminal justice system.

Section 3.1 K – Identify and describe the technical approach and work plan of the proposed programs:

Already outlined in Tab 2.

Section 3.1 L – Provide a narrative clearly describing when an access and visitation is terminated:

Already outlined in Tab 2.

Section 3.1 M – Explain and demonstrate how they plan to measure parenting times as it relates to implementing access and visitation services.

Already outlined in Tab 2 and above in section 3.1 J. As far as increasing/decreasing visitation, this may be included in the court orders received at intake, otherwise it is usually self-reported and then confirmed by staff either with the Courts, Attorneys or others.

Section 3.1 N – Provide a narrative of details how applicant will obtain additional resources:

Hope Visitation and Exchange Center (HOPE) has the following fundraisers to earn additional money. Furthermore, Hope continues to pursue grants that are available from local businesses such as the Husky Refinery and other sources of funds. Hope is also supported by local churches through various donations and including the use of the current facility at little to no cost.

*Mom to Mom Sale/Chicken Dinner (May)

*Bowling Event (Sept.)

*Rays Receipts (on-going)

Hope continues to pursue various sources for funds including solicitation of current clients and on-going supporters; grant application submitted to United Way and other various request for funds.

Section 3.1 O – Explain the process that will be used to track those items necessary for reporting per Appendix B:

Already outlined in Tab 2.

Section 3.1 P - Prepare a Budget Summary:

Already outlined in Tab 4

SECTION: 3.3 (continued)

All applications must specify a schedule for program reports, and provides summaries of the proposed contents and purpose of each

Access/Visitation Project

Program Reports	Summary Description	Purpose	Schedule
Ohio Children's Access And Visitation Coalition Statistical Report	Monthly report of Supervised visit hours And number of exchanges	Captures the units of Service provided	Monthly
Local Service Provider Report	Details number of Service units provided By service type	Document units of Service	Monthly
Balance Sheet	Listing of monthly Project expenses & Income	Identify & justify grant Drawdown request	Monthly
Summary Service Sheet	Provides summary of Service units & hrs Provided by service type by month & staff Type	Summarize total units of service & hours by Service type, month & Staff type; total Incidents, Child Protection Agency Reports	Monthly; Annually
Residential/Visiting Party Intake Information	Record of identifying And background Information of clients, Including case history; Relationship history; Demographic Characteristics	To provide back-ground demographics; contact Information; referral Basis; identification Information	At client Intake
Communication Log	Records date, time, Activities, incident or ACSO report	To track all daily client Activity while at Hope V&EC	At each client visit to Hope V&EC
Incident Report	Details of any security Incident	Document actions of all Parties in any security Incident	Immediately following any security incident/action
ACSEA Report to ODJFS	Local Service Provider Information tally, Status Of Child Support Payments for clients, & Grant draw downs	Monitors grant agreement performance Aggregates Local Service Provider Information, Status of Child Support Payments, & Grant draw downs	Quarterly

TIME TABLE by SFY-Components of Work

Deliverables	Duration	Management Person	Staff Hours	Percent Of Time
Schedule Intakes	Ongoing as Needed	Director	2 hours per month	2.5%
Conduct Intakes & take photos	Ongoing	Director	16 hours per month	20.0%
Collect Court Orders and/or Child Support Orders	Ongoing	Director Manager	4 hrs per mo. 4hrs per mo.	5.0% 5.0%
Schedule new clients into the program	Ongoing	Director Manager Assistant	1 hour per mo. 1 hour per mo 1 hour per mo	1.25% 1.25% 1.25
Schedule Volunteers	Ongoing	Director Manager	2 hrs. per mo 2 hrs per mo.	2.5% 2.5%
Deputy checks IDS and signs clients in and out. May take pictures of new clients	Ongoing	Deputy on duty	15 min. per client	
Deputy checks to see when non-custodial parent and/or child has left	Ongoing	Deputy on duty	15 min. per client	
Deputy fills out communication log detailing what has happened during shift	Ongoing	Deputy on duty	15-30 min. per shift	
Deputy monitors TV monitor and makes rounds inside and out of building	Ongoing	Deputy on duty		
Scheduling of Deputies	Monthly	Head Deputy	3-4hrs per mo.	
Monitoring of Visitation	Ongoing	Volunteers	3-6 hours	
Preparing room, filling out reports after visit	Ongoing	Volunteers	1 hour per visit	
Fundraising and marketing	Ongoing	Volunteers		
Office work, answer phones, file, thank you notes	Ongoing	Volunteers	20 hrs. per mo.	
Meeting with other social services organizations and partnerships	Ongoing	Director	6 hrs per mo.	7.5%
Public Relations & Marketing	Ongoing	Director	8 hrs per mo.	10.0%

Deliverables	Duration	Management Person	Staff Hours	Percent Of Time
Checks Internet for Grants	Ongoing	Director	2 hrs per mo.	2.5%
Writes Policies & Procedures	As needed	Director	2 hrs per mo.	2.5%
Provide Testimony in Court	As needed	Director	1 hr per mo.	1.25%
Preparation of Grant responses	Ongoing/As needed	Director	8 hrs per mo.	10.00%
Fundraiser Planning	Ongoing	Director	4 hrs per mo.	5.0%
Documentation and Data gathering	Ongoing	Director Manager	12 hrs per mo. 37 hrs per mo.	15.0% 46.25%
Assessments and reports for Courts, Agencies and other organizations	Ongoing	Director	2 hrs per mo.	2.5%
Reports and data entering for reports to CSEA	Ongoing	Director Manager	6 hrs per mo. 6 hrs per mo.	7.5% 7.5%
Contact with other social service agencies	Ongoing	Director	4 hrs per mo.	5.0%
Training	1 time per year	All	10 hrs per yr.	
Preparation of Newsletter	Quarterly	Director	5 hrs per qtr.	6.25%
Mailing Newsletter	Quarterly	Volunteer	2 hrs per qtr	
Consulting with families who have concerns about visits or billing	As needed	Director	3 hrs per mo.	3.75%
Attend Conferences	As needed	Director	4 hrs per mo.	5.0%
Assistance with monitoring	As needed	Director Manager Assistant		

<u>Deliverable/Activity</u>	<u>Duration</u>
<ul style="list-style-type: none"> <u>Program Related Administration Activities</u> 	
Monthly Board Meeting & Preparation of Minutes	4 hrs
Monthly Finance Mtg. with CSEA/Accountant	1.5 hrs.
Quarterly/as needed- Mtg. with Common Pleas	1 hr. per
Court Judge & Juvenile Court staff to maintain Relations and procedures	Meeting
Quarterly/as needed-Recruiting new volunteers	8 hrs./month
Quarterly/as needed – Training new volunteers	
Quarterly Preparation & mailing of Newsletter	4 hrs. over
	Quarter
Quarterly Calendar of fundraising activities (Planning & logistical preparation occurs in the Preceding quarter of each activity)	40-60 hrs. per activity
<ul style="list-style-type: none"> *Mom to Mom Sale/Chicken Dinner (May) *Bowling Event (Sept.) *Rays Receipts (on-going) 	
As needed - Court Appearances	4 hrs. per
Quarterly & As needed – Documentation, Assessments, & reports to court attorneys, Coalition of Ohio Visitation & Exchange Centers And ACCSEA	1 hr. per day
As needed-Recruiting new Board Members (at least annually)	4 hrs. quarterly
Training new Board Members	2 hrs. annually (min.)
As needed - Recruiting & Training Security Staff	4 hrs. quarterly
	Average
As needed-Conference attendance	1-2 days per conference

