

CONTRACT  
ENCUMBRANCE NO. CE1000249-01

REQUISITION NO. RQ14822



CONTRACT

FOR  
Operation of a Neighborhood Reentry Resource Center

---

---

TIME PERIOD: February 1, 2010 – January 31, 2012

---

CONTRACTOR: Oriana House, Inc.

FEDERAL ID - 34-1334919

ADDRESS: 885 East Buchtel Avenue PO Box 1501  
Akron, Ohio 44309-2233

CONTRACT PRICE: \$287,000.00

CONTRACT  
ENCUMBRANCE NO.                      **CE1000249-01**

INDEX CODE	HS749069
OBJECT CODE	0278
USER CODE	HO0000
GRANT/DETAIL	
PROJECT/DETAIL	

CUYAHOGA COUNTY, OHIO

With

Oriana House, Inc.

---

FOR  
Operation of Neighborhood Reentry Resource Center

---

---

Time Period:                      February 1, 2010 – January 31, 2012

---

---

Contact Person: James Lawrence, CEO  
Telephone: 330-535-8116

---

I hereby certify that the money required for the County's proportion of this Contract in the sum of \$287,000.00 is in the Treasury to the credit of the fund from which it is to be drawn, or has been levied and placed on the duplicate, and in process of collection and not appropriated for any other purpose.

**County Auditor**  
**By Deputy County Auditor**

---

I hereby approve of the legal form and correctness of the within contract.

**County Prosecutor William D. Mason**  
**by Assistant Prosecuting Attorney**

---

Date Approved    04/05/2011

## AMENDMENT

This Amendatory Contract made this 31 day of January, 2011 is to amend Contract No. CE1000249-01 entered into by and between Cuyahoga County, Ohio on behalf of the Cuyahoga County Office of Reentry (the "County") and Oriana House, Inc. a not-for-profit, with principal offices located at 885 East Buchtel Avenue, Akron, OH 44309 (the "Provider").

WHEREAS, the parties have mutually agreed that changes are necessary to the contract as follows:

1. That the reason for this amendment is to extend the time period, change the scope of services; and to increase the contract amount.
2. The Contract period shall be extended from February 1, 2011 to January 31, 2012.
3. That the effective date for the change in terms of service is February 1, 2011.
4. During the term of this Contract Amendment, Oriana House, Inc. shall continue to provide the services outlined in the original contract and any subsequent amendments approved by the County and will provide services as outlined in Appendices "A", "B" and "C" attached hereto.
5. The amount of the contract shall be increased by \$287,000.00 bringing the total contract to an amount not-to-exceed \$574,000.00. Such increase reflects the extension of time of this contract.

All other terms and conditions of the original contract, which are not expressly modified herein, shall remain in full force and effect.

BY ENTERING INTO THIS AMENDMENT TO CONTRACT I AGREE ON BEHALF OF THE CONTRACTING OR SUBMITTING BUSINESS ENTITY, ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, SUBGRANTEES, AGENTS OR ASSIGNS, TO CONDUCT THIS TRANSACTION BY ELECTRONIC MEANS BY AGREEING THAT ALL DOCUMENTS REQUIRING COUNTY SIGNATURES MAY BE EXECUTED BY ELECTRONIC MEANS, AND THAT THE ELECTRONIC SIGNATURES AFFIXED BY THE COUNTY TO SAID DOCUMENTS SHALL HAVE THE SAME LEGAL EFFECT AS IF THAT SIGNATURE WAS MANUALLY AFFIXED TO A PAPER VERSION OF THE DOCUMENT. I ALSO AGREE ON BEHALF OF THE AFOREMENTIONED ENTITIES AND PERSONS, TO BE BOUND BY THE PROVISIONS OF CHAPTERS 304 AND 1306 OF THE OHIO REVISED CODE AS THEY PERTAIN TO ELECTRONIC TRANSACTIONS, AND TO COMPLY WITH THE ELECTRONIC SIGNATURE POLICY OF CUYAHOGA COUNTY.

IN WITNESS WHEREOF, the County and the Provider have entered into this amendment  
this 31 day of JANUARY, 2011.

ORIANA HOUSE, INC.

