

**CUYAHOGA COUNTY  
COURT OF COMMON PLEAS, JUVENILE COURT DIVISION  
COMMUNITY DIVERSION PROGRAM  
CITY OF CLEVELAND  
AGREEMENT**

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 2019 by and between the County of Cuyahoga, Ohio (hereinafter called the "COUNTY"), the Cuyahoga County Court of Common Pleas, Juvenile Court Division (hereinafter called the "COURT") and the **City of Cleveland**, a government entity, with principal offices located at 601 Lakeside Avenue, Cleveland, Ohio 44114 hereinafter called the "VENDOR").

WITNESSETH THAT:

WHEREAS, the COURT desires to engage the VENDOR'S services to develop and implement the Community Diversion Program (hereinafter called the "CDP"), or utilize another COURT-approved CDP to hear status, misdemeanor, or felony offense complaints that occur in the **City of Cleveland** or are committed elsewhere by **Cleveland** residents and the VENDOR can provide these services from March 1, 2020 to December 31, 2020.

NOW THEREFORE, the parties hereto do mutually agree as follows:

- I. TARGET POPULATION - The youth referred to the project shall be males and females, ages ten (10) to seventeen (17). These youth shall be residents of Cuyahoga County referred by the COURT'S Intervention Center Staff (hereinafter called the "YOUTH").
- II. DESCRIPTION OF SERVICES - The CDP shall implement effective diversion services with a focus on rehabilitation and accountability versus deterrence-based sanctions. Effective diversion services are responsive to preserving protective and prosocial factors for YOUTH. Diversion Techniques that have been proven through research to be ineffective or harmful to adolescent development such as scared straight, boot camps, prison site visits or other intimidation or punitive techniques are not permitted types of programming.
  - A. The VENDOR shall utilize funds to support CDP activities only. Such allowable expenditures include the following:
    1. Specialized diversion groups/services may include:
      - i. Online diversion program expense(s) provided under the supervision of the CDP;
      - ii. Skills building groups;
      - iii. Restorative Justice Programs; and
      - iv. Truancy Prevention/Intervention Programs.
    2. Reimbursement to staff time while engaging in CDP youth activities, such as:
      - i. Community Service;
      - ii. Hearings/family meeting;
      - iii. Family group conferencing;
      - iv. Mentoring youth;
      - v. Face to face follow up; and

vi. Phone call check in with youth, family, or community provider.

- B. The following items are excluded from allowable reimbursement activities:
1. Gift cards, cash or cash equivalents for volunteers, CDP staff, or contracted staff;
  2. Travel expenses or conference attendance; and
  3. Furniture or Office Equipment (eg: computers, printers, laptop, cell phones).

III. BUDGET - Funding for this AGREEMENT is contingent upon the availability of funds and shall not exceed newly allocated amount of **\$39,973.08** with the additional carryover from previous contract years for the term of the AGREEMENT. Funding allocation is based upon internal Court reports of percentage of overall youth served by each Community Diversion Program. Funds are allocated based upon the percent of youth served in previous two (2) consecutive calendar years. All funds disbursed to the VENDOR from the COURT shall be monitored by the COURT via monthly invoices submitted to the COURT's Fiscal Department. Upon depletion of the carryover funds, the AGENCY shall receive monthly stipends not to exceed **\$3,331.09** per month for services rendered. Failure to provide adequate or substantial verification of receipt and expenditure of funds shall result in the COURT discontinuing funding. Should the COURT discontinue funding, the VENDOR must reimburse all remaining funds for which substantial documentation of receipt or expenditure cannot be produced. If allocated funding is not spent at the end of this AGREEMENT, the VENDOR will return the funding to the COURT.

- A. VENDORS who maintain a balance of monies from prior contracts with the COURT (as calculated by the COURT pursuant to the COURT's audit practices) shall utilize all carryover monies prior to requesting payment of new funds. New funds will not be issued by the COURT until all carryover monies are exhausted and accounted for via the monthly invoice process for approved CDP expenditures of the current contract.
- B. Both carryover monies and any additional funds paid through this CONTRACT may only be spent on the above-described activities.
- C. VENDORS that charge fees to participants may not reject a youth's participation in the program merely based upon inability to pay. Any fee charged may not exceed the VENDOR's actual cost of the program.
- D. The amount of new funds paid to the VENDOR will not exceed the allocated funds for the current contractual period.
- E. VENDORS shall invoice the COURT for all programmatic activities, whether for new funding or spending of carryover monies.
- F. The VENDOR shall return any residual and unspent new funds that exceed 10% of the allocated amount at the end of the contractual period. The funds shall be returned no later than thirty (30) days after the expiration of the current contract.
- G. The VENDOR is subject to verification of funding by the COURT and shall maintain accurate records of the following:
  - i. Name and case number of youth served;
  - ii. Contact type;
    - a. Face to face
    - b. Phone call