Deliverables/Activities (continued)

Duration

- Daily Update Client Information Database
- Daily Scheduling client, security, staff and volunteers
- Daily Monitoring Staff members
- Daily Monitoring Volunteers
- Daily Monitoring Security
- Weekly public relations and marketing to clubs and Churches for volunteers and fiscal support
- Weekly speaking engagements; attendance at public functions



	SFY 12 October 1 - June 12	SFY 13 July 12 - June 13	SFY 14 July 13 - June 14	SFY 15 July 14 - December 14	Total
Personnel	20,320.00	41,721.00	44,220.00	19,530.00	125,791.00
Fringe Benefits	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies	510.00	1,230.00	1,300.00	570.00	3,610.00
Contractual	19,920.00	34,260.00	36,310.00	16,030.00	106,520.00
Other (Define)	5,550.00	9,960.00	10,550.00	4,650.00	30,710.00
TOTAL	46,300.00	87,171.00	92,380.00	40,780.00	266,631.00
EXPENSES:					
In-Kind Contribution	4,800.00	7,200.00	7,200.00	3,600.00	22,800.00
Grant Amount Requested	41,500.00	79,971.00	85,180.00	37,180.00	243,831.00

Hope Visitation and Exchange Center, Inc.
Budget Projection - Base Year
 October 1, 2011 through June 30, 2012

Oct. 11 - June 12

Ordinary Income/Expense	Oct. 11 - June 12
Income	
3001 · Revenue - Grants	
3002 · Maumee Valley Grant	\$1,500
3001 · Revenue - Grants - Other	1,000
Total 3001 · Revenue - Grants	\$2,500
Expenses	
3100 · Revenue - Donations	3,610
3400 · Revenue - Fees	
3401 · Intake Fees	\$590
3402 · Exchange Fees	2,020
3403 · Visitation Fees	1,910
3400 · Revenue - Fees - Other	370
Total 3400 · Revenue - Fees	4,890
3420 · Fund Raising	\$0
3500 · Interest Income	0
3600 · Other Income	1,040
Total Income	\$12,040
Cost of Goods Sold	
5001 · Wages - Director	\$3,820
5002 · Wages - Assistant Director	4,650
5101 · Security	16,690
5200 · Insurance - Business	2,280
5400 · Marketing	250
6600 · Utilities (P)	
6601 · Trash Disposal (P)	40
6602 · Telephone (P)	1,090
6603 · Gas (P)	270
6604 · Electric (P)	200
6605 · Water (P)	50
Total 6600 · Utilities (P)	1,650
Total COGS	\$29,340
Gross Profit	(\$17,300)

"For Internal Use Only"

Hope Visitation and Exchange Center, Inc.
Budget Projection - Base Year
 October 1, 2011 through June 30, 2012

		Oct. 11 - June 12
Expense		
5000 · Wages		
5003 · Wages - Office Assistants	\$10,450	
Total 5000 · Wages	\$10,450	\$10,450
5050 · Payroll Taxes		
5051 · FICA	\$1,230	
5052 · Workmans' Compensation	170	
Total 5050 · Payroll Taxes	1,400	1,400
5105 · Legal and Accounting		3,230
5300 · Dues and Memberships		90
5501 · Office Supplies		510
6400 · Bank Service Charges		20
6500 · Utilities		
6501 · Trash Disposal	50	
6502 · Telephone	430	
6503 · Gas	310	
6504 · Electric	210	
6505 · Water	50	
Total 6500 · Utilities	1,050	1,050
6700 · Repairs and Maintenance		210
Total Expense	\$16,960	\$16,960
Net Ordinary Income		(\$34,260)
Other Income/Expense		
Other Income		
3118 · Revenue - Unrestricted CSEA		\$21,970
3300 · Revenue - Fundraisers		
3303 · Rays Receipts	\$100	
3300 · Revenue - Fundraisers - Other	90	
Total 3300 · Revenue - Fundraisers	190	\$190
3501 · Interest - Building Fund		0
Total Other Income	\$22,160	\$22,160
Net Other Income		\$22,160
Net Income		(\$12,100)

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Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2012 through June 30, 2013

	2012 Base	July, 2012 - June, 2013
Ordinary Income/Expense		
Income		
3001 · Revenue - Grants		
3002 · Maunne Valley Grant	\$2,250	\$2,385
3001 · Revenue - Grants - Other	1,500	1,590
Total 3001 · Revenue - Grants	\$3,750	\$4,000
3100 · Revenue - Donations		
3400 · Revenue - Fees		
3401 · Intake Fees	\$890	\$940
3402 · Exchange Fees	3,030	3,210
3403 · Visitation Fees	2,860	3,030
3400 · Revenue - Fees - Other	560	600
Total 3400 · Revenue - Fees	7,340	7,780
3420 · Fund Raising	\$0	\$0
3500 · Interest Income	0	0
3600 · Other Income	1,560	1,650
Total Income	\$20,770	\$22,040
Cost of Goods Sold		
5001 · Wages - Director	\$5,730	\$6,070
5002 · Wages - Assistant Director	6,980	7,400
5101 · Security	25,040	26,540
5200 · Insurance - Business	3,420	3,630
5400 · Marketing	380	400
6600 · Utilities (P)		
6601 · Trash Disposal (P)	80	60
6602 · Telephone (P)	1,640	1,740
6603 · Gas (P)	410	440
6604 · Electric (P)	300	320
6605 · Water (P)	80	90
Total 6600 · Utilities (P)	2,490	2,650
Total COGS	\$44,040	\$46,690
Gross Profit	(\$33,270)	(\$24,650)

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Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2012 through June 30, 2013

	2012 Base	July, 2012 - June, 2013
Expense		
5000 · Wages		
5003 · Wages - Office Assistants	\$23,510	\$24,920
Total 5000 · Wages	\$23,510	\$24,920
5050 · Payroll Taxes		
5051 · FICA	\$2,770	\$2,940
5052 · Workmans' Compensation	370	390
Total 5050 · Payroll Taxes	3,140	3,330
5105 · Legal and Accounting		
5300 · Dues and Memberships	7,280	7,720
5501 · Office Supplies	190	200
6400 · Bank Service Charges	1,160	1,230
6500 · Utilities	50	50
6501 · Trash Disposal	100	110
6502 · Telephone	970	1,030
6503 · Gas	700	740
6504 · Electric	480	510
6505 · Water	120	130
Total 6500 · Utilities	2,370	2,520
6700 · Repairs and Maintenance	480	510
Total Expense	\$38,180	\$40,480
Net Ordinary Income	(\$61,450)	(\$65,140)
Other Income/Expense		
Other Income		
3118 · Revenue - Unrestricted CSEA	\$49,430	\$52,400
3300 · Revenue - Fundraisers	\$220	\$230
3303 · Rays Receipts	200	210
3300 · Revenue - Fundraisers - Other	20	20
Total 3300 · Revenue - Fundraisers	\$420	\$440
3501 · Interest - Building Fund	0	0
Total Other Income	\$49,850	\$52,840
Net Other Income	\$49,850	\$52,840
Net Income	(\$11,600)	(\$12,300)

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Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2013 through June 30, 2014