BY: James J. Lawrence Pres CEO, FID  
James Lawrence, CEO

CUYAHOGA COUNTY, OHIO:

By: EG  
Edward FitzGerald, County Executive

## APPENDIX A

### STATEMENT OF WORK (Agency)

The Agency agrees to enter into a contract with **Oriana House, Inc.**, hereinafter referred to as Provider, for the period from **February 1, 2011** to **January 31, 2012** to operate the North Star Neighborhood Reentry Resource Center (NRCC). This facility will provide include a welcome area and lounge, a library and reading room, a computer lab, classrooms and meeting rooms as described below for ex-offenders who have returned from prison or been convicted of a felony, as well as family members and friends of ex-offenders.

#### **I. Program Objectives**

The Provider will operate the NRCC for a minimum of 40 hours per week in order to provide a welcoming facility for reentrants and their families and provide information about services and opportunities available to reentrants. During the contract period, the Provider will recruit an additional 460 visitors to become members of the NRCC. At least 60% of visitors to the NRRC should report that they have learned more about NRRC resources and available services as a result of their visit to the NRRC.

#### **II. Program Activities and Definitions**

**Reception/Lounge** is a designated area in which **any visitor** will be welcomed and provided with information. Such are shall accommodate visitors who wish to relax and/or interact informally with other visitors and members of the NRRC.

A **calendar** of upcoming NRRC offerings shall be prepared on a monthly basis.

**The following services will be made available to those who become NRRC members:**

**Assessment** is the initial program activity conducted by a transition specialist in order to identify and address participant needs and barriers to successful reentry. The results of the assessment will be incorporated into the individualized case management.

**Individualized Case Management** includes both long and short-term measurable goals, steps to achieving these goals, and referrals to services that can assist the participant in achieving these goals.

**Weekly Computer Labs** will provide basic computer instruction to use e-mail, job search on-line, and the ability to complete an on-line application, and will include assistance with resume preparation.

**Bus Tickets and Cleveland Community Voice** Mailboxes will be made available to members of the NRCC on a case by case need basis as determined by and at the discretion of the Provider.

### **III. Program Outcomes and Reporting**

**Performance Outcomes** that will be used to measure program success include, but may not be limited to:

- Number of those who visit the NRCC
- Number of visitors who were formerly incarcerated
- Number of visitors who become members of the NRCC
- Percentage of visitors reporting that they have learned more about NRRC resources and available services as a result of their visit to the NRRC
- Percentage of visitors that report satisfaction with the NRCC
- Number of members of the NRCC that receive assessment and case management services
- Number of service providers offering programs/services at the NRRC
- Research that selects a specific cohort of NRRC members to study rates of recidivism.

**The Provider** must submit to the Agency a monthly report of usage of the NRRC and the service and program activities offered at the NRCC and quarterly and final reports of visitor evaluation of the NRRC.

### **IV. Additional Requirements**

**The Provider** must maintain case file documentation that, at a minimum, includes:

- Client/member demographic data including, but not limited to, member name, address, contact information, gender, age, marital status, length of sentence and release status (for those formerly incarcerated), and health (mental and physical) history.
- Assessment documentation including results of the assessment tests or tools.
- Case Management or Individual Service Plan with evidence (review dates and initials) the plan is periodically reviewed and updated with the participant.
- Individual program effectiveness data including, but not limited to, usefulness and satisfaction with services provided by the NRRC and its staff.

**The Provider** must maintain documentation that, at a minimum, includes:

- Aggregate client demographic data
- Aggregate services and linkage data
- Aggregate program effectiveness data

**The Provider** has established an advisory committee of 10-15 members that includes NRRC and neighborhood stakeholders. The Advisory Committee shall meet on a regular basis to ensure that the structure and operation of the NRRC successfully creates a community of support for all members. Additional committees will be established if deemed necessary by the Provider or the Agency.

**The Provider** must attend periodic briefing meetings to ensure continuity of service delivery and effective program management.

**The Provider** must maintain an accounting system and supporting fiscal records adequate to enable the Agency to audit and otherwise verify all payments made.