- c. Letter/mail notification
  - iii. Specific Diversion Service provided; and
  - iv. Total number of hours spent with diversion service.
- H. The VENDOR shall submit monthly invoices to the COURT's Fiscal Department. The VENDOR shall utilize the attached invoice sheet which details all activities for youth. Failure to do so by the tenth of each month may result in non-reimbursement by the COURT and potential termination of the contract.
- I. Incurring Costs: The COURT shall not be responsible for any cost incurred by the VENDOR prior to the commencement and subsequent to the termination of this AGREEMENT. However, if the effective date of this contract is after 1/1/2020, VENDOR may, with prior court authorization, submit an invoice for the month(s) prior to contract execution.
- J. The VENDOR shall provide any data or reports requested by the COURT in a timely manner in preparations and at the time of the yearly audit.
- K. All invoices shall include the VENDOR'S name, program name, address, phone, invoice number, federal tax ID number, VENDOR number and month on it. All invoices must be signed and dated for verification by the VENDOR.
- L. Additional or corrected invoicing for services beyond the previous month must be requested separately in writing describing the reasons for the additional billing along with specific supporting documentation to substantiate the requested claim. Under no circumstance will the COURT accept or process any initial invoices received after sixty (60) days following the end of the month that the service was provided in. For example, if the service was provided within January, then the 60 day period expires on March 31.
- M. Invoice Review: The COURT shall review invoices for completeness before making payment. The invoices submitted are subject to adjustment for computational or processing errors, incorrect rates, non-covered services and to audit by the COURT.
- N. Payment: The COURT shall review invoices for completeness and accuracy before processing for payment. The invoices submitted are subject to adjustment for computational or processing errors, incorrect rates, non-covered services and to audit by the COURT. Incomplete invoices shall be returned for correction. Original "wet" signatures are required on all invoices submitted. Please submit invoices to the following address:

Juvenile Court, 4th Floor Fiscal  
9300 Quincy Avenue, Cleveland, Ohio 44106

IV. OPERATIONAL DETAILS

- A. Service Site: All services shall be provided at a mutually agreed upon site.
- B. Contact Person:

<b>Vendor Programmatic Contact</b>	<b>Court Programmatic Contact</b>
Charisse Dawson	Bridget Gibbons
601 Lakeside Avenue	9300 Quincy Avenue
Cleveland, Ohio 44114	Cleveland, Ohio 44106
cdawson2@city.cleveland.oh.us	bgibbons@cuyahogacounty.us
<b>Vendor Fiscal Contact</b>	<b>Court Fiscal Contact</b>
Name	Sarah Baker
Address	9300 Quincy Avenue
CSZ	Cleveland, Ohio 44106
E-mail	sbaker@cuyahogacounty.us

V. OBJECTIVES

**Performance Objectives**

1. 70% of YOUTH served during the CONTRACT period will successfully complete the program without referral to COURT for official COURT Processing.
2. 80% of YOUTH referred will be engaged in services.
3. 90% of YOUTH engaged in services will complete services within targeted timeframe of 90 days.

**Performance Indicators**

1. Number of YOUTH successfully terminated from program divided by the number of YOUTH referred to the program during the contract period.
2. Number of youth engaged divided by number of YOUTH referred.
3. Number of YOUTH completing services within 90 days divided by Number of YOUTH engaged in services .

- VI. RETENTION OF ACCOUNTING AND REPORTING PROCEDURES - The VENDOR shall maintain and preserve all fiscal and programmatic records, books, documents and papers that pertain to the performance of this AGREEMENT. VENDOR shall maintain a ledger that specifies funds received from the COURT for this CONTRACT. Any other funds, such as fee payments, fines, or any other fees for services must be accounted for separately from the funds for the operational services for the Community Diversion Program. Such records shall be subject to inspection, review and audit by COURT personnel. The VENDOR shall maintain the aforementioned records for at least five (5) years following the termination of this AGREEMENT or longer period, as may be required by the applicable records retention schedule.