	<u>Year 2 Base</u>	<u>July, 2013 - June, 2014</u>
Ordinary Income/Expense		
Income		
3001 · Revenue - Grants	\$2,385	\$2,530
3002 · Maumee Valley Grant		
3001 · Revenue - Grants - Other	<u>1,580</u>	<u>1,690</u>
Total 3001 · Revenue - Grants	\$4,000	\$4,220
3100 · Revenue - Donations		
3400 · Revenue - Fees	8,610	9,130
3401 · Intake Fees	\$940	\$1,000
3402 · Exchange Fees	3,210	3,400
3403 · Visitation Fees	3,030	3,210
3400 · Revenue - Fees - Other	<u>600</u>	<u>640</u>
Total 3400 · Revenue - Fees	7,780	8,250
3420 · Fund Raising	\$0	\$0
3500 · Interest Income	<u>0</u>	<u>0</u>
3600 · Other Income	<u>1,650</u>	<u>1,750</u>
Total Income	\$22,040	\$23,350
Cost of Goods Sold		
5001 · Wages - Director	\$6,070	\$6,430
5002 · Wages - Assistant Director	7,400	7,840
5101 · Security	26,540	28,130
5200 · Insurance - Business	3,630	3,850
5400 · Marketing	400	420
6600 · Utilities (P)		
6601 · Trash Disposal (P)	60	60
6602 · Telephone (P)	1,740	1,840
6603 · Gas (P)	440	470
6604 · Electric (P)	320	340
6605 · Water (P)	90	100
Total 6600 · Utilities (P)	2,650	2,810
Total COGS	\$46,690	\$49,480
Gross Profit	(\$24,650)	(\$26,130)

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Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2013 through June 30, 2014

	Year 2 Base	July, 2013 - June, 2014
Expense		
5000 · Wages	\$24,920	\$26,420
5003 · Wages - Office Assistants	\$24,920	\$26,420
Total 5000 · Wages	\$24,920	\$26,420
5050 · Payroll Taxes		
5051 · FICA	\$2,940	\$3,120
5052 · Workmans' Compensation	390	410
Total 5050 · Payroll Taxes	3,330	3,530
5105 · Legal and Accounting	7,720	8,180
5300 · Dues and Memberships	200	210
5501 · Office Supplies	1,230	1,300
6400 · Bank Service Charges	50	50
6500 · Utilities		
6501 · Trash Disposal	110	120
6502 · Telephone	1,030	1,090
6503 · Gas	740	780
6504 · Electric	510	540
6505 · Water	130	140
Total 6500 · UTILITIES	2,520	2,670
6700 · Repairs and Maintenance	510	540
Total Expense	\$40,480	\$42,900
Net Ordinary Income	(\$58,140)	(\$68,140)
Other Income/Expense		
Other Income		
3118 · Revenue - Unrestricted CSEA	\$52,400	\$55,540
3300 · Revenue - Fundraisers	\$230	\$240
3303 · Rays Receipts	210	220
3306 · Revenue - Fundraisers - Other	\$440	\$470
Total 3300 · Revenue - Fundraisers	\$440	\$470
3501 · Interest - Building Fund	0	0
Total Other Income	\$52,840	\$56,010
Net Other Income	\$52,840	\$56,010
Net Income	(\$12,300)	(\$9,130)

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Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2014 through December, 2014

Year 3 Base July, 2014 - December, 2014

Ordinary Income/Expense			
Income			
3001 · Revenue - Grants	\$2,530	\$1,120	
3002 · Maunee Valley Grant		750	
3001 · Revenue - Grants - Other	1,890	750	
Total 3001 · Revenue - Grants	\$4,220	\$1,870	
3100 · Revenue - Donations			4,030
3400 · Revenue - Fees			
3401 · Intake Fees	\$1,000	\$440	
3402 · Exchange Fees	3,400	1,500	
3403 · Visitation Fees	3,210	1,420	
3400 · Revenue - Fees - Other	640	280	
Total 3400 · Revenue - Fees	8,250	3,640	
3420 · Fund Raising	\$0	\$0	
3500 · Interest Income	0	0	
3600 · Other Income	1,750	770	
Total Income	\$23,350	\$10,310	
Cost of Goods Sold			
5001 · Wages - Director	\$6,430		\$2,840
5002 · Wages - Assistant Director	7,840		3,460
5101 · Security	28,130		12,420
5200 · Insurance - Business	3,850		1,700
5400 · Marketing	420		190
6606 · Utilities (P)			
6601 · Trash Disposal (P)	60	30	
6602 · Telephone (P)	1,840	810	
6603 · Gas (P)	470	210	
6604 · Electric (P)	340	150	
6605 · Water (P)	100	40	
Total 6600 · Utilities (P)	2,810	1,240	
Total COGS	\$49,480		\$21,850
Gross Profit	(\$26,130)		(\$11,540)

Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2014 through December, 2014

Year 3 Base July, 2014 - December, 2014

Expense			
5000 · Wages	\$26,420	\$11,670	
5003 · Wages - Office Assistants			
Total 5000 · Wages	\$26,420	\$11,670	\$11,670
5050 · Payroll Taxes			
5051 · FICA	\$3,120	\$1,380	
5052 · Workmans' Compensation	410	180	
Total 5050 · Payroll Taxes	3,530	1,560	1,560
5105 · Legal and Accounting		8,180	3,610
5300 · Dues and Memberships		210	90
5501 · Office Supplies		1,300	570
6400 · Bank Service Charges		50	20
6500 · Utilities			
6501 · Trash Disposal	120	50	
6502 · Telephone	1,090	480	
6503 · Gas	780	340	
6504 · Electric	540	240	
6505 · Water	140	60	
Total 6500 · Utilities	2,670	1,170	1,170
6700 · Repairs and Maintenance		540	240
Total Expense	\$42,900	\$18,930	\$18,930
Net Ordinary Income		(\$89,030)	(\$30,470)
Other Income/Expense			
Other Income			
3118 · Revenue - Unrestricted CSEA		\$55,540	\$24,530
3300 · Revenue - Fundraisers			
3303 · Rays Receipts	\$240	\$110	
3300 · Revenue - Fundraisers - Other	220	100	
Total 3300 · Revenue - Fundraisers	\$470	\$210	\$210
3501 · Interest - Building Fund		0	0
Total Other Income	\$56,010	\$24,740	\$24,740
Net Other Income		\$56,010	\$24,740
Net Income		(\$13,020)	(\$6,730)

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APPENDIX C

JFS-R-1213-09-0832

Certification of In-Kind Requirement

Date: June 11, 2012

Submitted by: Lisa Merkle, Director

CSEA: Allen County

The Allen County CSEA has reviewed the attached section of OMB circular A-110 (A87) that defines third party in-kind contribution. Since our agency is submitting an application in response to ODJFS' RFGA for access/visitation, we are certifying that the in-kind contribution meets the necessary criteria as demonstrated in A-110 (A87).

The in-kind contribution, which must be at least 10% match is categorized as:

<u> </u> X <u> </u>	Cash
<u> </u> X <u> </u>	Real Property
<u> </u>	Equipment supplied
<u> </u>	Expendable property
<u> </u>	Goods and services

The total value of the in-kind contribution during EACH YEAR of the project is SFY 12 \$4,800; SFY 13 \$7,200; SFY 14 \$7,200; SFY 15 \$3,600. A description of the in-kind contribution is fees for services provided and cost of the rental property waived by the Church.