## APPENDIX B

### Oriana House, Incorporated Scope of Services

#### Key Program Activities

Oriana House will provide a standalone facility on E. 55<sup>th</sup> St. in Cleveland, OH that supports the scope of services to be offered and meets all building codes and regulations. It will operate and administer the facility as the North Star Neighborhood Reentry Resource Center for a minimum of 40 hours per calendar week.

Oriana House will publicize and market the existence of, and services offered at, the NRCC. The NRCC will provide a welcoming atmosphere for all visitors. The expectation, however, is that the majority of visitors and members will be formerly incarcerated or criminal justice involved persons. The NRCC will serve as a resource center to provide information to all who visit. It will seek to gather and disseminate information and printed material provided by as wide a range of service providers as possible. A library/reading room and computer lab will be available to members during all hours of operation. The NRCC will provide facilities for classes and meeting and will recruit a variety of service providers to offer programs to NRRC members at the facility.

#### Key Performance Benchmarks:

Performance Outcome	Benchmark	Measure
Operation of NRRC	40 hr/wk	Weekly log of hours of operation will be maintained.
Membership	460	Number of visitors that enroll as members
Increased knowledge about resources and services	60%	Client satisfaction survey question(s) to measure whether visitors have learned more about NRRC resources and available services as a result of their visit to the NRRC
Satisfaction with NRRC	75%	Client satisfaction survey question(s) to measure whether visitors are satisfied or very satisfied with their experiences at the NRRC
Recidivism	< 10%*	Percentage of members of an identified research cohort that recidivate during the contract period.
Meetings/classes offered at NRRC	125	Number of classes or meetings offered at NRRC to assist members

Clearly the Provider will be tracking and maintaining other information, however these are the key performance benchmarks used as program management tools for monitoring program success.

\*reduction in recidivism of people in identified research cohort that were released from state prison

APPENDIX C

BUDGET

The Agency agrees to pay the Provider for the costs described below to the degree they are determined to be fair and reasonable for the operation and administration of a Neighborhood Reentry Resource Center (NRRC) for an amount not to exceed **\$287,000.00**.

- I. The Agency agrees to reimburse the Provider for costs incurred for salaries and fringe benefits for the following positions in an amount not to exceed **\$172,207.00**.

Program Services Coordinator	\$ 35,360.00
Transition Specialist	\$ 29,120.00
Transition Specialist	\$ 29,120.00
Life Skills Instructor	\$ 15,080.00
Greeter/Receptionist	\$ 19,760.00
Research Assistant	\$ 1,344.00
<b>TOTAL SALARIES</b>	<b>\$129,784.00</b>
<b>TOTAL FRINGE BENEFITS</b>	<b>\$ 42,423.00</b>

- A. To receive reimbursement for these costs, the Provider must submit an invoice detailing the actual expenses incurred during the billing month with the appropriate supporting documentation.
- B. In order to meet the objectives of this program, the Agency agrees to allow for the shifting of dollars within this category as necessary without a formal amendment and without exceeding the approved contract amount. The Provider must submit this request in writing to the designated Contract Specialist for prior approval.
- II. The Agency agrees to reimburse the Provider for membership recruitment for an amount not to exceed **\$114,793.00**.
- A. To receive payment for membership recruitment, the Provider must submit an invoice, which details the number of participants who became members of the NRRC during the invoice period. Include the name and member identification number of those participants who have achieved this benchmark for each participant.
- B. Reimbursement for membership is **\$249.55** per participant not to exceed **460**.
- IV. The Provider agrees that the services being contracted for are not available from the provider on a non-reimbursable basis for less than the unit rate and that the level of service to formerly incarcerated recipients is guaranteed.

- V. The Provider understands that failure to comply with these provisions may result in Provider refunding any funds received from the Agency that were in violation of any provisions contained above.
- VI. For payment processing, an invoice must be submitted by the 15<sup>th</sup> of the month directly to:

Office of Reentry  
% Nancy Veley, Budget Officer  
310 W. Lakeside Avenue, Suite 750  
Cleveland, OH 44113-1069  
Phone: (216) 443-5900; Fax (216) 698-2184  
Email: [nveley@cuyahogacounty.us](mailto:nveley@cuyahogacounty.us)