- VII. PROFESSIONALLY WRITTEN RECORDS - All correspondence and reports to the COURT shall be computer-generated and shall appear professional, with the VENDOR'S name, address, and contact information included.
- VIII. ON SITE VISITS - The COURT shall be allowed to access, review and discuss activities and records and shall be allowed to interview individual youth, family, and/or VENDOR'S staff that are served or paid in whole or in part under this AGREEMENT.
- IX. BUILDING CODES-SAFETY ORDINANCES - If applicable, all buildings, offices and facilities utilized by the program where the YOUTH shall be present shall conform to and abide by all Federal, State, County and City building codes and safety ordinances. Documentation of such shall be presented to the COURT upon request.
- X. INSURANCE - The VENDOR shall procure, maintain and pay premiums for the insurance coverage and limits of liability indicated below with respect to products, services, work and/or operations performed in connection with this AGREEMENT.
1. Municipality's Insurance Requirements: Municipality shall carry and continuously maintain throughout the Term of this Agreement, at its sole cost and expense and in the amounts specified, the following types of insurance:
- (a) **Worker's Compensation Insurance** if and to the extent required by the State of Ohio to protect Municipality's employees. Such insurance requirement may be met by either purchasing coverage from the Ohio State Insurance Fund or by maintaining Qualified Self-Insurer status as granted by the Ohio Bureau of Workers Compensation (BWC). Such insurance shall be written on the National Council on Compensation Insurance (NCCI) form or its equivalent.
  - (b) **Commercial General Liability** insurance with limits of liability not less than:
    - \$1,000,000 each occurrence bodily injury & property damage;
    - \$1,000,000 personal & advertising injury;
    - \$2,000,000 general aggregate; and
    - \$2,000,000 products/completed operations aggregate.

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

2. Insurance Coverage Terms and Conditions
- a. The insurance policies of the Municipality required for this Agreement, shall:
    - i. Name the "County of Cuyahoga, Ohio and its employees" as an Additional Insured. This does not apply to Workers Compensation.
    - ii. Contain a waiver of subrogation provision wherein the insurer(s) waives all rights of recovery against the County.
      - 1. Be primary and not in excess or contingent on any other basis;

2. The Certificates of Insurance evidencing these coverages shall contain the following additional insured and waiver of subrogation language where applicable:
    - a. "Cuyahoga County and its employees are additional insureds for purposes of commercial general liability"; and/or
    - b. "Waiver of subrogation in favor of the County."
  - b. The insurance required for this Agreement shall be provided by insurance carrier(s) licensed to transact business and write insurance in the state(s) where operations are performed and shall carry a minimum A.M. Best's rating of A-VII or above.
  - c. The terms of this Agreement shall be controlling and shall not be limited by any insurance policy provision.
  - d. These insurance provisions shall not affect or limit the liability of the Municipality stated elsewhere in this Agreement or as provided by law.
  - e. The Municipality shall require any and all of its subcontractors to procure, maintain, and pay premiums for the insurance coverages and limits of liability outlined above with respect to services, work and/or operations performed in connection with this Agreement.
  - f. Where coverages are made on a claims made basis the claims-made retroactive date on the policy shall be prior to the commencement of activity related to this Agreement.
  - g. Municipality shall submit certificates of insurance evidencing the existence and amounts of insurance as required hereunder. Acceptance of a non-conforming certificate of insurance by the County shall not constitute a waiver of any rights of the parties under this Agreement.
  - h. To the extent that Municipality is self-insured for claims related to personal injury, death and/or property damage which may occur during the course of rendering services under this Agreement, Municipality shall provide proof of its self-insured status.
- XI. ANTI-DISCRIMINATION – The County will follow its policies of non-discrimination. VENDOR hereby agrees that in all matters pertaining to the employment of labor, skilled or unskilled, in the performance of this AGREEMENT, the VENDOR shall at all times conduct its business in a manner that assures there shall be no discrimination exercised against any person because of race, color, national origin, religion, age, handicap, veteran status or any factor as specified in the Civil Rights Act of 1964 and subsequent amendments. It is further agreed that the VENDOR shall fully comply with all appropriate Federal and State laws regarding such regulations including the Americans

with Disabilities Act.