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)

Hope Visitation and Exchange Center

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership Exempt payee
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶

Exempt payee

Address (number, street, and apt. or suite no.)

1132 W. Market Street

Requester's name and address (optional)

City, state, and ZIP code

Lima, Ohio 45905

List account number(s) here (optional)

Print or type
See Specific Instructions on page 2.

Part I Taxpayer Identification Number (TIN)

Social security number

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Employer identification number
34 1853151

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶

Date ▶ **12 19 08**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Tab 3 – DELIVERABLES

Section 3.3 Each resulting grant will identify deliverables unique to its program. However, the funded programs will be similar in that they will all focus on some form or combination of the access and or visitation services as outlined in Section 3.1.

Section 3.1 A – Address 1 or more of areas of service:

Already outlined in Tab 2.

Section 3.1 B – Describe security measures for exchanges:

Already outlined in Tab 2.

Section 3.1 C – Describe security measures in High Risk Situations:

Already outlined in Tab 2.

Section 3.1 D – Describe key goals and objectives:

Already outlined in Tab 2.

Section 3.1 E - Provide a comprehensive and detailed description of each component of the activities that will be furnished:

Already outlined in Tab 2.

Section 3.1 F - Describe in detail the target population:

Small town and Rural: Hope Visitation and Exchange Center is located in Lima, Ohio, the largest community in the region. Lima is a small town of approximately 38,500. It is situated in a rural region of northwest Ohio, about 75 miles from Toledo to the north and 65 miles from Dayton to the south. Hope Visitation and Exchange Center is located in an urban setting and many of the clients come from urban settings, but most of Allen County and the surrounding counties are rural. Lima serves as a regional service hub for the people in these rural counties. Thus, Lima is where many rural clients would look to find a program like Hope Visitation and Exchange Center.

General population: The targeted populations of this program, Hope Visitation and Exchange Center, include the parents of Allen County and surrounding rural counties, who need a safe, neutral place to drop-off and pick-up their children for exchange visitation or to visit a child or children with whom they are not living. The services of these two programs are open to all parents regardless of race, religion, ethnic origin, sexual orientation or marital status. Parents who have never been married as well as other relatives of the children use the program. This program has served married, separated, divorced and never married parents.

Demographics by race in Allen County published in the 2010 U.S. Census by The Allen Economic Development Group show that out of a total population of 106,331, 83.8% are Caucasian, 11.9% are African American, 2.4% are Hispanic and 0.8% are Asian/Pacific Islander. Of the surrounding counties which also use the program at the Center on occasion, Auglaize County, total population 45,949, shows Caucasian 97.8%, African American .3%, Hispanic 1.2%, other .5%; Hancock County, total population 74,782, shows Caucasian 93.4%, African American 1.5%, Hispanic 4.5%, other .6%; Hardin County, total population 32,058, shows Caucasian 96.7%, African American .8%, Hispanic 1.3%, other 1%, and Putnam County, total population 34,499, shows Caucasian 95.7%, African American .3%, Hispanic 5.5%.

Un-served populations.

All of the targeted populations were un-served prior to the opening of the program at Hope Visitation and Exchange Center because no safe, neutral and home-like place existed in Lima/Allen County and surrounding counties where parents could visit their children in a safe, supervised setting. These exchanges and visits had been carried out in homes, in police stations, sheriff departments, libraries, schools and fast food restaurant parking lots. Often there is a conflict between parents and chance for abuse is present. The Center programs offer a safe, neutral alternative where parents need not confront one another and where the child is protected from the stress associated with the parent's conflict.

Outreach to unwed and teen parents. In 2010, the Ohio Department of Health reported 668 out-of-wedlock births in Allen County. The 2010 statistics from the Allen County Department of health show a total of 153 babies born to teenagers. Hope Visitation and Exchange Center will obtain the status of the program participants at intake. In 2011, 25 unwed mothers and their children's fathers were served. The number of target subpopulations who are served during the grant period will be reported to the Allen county CSEA in the summary report.

Pamphlets and the periodical newsletter are provided to the professionals and agencies that most commonly provide services to these young parents

Many of the clients from the targeted populations have court orders mandating exchanges and visitations of children. All of the clients paying child support have court orders. At this time, 90% of the clients that utilize the program have court orders to pay child support.

Section 3.1 G - Provide a timeline for each component of the program displayed by SFY:

From October 1, 2012 until December, 2014, which it is understood as being the grant term.

Section 3.1 H – Provide a description of the roles and duties of any partners:

Already outlined in Tab 2.

Section 3.1 I - Establish a status -- reporting procedure for reporting work completed:

Already outlined in Tab 2.

Section 3.1 J Provide a detailed description on how specific data on each component of the program(s) will be collected, maintained and reported to ODJFS.

Intake information collection.

During the intake process, basic demographic and programmatic data are collected, including the following:

- Program/services needed.
- Referral Source (self, court, IV-D, etc.)
- Participant Information (father, mother, grandparent, etc.)
- Marital Status,
- Race/Ethnicity, and
- Income
- Status of support payments three months prior to intake, and
- Regularity of visitation three months prior to intake

Service registration. Each time a parent utilizes a Hope Visitation and Exchange Center service, the parent signs in with their name, the date, and time. Project staff transfer this information to the service database to track the services received by the individual participants and to create aggregate service data. Monthly reports of aggregate services provided are provided to the Allen County CSEA.

Security incident Reports. Security staff document any incident requiring intervention on their part in an incident report at the time of the occurrence. This information, too is entered in the individual participant's record and the cumulative data base for aggregate reporting and analysis.

Outcome data. The status of support payments and regularity of visitation for the three months preceding program participation will be ascertained at intake. Every quarter, the status of support payments and the frequency of visitation will be averaged for program participants by the Allen County CSEA program officer. Other Outcome data involving the courts will sought regarding new domestic court filings, new requests for issuance of restraining orders, new domestic violence charges or other relevant involvement with the criminal justice system.

Section 3.1 K – Identify and describe the technical approach and work plan of the proposed programs:

Already outlined in Tab 2.

Section 3.1 L – Provide a narrative clearly describing when an access and visitation is terminated:

Already outlined in Tab 2.

Section 3.1 M – Explain and demonstrate how they plan to measure parenting times as it relates to implementing access and visitation services.

Already outlined in Tab 2 and above in section 3.1 J. As far as increasing/decreasing visitation, this may be included in the court orders received at intake, otherwise it is usually self-reported and then confirmed by staff either with the Courts, Attorneys or others.

Section 3.1 N – Provide a narrative of details how applicant will obtain additional resources:

Hope Visitation and Exchange Center (HOPE) has the following fundraisers to earn additional money. Furthermore, Hope continues to pursue grants that are available from local businesses such as the Husky Refinery and other sources of funds. Hope is also supported by local churches through various donations and including the use of the current facility at little to no cost.

*Mom to Mom Sale/Chicken Dinner (May)

*Bowling Event (Sept.)

*Rays Receipts (on-going)

Hope continues to pursue various sources for funds including solicitation of current clients and on-going supporters; grant application submitted to United Way and other various request for funds.

Section 3.1 O – Explain the process that will be used to track those items necessary for reporting per Appendix B:

Already outlined in Tab 2.

Section 3.1 P - Prepare a Budget Summary:

Already outlined in Tab 4

SECTION: 3.3 (continued)

All applications must specify a schedule for program reports, and provides summaries of the proposed contents and purpose of each

Access/Visitation Project

Program Reports	Summary Description	Purpose	Schedule
Ohio Children's Access And Visitation Coalition Statistical Report	Monthly report of Supervised visit hours And number of exchanges	Captures the units of Service provided	Monthly
Local Service Provider Report	Details number of Service units provided By service type	Document units of Service	Monthly
Balance Sheet	Listing of monthly Project expenses & Income	Identify & justify grant Drawdown request	Monthly
Summary Service Sheet	Provides summary of Service units & hrs Provided by service type by month & staff Type	Summarize total units of service & hours by Service type, month & Staff type; total Incidents, Child Protection Agency Reports	Monthly; Annually
Residential/Visiting Party Intake Information	Record of identifying And background Information of clients, Including case history; Relationship history; Demographic Characteristics	To provide back-ground demographics; contact Information; referral Basis; identification Information	At client Intake
Communication Log	Records date, time, Activities, incident or ACSO report	To track all daily client Activity while at Hope V&EC	At each client visit to Hope V&EC
Incident Report	Details of any security Incident	Document actions of all Parties in any security Incident	Immediately following any security incident/action
ACSEA Report to ODJFS	Local Service Provider Information tally, Status Of Child Support Payments for clients, & Grant draw downs	Monitors grant agreement performance Aggregates Local Service Provider Information, Status of Child Support Payments, & Grant draw downs	Quarterly

TIME TABLE by SFY-Components of Work

Deliverables	Duration	Management Person	Staff Hours	Percent Of Time
Schedule Intakes	Ongoing as Needed	Director	2 hours per month	2.5%
Conduct Intakes & take photos	Ongoing	Director	16 hours per month	20.0%
Collect Court Orders and/or Child Support Orders	Ongoing	Director Manager	4 hrs per mo. 4hrs per mo.	5.0% 5.0%
Schedule new clients into the program	Ongoing	Director Manager Assistant	1 hour per mo. 1 hour per mo 1 hour per mo	1.25% 1.25% 1.25
Schedule Volunteers	Ongoing	Director Manager	2 hrs. per mo 2 hrs per mo.	2.5% 2.5%
Deputy checks IDS and signs clients in and out. May take pictures of new clients	Ongoing	Deputy on duty	15 min. per client	
Deputy checks to see when non-custodial parent and/or child has left	Ongoing	Deputy on duty	15 min. per client	
Deputy fills out communication log detailing what has happened during shift	Ongoing	Deputy on duty	15-30 min. per shift	
Deputy monitors TV monitor and makes rounds inside and out of building	Ongoing	Deputy on duty		
Scheduling of Deputies	Monthly	Head Deputy	3-4hrs per mo.	
Monitoring of Visitation	Ongoing	Volunteers	3-6 hours	
Preparing room, filling out reports after visit	Ongoing	Volunteers	1 hour per visit	
Fundraising and marketing	Ongoing	Volunteers		
Office work, answer phones, file, thank you notes	Ongoing	Volunteers	20 hrs. per mo.	
Meeting with other social services organizations and partnerships	Ongoing	Director	6 hrs per mo.	7.5%
Public Relations & Marketing	Ongoing	Director	8 hrs per mo.	10.0%

Deliverables	Duration	Management Person	Staff Hours	Percent Of Time
Checks Internet for Grants	Ongoing	Director	2 hrs per mo.	2.5%
Writes Policies & Procedures	As needed	Director	2 hrs per mo.	2.5%
Provide Testimony in Court	As needed	Director	1 hr per mo.	1.25%
Preparation of Grant responses	Ongoing/As needed	Director	8 hrs per mo.	10.00%
Fundraiser Planning	Ongoing	Director	4 hrs per mo.	5.0%
Documentation and Data gathering	Ongoing	Director Manager	12 hrs per mo. 37 hrs per mo.	15.0% 46.25%
Assessments and reports for Courts, Agencies and other organizations	Ongoing	Director	2 hrs per mo.	2.5%
Reports and data entering for reports to CSEA	Ongoing	Director Manager	6 hrs per mo. 6 hrs per mo.	7.5% 7.5%
Contact with other social service agencies	Ongoing	Director	4 hrs per mo.	5.0%
Training	1 time per year	All	10 hrs per yr.	
Preparation of Newsletter	Quarterly	Director	5 hrs per qtr.	6.25%
Mailing Newsletter	Quarterly	Volunteer	2 hrs per qtr	
Consulting with families who have concerns about visits or billing	As needed	Director	3 hrs per mo.	3.75%
Attend Conferences	As needed	Director	4 hrs per mo.	5.0%
Assistance with monitoring	As needed	Director Manager Assistant		

<u>Deliverable/Activity</u>	<u>Duration</u>
<ul style="list-style-type: none"> <u>Program Related Administration Activities</u> 	
Monthly Board Meeting & Preparation of Minutes	4 hrs
Monthly Finance Mtg. with CSEA/Accountant	1.5 hrs.
Quarterly/as needed- Mtg. with Common Pleas	1 hr. per
Court Judge & Juvenile Court staff to maintain Relations and procedures	Meeting
Quarterly/as needed-Recruiting new volunteers	8 hrs./month
Quarterly/as needed – Training new volunteers	
Quarterly Preparation & mailing of Newsletter	4 hrs. over
	Quarter
Quarterly Calendar of fundraising activities (Planning & logistical preparation occurs in the Preceding quarter of each activity)	40-60 hrs. per activity
<ul style="list-style-type: none"> *Mom to Mom Sale/Chicken Dinner (May) *Bowling Event (Sept.) *Rays Receipts (on-going) 	
As needed - Court Appearances	4 hrs. per
Quarterly & As needed – Documentation, Assessments, & reports to court attorneys, Coalition of Ohio Visitation & Exchange Centers And ACCSEA	1 hr. per day
As needed-Recruiting new Board Members (at least annually)	4 hrs. quarterly
Training new Board Members	2 hrs. annually (min.)
As needed - Recruiting & Training Security Staff	4 hrs. quarterly
	Average
As needed-Conference attendance	1-2 days per conference

Deliverables/Activities (continued)

Duration

- Daily Update Client Information Database
- Daily Scheduling client, security, staff and volunteers
- Daily Monitoring Staff members
- Daily Monitoring Volunteers
- Daily Monitoring Security
- Weekly public relations and marketing to clubs and Churches for volunteers and fiscal support
- Weekly speaking engagements; attendance at public functions



	SFY 12	SFY 13	SFY 14	SFY 15	
	October 1 - June 12	July 12 - June 13	July 13 - June 14	July 14 - December 14	Total
Personnel	20,320.00	41,721.00	44,220.00	19,530.00	125,791.00
Fringe Benefits	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies	510.00	1,230.00	1,300.00	570.00	3,610.00
Contractual	19,920.00	34,260.00	36,310.00	16,030.00	106,520.00
Other (Define)	5,550.00	9,960.00	10,550.00	4,650.00	30,710.00
TOTAL	46,300.00	87,171.00	92,380.00	40,780.00	266,631.00
EXPENSES:					
In-Kind	4,800.00	7,200.00	7,200.00	3,600.00	
Contribution					22,800.00
Grant Amount	41,500.00	79,971.00	85,180.00	37,180.00	
Requested					243,831.00

Hope Visitation and Exchange Center, Inc.
Budget Projection - Base Year
 October 1, 2011 through June 30, 2012