- XII. ASSIGNABILITY - None of the work or services covered by this AGREEMENT shall be subcontracted without the prior written approval of the COURT.
- XIII. RELIGIOUS AFFILIATIONS - Religious programs/programming if offered shall be voluntary and non-denominational. Non-participation by YOUTH shall not result in any penalty.
- XIV. CONFIDENTIALITY - The parties will comply with all laws regarding confidentiality including, but not limited to, R.C. 2151.421, R.C. 5153.17 and, as applicable, R.C. 5101.131. In addition, products of mediation, mediators' notes, mediation records and mediation communications are confidential and subject to the restrictions set forth in O.R.C. 2317.02, O.R.C. 2317.023, and O.R.C. 3109.052. Authorized COURT representatives shall be allowed reasonable access to VENDOR'S records for review of activities that pertain to the performance of this AGREEMENT, and to interview individual participants served and/or VENDOR staff paid under this AGREEMENT only after permission is obtained from the affected mediation participants and suitable written assurances of confidentiality are given to the VENDOR. This does not authorize a jurist, public defender, prosecutor, COURT employee, or State of Ohio employee to obtain information about a specific mediation in contravention of the specified statutes. The VENDOR shall comply with the provisions of the Privacy Act of 1974 and instruct its employees to use the same degree of care as it uses with its own data to keep confidential information concerning client data, the business of the COURT, its financial affairs, its relations with its citizens and its employees as well as any other information which may be specifically classified as confidential by the COURT. Client related information is highly confidential. All Federal and State regulations and statutes related to confidentiality shall be applicable to the VENDOR and it shall have an appropriate contract with its employees to that effect.
- XV. LICENSURE - The VENDOR shall have the appropriate license(s) or certification(s) necessary to provide the services of this AGREEMENT. The VENDOR shall also immediately notify the COURT of any change in licensure status affected by the certifying authority.
- XVI. AMENDMENT - This AGREEMENT constitutes the entire agreement of the parties in the subject matter hereof and may not be changed, modified, discharged or extended except by written agreement executed by the COURT and the VENDOR. The VENDOR agrees that no representation or warranties shall be binding upon the COURT unless expressed in writing herein or in a duly executed amendment hereof.
- XVII. TERMINATION - This AGREEMENT may be terminated by the COURT or the VENDOR upon thirty (30) days prior written notice to the VENDOR. Termination pursuant to this paragraph shall not affect the COURT'S obligation to pay the VENDOR pursuant to the Budget Section of this AGREEMENT for services performed and expenses incurred prior to termination.

- XXVIII. BREACH OF AGREEMENT REMEDIES - Upon breach or default of any of the provisions, obligations or duties embodied in this AGREEMENT, the parties may exercise any administrative, contractual, equitable, or legal remedies available, without limitation. The waiver of any occurrence of breach or default is not a waiver of subsequent occurrences, and the parties retain the right to exercise all remedies hereinabove mentioned. If the VENDOR fails to perform an obligation or obligations under this AGREEMENT and thereafter such failure(s) is (are) waived by the COURT, such waiver is limited to the particular failure(s) so waived and shall not be deemed to waive other failures hereunder. Waiver by the COURT is not effective unless it is in writing and signed by the COURT.
- XXIX. SERVICE CONTINUITY - In the event that the funding for the CDP is not renewed, the VENDOR shall develop a plan for cases still receiving mediation services at the end of the AGREEMENT period and submit to the COURT.
- XX. ETHICS REQUIREMENTS - The VENDOR shall comply with all County ethics as well as all requirements within the provisions set forth in State of Ohio, Office of the Governor, Executive Order 2007-01S which establishes new ethics requirements.
- XXI. FINDINGS FOR RECOVERY - The VENDOR represents and warrants that it is not subject to an "unresolved" finding for recovery under Ohio Revised Code Section 9.24.
- XXII. CRIMINAL RECORDS CHECK - The VENDOR shall comply with the provisions as specified in the Ohio Revised Code 109.572 regarding criminal records checks for prospective employees and volunteers. The COURT shall receive upon request verification of police checks, reference checks and confirmation of educational requirements for all employees and volunteers of the VENDOR assigned to this program.
- XXIII. PUBLIC RECORDS - All parties hereto acknowledge that the COUNTY is a political subdivision in the State of Ohio and as such is subject the Ohio Revised Code and other law related to the keeping and access to Public Records, including any and all applicable Sunshine Laws, open meeting requirements, and retention schedules effecting any and all manner of communication with the COUNTY and any and all documents in any format or media.
- XXIV. GOVERNING LAW AND JURISDICTION - This AGREEMENT shall be governed by and construed under the laws of the State of Ohio without regard to conflicts of law provisions. The parties agree that the state and federal courts sitting in Ohio will have exclusive jurisdiction over any claim arising out of this AGREEMENT, and each party consents to the exclusive jurisdiction of such courts. The VENDORS hereby agree not to challenge any provision in this AGREEMENT, including this Governing Law and Jurisdiction provision, and not to attempt to remove any legal action outside of Cuyahoga County for any reason.
- XXV. This AGREEMENT has been properly authorized pursuant to the required provisions of any and all charter provisions, ordinances, resolutions and regulations of COUNTY and



the VENDOR. The individuals signing on behalf of the parties to this AGREEMENT are authorized to execute this AGREEMENT on behalf of the COURT and the COUNTY and the VENDORS.

XXVI. ELECTRONIC SIGNATURES - By entering into this AGREEMENT, the VENDOR agrees on behalf of the contracting 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 the signature was manually affixed to a paper version of the document. The VENDOR also agrees 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, the COURT and the VENDOR have executed this AGREEMENT as of the date first above written.

City of Cleveland

By: \_\_\_\_\_

Cuyahoga County Juvenile Court

By: \_\_\_\_\_  
Terease Z. Neff, Court Administrator

Cuyahoga County, Ohio

By: \_\_\_\_\_  
Armond Budish, County Executive