Oct. 11 - June 12

Ordinary Income/Expense	
Income	
3001 · Revenue - Grants	\$1,500
3002 · Maumee Valley Grant	1,000
3001 · Revenue - Grants - Other	<u>1,000</u>
Total 3001 · Revenue - Grants	\$2,500
3100 · Revenue - Donations	3,610
3400 · Revenue - Fees	
3401 · Intake Fees	\$590
3402 · Exchange Fees	2,020
3403 · Visitation Fees	1,910
3400 · Revenue - Fees - Other	<u>370</u>
Total 3400 · Revenue - Fees	4,890
3420 · Fund Raising	\$0
3500 · Interest Income	<u>0</u>
3600 · Other Income	1,040
Total Income	<u>\$12,040</u>
Cost of Goods Sold	
5001 · Wages - Director	\$3,820
5002 · Wages - Assistant Director	4,650
5101 · Security	16,690
5200 · Insurance - Business	2,280
5400 · Marketing	250
6600 · Utilities (P)	
6601 · Trash Disposal (P)	40
6602 · Telephone (P)	1,090
6603 · Gas (P)	270
6604 · Electric (P)	200
6605 · Water (P)	<u>50</u>
Total 6600 · Utilities (P)	1,650
Total COGS	\$29,340
Gross Profit	(\$17,300)

"For Internal Use Only"

Hope Visitation and Exchange Center, Inc.
Budget Projection - Base Year
 October 1, 2011 through June 30, 2012

	Oct. 11 - June 12
Expense	
5000 · Wages	
5003 · Wages - Office Assistants	\$10,450
5000 · Wages	
Total 5000 · Wages	\$10,450
5050 · Payroll Taxes	
5051 · FICA	\$1,230
5052 · Workmans' Compensation	170
Total 5050 · Payroll Taxes	1,400
5105 · Legal and Accounting	3,230
5300 · Dues and Memberships	90
5501 · Office Supplies	510
6400 · Bank Service Charges	20
6500 · Utilities	
6501 · Trash Disposal	50
6502 · Telephone	430
6503 · Gas	310
6504 · Electric	210
6505 · Water	50
Total 6500 · Utilities	1,050
6700 · Repairs and Maintenance	210
Total Expense	\$16,960
Net Ordinary Income	(\$34,260)
Other Income/Expense	
Other Income	
3118 · Revenue - Unrestricted CSEA	\$21,970
3300 · Revenue - Fundraisers	
3303 · Rays Receipts	\$100
3300 · Revenue - Fundraisers - Other	90
Total 3300 · Revenue - Fundraisers	\$190
3501 · Interest - Building Fund	0
Total Other Income	\$22,160
Net Other Income	\$22,160
Net Income	(\$12,100)

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Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2012 through June 30, 2013

	2012 Base	July, 2012 - June, 2013
Ordinary Income/Expense		
Income		
3001 · Revenue - Grants		
3002 · Maunne Valley Grant	\$2,250	\$2,385
3001 · Revenue - Grants - Other	1,500	1,590
Total 3001 · Revenue - Grants	\$3,750	\$4,000
3100 · Revenue - Donations		
3400 · Revenue - Fees		
3401 · Intake Fees	\$890	\$940
3402 · Exchange Fees	3,030	3,210
3403 · Visitation Fees	2,860	3,030
3400 · Revenue - Fees - Other	560	600
Total 3400 · Revenue - Fees	7,340	7,780
3420 · Fund Raising	\$0	\$0
3500 · Interest Income	0	0
3600 · Other Income	1,560	1,650
Total Income	\$20,770	\$22,040
Cost of Goods Sold		
5001 · Wages - Director	\$5,730	\$6,070
5002 · Wages - Assistant Director	6,980	7,400
5101 · Security	25,040	26,540
5200 · Insurance - Business	3,420	3,630
5400 · Marketing	380	400
6600 · Utilities (P)		
6601 · Trash Disposal (P)	80	60
6602 · Telephone (P)	1,640	1,740
6603 · Gas (P)	410	440
6604 · Electric (P)	300	320
6605 · Water (P)	80	90
Total 6600 · Utilities (P)	2,490	2,650
Total COGS	\$44,040	\$46,690
Gross Profit	(\$33,270)	(\$24,650)

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Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2012 through June 30, 2013

	2012 Base	July, 2012 - June, 2013
Expense		
5000 · Wages	\$23,510	\$24,920
5003 · Wages - Office Assistants	\$23,510	\$24,920
Total 5000 · Wages	\$23,510	\$24,920
5050 · Payroll Taxes		
5051 · FICA	\$2,770	\$2,940
5052 · Workmans' Compensation	370	390
Total 5050 · Payroll Taxes	3,140	3,330
5105 · Legal and Accounting		
5300 · Dues and Memberships	7,280	7,720
5501 · Office Supplies	190	200
6400 · Bank Service Charges	1,160	1,230
6500 · Utilities	50	50
6501 · Trash Disposal	100	110
6502 · Telephone	970	1,030
6503 · Gas	700	740
6504 · Electric	480	510
6505 · Water	120	130
Total 6500 · Utilities	2,370	2,520
6700 · Repairs and Maintenance	480	510
Total Expense	\$38,180	\$40,480
Net Ordinary Income	(\$61,450)	(\$65,140)
Other Income/Expense		
Other Income		
3118 · Revenue - Unrestricted CSEA	\$49,430	\$52,400
3300 · Revenue - Fundraisers	\$220	\$230
3303 · Rays Receipts	200	210
3300 · Revenue - Fundraisers - Other	\$420	\$440
Total 3300 · Revenue - Fundraisers	\$420	\$440
3501 · Interest - Building Fund	0	0
Total Other Income	\$49,850	\$52,840
Net Other Income	\$49,850	\$52,840
Net Income	(\$11,600)	(\$12,300)

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Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2013 through June 30, 2014

	Year 2 Base	July, 2013 - June, 2014
Ordinary Income/Expense		
Income		
3001 · Revenue - Grants		
3002 · Maumee Valley Grant	\$2,385	\$2,530
3001 · Revenue - Grants - Other	1,580	1,690
Total 3001 · Revenue - Grants	\$4,000	\$4,220
3100 · Revenue - Donations		
3400 · Revenue - Fees		
3401 · Intake Fees	\$940	\$1,000
3402 · Exchange Fees	3,210	3,400
3403 · Visitation Fees	3,030	3,210
3400 · Revenue - Fees - Other	600	640
Total 3400 · Revenue - Fees	7,780	8,250
3420 · Fund Raising	\$0	\$0
3500 · Interest Income	0	0
3600 · Other Income	1,650	1,750
Total Income	\$22,040	\$23,350
Cost of Goods Sold		
5001 · Wages - Director	\$6,070	\$6,430
5002 · Wages - Assistant Director	7,400	7,840
5101 · Security	26,540	28,130
5200 · Insurance - Business	3,630	3,850
5400 · Marketing	400	420
6600 · Utilities (P)		
6601 · Trash Disposal (P)	60	60
6602 · Telephone (P)	1,740	1,840
6603 · Gas (P)	440	470
6604 · Electric (P)	320	340
6605 · Water (P)	90	100
Total 6600 · Utilities (P)	2,650	2,810
Total COGS	\$46,690	\$49,480
Gross Profit	(\$24,650)	(\$26,130)

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Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2013 through June 30, 2014

	Year 2 Base	July, 2013 - June, 2014
Expense		
5000 · Wages	\$24,920	\$26,420
5003 · Wages - Office Assistants	\$24,920	\$26,420
Total 5000 · Wages	\$24,920	\$26,420
5050 · Payroll Taxes		
5051 · FICA	\$2,940	\$3,120
5052 · Workmans' Compensation	390	410
Total 5050 · Payroll Taxes	3,330	3,530
5105 · Legal and Accounting	7,720	8,180
5300 · Dues and Memberships	200	210
5501 · Office Supplies	1,230	1,300
6400 · Bank Service Charges	50	50
6500 · Utilities		
6501 · Trash Disposal	110	120
6502 · Telephone	1,030	1,090
6503 · Gas	740	780
6504 · Electric	510	540
6505 · Water	130	140
Total 6500 · UTILITIES	2,520	2,670
6700 · Repairs and Maintenance	510	540
Total Expense	\$40,480	\$42,900
Net Ordinary Income	(\$58,140)	(\$68,140)
Other Income/Expense		
Other Income		
3118 · Revenue - Unrestricted CSEA	\$52,400	\$55,540
3300 · Revenue - Fundraisers	\$230	\$240
3303 · Rays Receipts	210	220
3306 · Revenue - Fundraisers - Other	\$440	\$470
Total 3300 · Revenue - Fundraisers	\$880	\$960
3501 · Interest - Building Fund	0	0
Total Other Income	\$52,840	\$56,010
Net Other Income	\$52,840	\$56,010
Net Income	(\$12,300)	(\$9,130)

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Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2014 through December, 2014

Year 3 Base July, 2014 - December, 2014

Ordinary Income/Expense			
Income			
3001 · Revenue - Grants	\$2,530		\$1,120
3002 · Maunee Valley Grant			
3001 · Revenue - Grants - Other	1,690		750
Total 3001 · Revenue - Grants	\$4,220		\$1,870
3100 · Revenue - Donations			
3400 · Revenue - Fees		9,130	4,030
3401 · Intake Fees	\$1,000		\$440
3402 · Exchange Fees	3,400		1,500
3403 · Visitation Fees	3,210		1,420
3400 · Revenue - Fees - Other	640		280
Total 3400 · Revenue - Fees	8,250		3,640
3420 · Fund Raising	\$0		\$0
3500 · Interest Income	0		0
3600 · Other Income	1,750		770
Total Income	\$23,350		\$10,310
Cost of Goods Sold			
5001 · Wages - Director	\$6,430		\$2,840
5002 · Wages - Assistant Director	7,640		3,460
5101 · Security	28,130		12,420
5200 · Insurance - Business	3,850		1,700
5400 · Marketing	420		190
6606 · Utilities (P)			
6601 · Trash Disposal (P)	60		30
6602 · Telephone (P)	1,840		810
6603 · Gas (P)	470		210
6604 · Electric (P)	340		150
6605 · Water (P)	100		40
Total 6600 · Utilities (P)	2,810		1,240
Total COGS	\$49,480		\$21,850
Gross Profit	(\$26,130)		(\$11,540)

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Hope Visitation and Exchange Center, Inc.
Budget Projection
 July 1, 2014 through December, 2014

		Year 3 Base	July, 2014 -	December, 2014
Expense				
5000 · Wages		\$26,420		\$11,670
5003 · Wages - Office Assistants				
Total 5000 · Wages		\$26,420		\$11,670
5050 · Payroll Taxes				
5051 · FICA		\$3,120		\$1,380
5052 · Workmans' Compensation		410		180
Total 5050 · Payroll Taxes		3,530		1,560
5105 · Legal and Accounting			8,180	3,610
5300 · Dues and Memberships			210	90
5501 · Office Supplies			1,300	570
6400 · Bank Service Charges			50	20
6500 · Utilities				
6501 · Trash Disposal		120		50
6502 · Telephone		1,090		480
6503 · Gas		780		340
6504 · Electric		540		240
6505 · Water		140		60
Total 6500 · Utilities		2,670		1,170
6700 · Repairs and Maintenance			540	240
Total Expense		\$42,900		\$18,930
Net Ordinary Income			(\$89,030)	(\$30,470)
Other Income/Expense				
Other Income				
3118 · Revenue - Unrestricted CSEA			\$55,540	\$24,530
3300 · Revenue - Fundraisers				
3303 · Rays Receipts		\$240		\$110
3300 · Revenue - Fundraisers - Other		220		100
Total 3300 · Revenue - Fundraisers		\$470		\$210
3501 · Interest - Building Fund			0	0
Total Other Income			\$56,010	\$24,740
Net Other Income			\$56,010	\$24,740
Net Income			(\$19,020)	(\$6,730)

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APPENDIX C

JFS-R-1213-09-0832

Certification of In-Kind Requirement

Date: June 11, 2012

Submitted by: Lisa Merkle, Director

CSEA: Allen County

The Allen County CSEA has reviewed the attached section of OMB circular A-110 (A87) that defines third party in-kind contribution. Since our agency is submitting an application in response to ODJFS' RFGA for access/visitation, we are certifying that the in-kind contribution meets the necessary criteria as demonstrated in A-110 (A87).

The in-kind contribution, which must be at least 10% match is categorized as:

<u> </u> X <u> </u>	Cash
<u> </u> X <u> </u>	Real Property
<u> </u>	Equipment supplied
<u> </u>	Expendable property
<u> </u>	Goods and services

The total value of the in-kind contribution during EACH YEAR of the project is SFY 12 \$4,800; SFY 13 \$7,200; SFY 14 \$7,200; SFY 15 \$3,600. A description of the in-kind contribution is fees for services provided and cost of the rental property waived by the Church.

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)

Hope Visitation and Exchange Center

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership Exempt payee
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶

Exempt payee

Address (number, street, and apt. or suite no.)

1132 W. Market Street

Requester's name and address (optional)

City, state, and ZIP code

Lima, Ohio 45905

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Social security number

OR

Employer identification number
34 1853151

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶

Janice L. Parvitz

Date ▶ **12 19 08**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

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ATTACHMENT C
RFGA#: JFS-R-1213-09-8032
Grant Application Score Sheet

Applicant: Allen County

PHASE I: Initial Qualifying Criteria

The application must meet all of the following Phase I application acceptance criteria in order to be considered for further evaluation. Any application receiving a "no" response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM	APPLICATION ACCEPTANCE CRITERIA	RFGA Section Reference	YES	NO
1.	The applicant included at least one of the four program components: Court-ordered or voluntary mediation; Neutral drop-off and pick-up; Supervised visitation; Parenting class.	Sec., 2.1, 1	X	
2.	The applicant clearly defined how the agency will ensure the safety of program participants while services are being provided.	2.1, 2	X	
3	The application was submitted to ODJFS by the local CSEA and is identified as the lead agency.	Sec., 2.1, 3	X	
4	The applicant has included written policies and procedures for the required minimum security measures.	Sec., 3.1	X	
5	Was the application received at the specified location by the deadline as specified in the RFP?	1.6 2.1, 4 5.1	X	
6	The applications must explain any existing or pending county partnerships with private or other public agencies which will be involved in any facet of the proposed program. The roles and responsibilities of the various partners in the proposed activities must be clearly described.	2.1	X	

PHASE II: Criteria for Scoring of Technical Application

Qualifying technical applications will be collectively scored by an Application Review Team (ART) appointed by ODJFS, Office of Child Support. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical application exceeds, meets, partially meets or does not meet the requirements expressed in the RFGA, and assign the appropriate point value, as follows:

0	6	8	10
Does Not Meet Requirement	Partially Meets Requirement	Meets Requirement	Exceeds Requirements

A technical application total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying application. Technical applications which do not meet or exceed a total score of at least **432 points** (indicating an application that demonstrates adequate ability to perform contractual duties) out of a maximum of **513 points** will be disqualified from further consideration. Only those applicants whose technical applications meet or exceed the minimum required technical points will advance for consideration for the award of the grant.

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
APPLICANT QUALIFICATIONS							
1	The applicant has described the partnerships' roles and functions (for the CSEA and each individual partner organization), which includes facts such as the project roles of each organization, which partner will provide services, whether the partner organizations have collaborated with the CSEA on this or similar projects in the past, how project implementation will be staffed, and how those staff members qualify to meet the RFGA objectives	3	Sec. 2.2			24	

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
ORGANIZATIONAL EXPERIENCE AND CAPABILITIES							
2	The applicant has described the organizational background of the Direct Services Provider. Provide such information as the size of the agency, its history in that or other geographic areas, its charter, its length of time providing access/visitation or related services, its administrative structure, etc.	1	Sec. 2.2, A., 1.			8	
3	The applicant has provided a narrative description of the Direct Services Provider's history and credential in providing access/visitation services or other human services involving supervised intervention, dispute resolution, parenting instruction, or other similar project goals.	1	Sec. 2.2, A., 2.			8	
4	The applicant has provided a organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned to this project. NOTE: Applicant must have someone with an accounting degree or accounting experience with federal grants devoted to this project.	3	Sec., 3.2, D			24	
KEY STAFF EXPERIENCE AND CAPABILITIES							
5	The applicant has identified, by position and by name, those staff they consider key to the project's success (at minimum, key staff identified must include the direct service provider's project manager and/or a project lead/program manager at the CSEA).	3	Sec. 2.2, B., 1.			24	
6	The applicant has included resume(s)/CV of key staff expected to work on the project.	1	Sec. 2.2, B., 2.			8	
7	The applicant has assigned staff to teach parenting classes must be degreed in education or a related field, and must demonstrate experience in designing and/or presenting adult educational programs such as parenting classes. Mediators must possess a related certification, license or degree.	1	Sec. 2.2, B., 3.		6		
8	The staff accountant must have an accounting degree or accounting experience with federal grants.	1	Sec. 2.2, B., 4			8	
OBJECTIVES OF PROJECT WORK							
9	The applicant has provided a security plan with written policies and procedures which describe how security equipment will be used to monitor program participants.	3	Sec. 3.1, A, B and C			24	
10	The applicant has described the key goals and objectives of the project activity providing a comprehensive and detailed description of each outcome to be achieved within each component of the program indicating the type of change targeted.	3	Sec. 3.1, D			24	
11	The applicant provided a comprehensive and detailed description of each component of the activities that will be furnished to the target population(s) that is, for mediation services, a description of who will provide services, defines the partnerships, etc.: for neutral drop-off and pick-up services, a description of who will operate the site. Where the site will be located, what type of security will be provided, etc.: for supervised visitation services, a description of who will operate the program site, where it will be located, what type of security will be provided etc.: for parenting classes, a description of who will teach the class, where classes will be offered, range of topics, etc.	3	Sec., 3.1, E			24	
12	The applicant has described in detail the target populations that include: information about the type and number of individuals being served or potentially to be served. Are the participants married, separated, divorced, or never married?	2	Sec., 3.1 F			16	
13	The applicant describes the geographic location of the participants that are being served; urban or rural and does the participant have a child support order.	2	Sec., 3.1, F			16	

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
14	The applicant provided a time line for each component of the program displayed by SFY focusing on which individual activities will be performed and/or services provided and their expected duration.	2	Sec., 3.1, G		12		
15	The applicant provided a comprehensive and detailed description of the roles and duties of any partners who will participate in the program, including, a description of the manner in which these partnerships will be established (by contract, cooperative agreement, etc.).	2	Sec., 3.1, H			16	
16	The applicant described in detail the manner of payment, if any, to the listed partners.	2	Sec., 3.1, H			16	
17	The applicant has established a status-reporting procedure for reporting work completed and resolution of unanticipated problems.	2	Sec., 3.1, I			16	
18	The applicant has provided a detailed description on how specific data on each component of the program(s) will be collected, maintained and reported quarterly to ODJFS.	2	Sec., 3.1, J			16	
19	The applicant has identified and described the technical approach and work plan of the proposed programs deliverables/activities that are to be implemented and discussed in detail how those deliverables will be accomplished.	3	Sec., 3.1, K			24	
20	The applicant has provided a narrative clearly describing when an access and visitation service is terminated and described the procedures that will be taken to terminate a participant from the program who no longer uses any of the access/visitation services.	1	Sec., 3.1, L	0			
21	The applicant has provided a narrative describing how they plan to measure parenting times as it relates to implementing access and visitation services that include methods and tools to be used to measure if the non-custodial parenting time has increased.	3	Sec., 3.1, M		18		
22	The applicant provided a narrative that describes in detail how the applicant will obtain additional financial resources, or already has obtained additional funding from the local community.	3	Sec., 3.1, N			24	
23	The applicant has provided a narrative detailing how child support collections will be tracked and recorded for all noncustodial parents who are ordered to pay child support, and participate in the access/visitation program.	2	Sec., 3.1, O		12		
24	The applicant has provided an explanation for the process that will be used to obtain the amount of child support obligation due and the amount collected three months prior to the noncustodial parent beginning the access/visitation program, and the child support obligation due and the amount collected three months after the noncustodial parent leaves the program.	2	Sec., 3.1, O		12		
25	The applicant has provided a budget summary for the access/visitation services proposed, which is for a minimum of \$45,000 per year and clearly indicates a minimum of 10% cash or in-kind match.	3	Sec., 3.1, P			24	
Column Subtotal of "Does Not Meet" points							
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
GRAND TOTAL SCORE							

Based upon the Grand Total Technical Score earned, does the application proceed for consideration for award of the grant? (Applicant's Grand Total Technical Score must be at least 432 points.)

Yes _____ No _____ (If "No," the application will not be considered for award of the grant.)

If yes, has the applicant provided evidence of focusing on or including mediation or parenting education? If there is not this focus, the application advances for consideration but the final technical score remains unchanged. If there is a focus on mediation or parenting education, the applicant's technical score is increased by ten (10) points for consideration.

PHASE II B.—Additional Consideration for focusing on or including mediation or parenting education?	Sec. 3.1	NO – Phase II A technical score unchanged	YES - Phase II A technical score plus 10 pts.
Has the applicant provided evidence of focusing on or including mediation or parenting education?			
GRAND TOTAL SCORE [Phase II A. + Phase II B. score]:			

Allen County

Date

7-11-12

1. meets
2. meets
3. meets
4. meets
5. meets
6. meets
7. partially meets - not enough detail
8. meets
9. meets
10. meets
11. meets
12. meets
13. meets
14. partially meets - not explained by Fiscal Year
15. meets
16. meets
17. meets
18. meets
19. meets
20. does not meet - not addressed
21. partially meets - not enough detail on measuring visitation ^{From}
22. meets
23. partially meets - not enough detail
24. partially meets - not enough detail
25. meets