

BUTLER COUNTY COMMISSIONERS

Cindy Carpenter Donald L. Dixon T.C. Rogers

Butler County Family Treatment Drug Court

Butler County Juvenile Court

Request for Proposal (RFP) Contract No. 18-03-540

Recovery Support Services SAMHSA (Substance Abuse and Mental Health Services Administration) Grant

Butler County Juvenile Court

280 North Fair Avenue

Hamilton, Ohio 45011

ISSUE DATE: January 30, 2018

PROPOSAL DUE DATE: March 15, 2018 / 4:30 pm local time

Deliver or mail proposals to:

Butler County Juvenile Court

Attn: Traci Schindler

280 N. Fair Avenue

Hamilton, Ohio 45011

TABLE OF CONTENTS

1. Introduction
2. Program Objective
3. Scope of Services
4. Staff Requirements
5. General Conditions
6. Program Enrollment Data
7. RFP Information
8. RFP Submission
9. Proposal Content
10. Proposal Evaluation

ATTACHMENTS

- A. Sub-grant Agreement
- B. Proposal Bid/Signature Form
- C. Delinquent Personal Property Tax Affidavit
- D. Form Sub W-9
- E. Anti-lobbying Certification
- F. Individual Progress Report

1. INTRODUCTION

The Board of County Commissioners of Butler County, Ohio (Butler County), on behalf of Butler County Juvenile Court (BCJC) is seeking competitive proposals for the purchase of Recovery Support Services (hereafter identified as "RSS" or Program") for the period of May 1, 2018 (estimated) through September 30, 2022 contingent upon the availability of funds and successful provider performance as defined and/or negotiated with Butler County Juvenile Court.

It is our intention to award all Program services to one Provider; however, Butler County reserves the right to award contracts to multiple Providers to meet the service needs of BCJC. Butler County reserves the right to negotiate, to the extent legally permissible, any terms and requirements asserted in this RFP.

This RFP is issued for the purchase of professional services which are expected to cost no more than five hundred forty-two thousand dollars, (\$542,000.00).

2. PROGRAM OBJECTIVE

Butler County Juvenile Court received a five year federal grant to expand Butler County Family Treatment Drug Court (BCFTDC). The Federal Grant funds will allow BCFTDC to increase drug court dockets and provide supportive services to BCFTDC clients and their families.

Butler County is currently facing an epidemic of substance abuse which is impacting the safety and welfare of children as well as parents. Addressing the issue of addiction is particularly challenging when the substance abuse involves parents who are working toward the goal of maintaining their children in their home or who have the goal to reunify with children who have been removed from their home due to the parent's addiction.

Butler County Family Treatment Drug Court's intention is to increase successful preservation and reunification of families while decreasing the number of parents whose parental rights are terminated. BCFTDC will address the needs of the family as a whole by arranging and coordinating screening/assessment, case management / recovery support services and wraparound services for families referred and accepted into BCFTDC.

BCFTDC has 3 goals- (1) reduce rates of substance misuse and severity of SUD's and co-occurring disorders; (2) improve individuals and family functioning; (3) achieve family preservation and reunification.

3. SCOPE OF SERVICES

BCFTDC is seeking Recovery Support Services to assist BCFTDC clients working toward recovery. Recovery Support Services shall focus on the coordination of service through the creation of individualized plans for securing, coordinating and monitoring appropriate interventions to help meet the needs of the client. Interventions should be geared toward supporting treatment recommendations, problem-solving in partnership with the client to overcome barriers and provide linkage to appropriate community supports and recovery-based activities in order to improve compliance with child welfare and treatment case objectives with the goal to improve both child welfare and substance abuse recovery outcomes.

(A) Recovery Support Services shall be provided by a substance abuse and/or mental health treatment provider.

(B) The Service Provider will work directly with the Butler County Family Treatment Drug Court Treatment Team and/or Program Coordinator in the provision of Recovery Support Services to clients identified and referred by BCFTDC.

(C) The Service Provider will be required to attend any meeting in which client needs or services are discussed, planned, and/or decided, including, but not limited to, weekly treatment team meetings, court hearings and BCFTDC activities.

(D) The Service Provider will be required to prepare and submit to BCFTDC, weekly individual progress reports for each client, (reference Attachment F).

(E) The Service Provider will be required to develop an individual recovery support plan within one (1) week from receipt of client referral from BCFTDC. Provider will be required to review and update the individual recovery support plan a minimum of every ninety (90) days to reflect client progress, changes in treatment, transition to different phases of BCFTDC and to update client current needs and goals. Individual recovery support plan and all updates must be presented to and reviewed with the BCFTDC treatment team.

(F) The Service Provider will be required to deliver recovery support services to the client in an office location, at treatment locations, at client's home or at community sites where a safe environment exists for both the client and the RSS provider. Recovery support services may require after-hours service delivery, including extended week-day work hours, week-end hours and/or on-call as needed.

(G) The Service Provider will be required to provide client transportation service to/from client appointments, meetings, court, etc., on an as needed basis.

(H) The Service Provider must be able to accommodate non-English speaking clients.

(I) The Service Provider will be required to purchase items identified on an individual recovery support plan as necessary for client recovery outcomes. Items to be purchase must be pre-approved by the BCFTDC Treatment Team and/or Program Coordinator prior to purchase. These qualifying expenditures will be reimbursed through Butler County Mental Health and Addiction Services and Provider will be required to bill Butler County Mental Health and Addiction Services Board directly for reimbursement. Final details regarding invoice submission will be negotiated with the successful bidder. The cost for these purchases are over and above the cost to provide Recovery Support Services and are not included in the budget for Recovery Support Service.

4. STAFF REQUIREMENTS

(A) Butler County Juvenile Court anticipates the need for two and one-half (2.5) full time Recovery Support Service personnel upon full implementation of additional court dockets at BCFTDC. The Service Provider shall secure and maintain Program staff necessary to perform services obligated under the ensuing

contract. Staff shall be fully trained and qualified to provide Recovery Support Services and shall be trained in Motivational Interviewing techniques. Staff shall not be considered employees of BCJC, but shall be considered employees or contractors of the Service Provider.

(1) BCJC anticipates a maximum caseload of 30 cases per RSS FTE.

(B) The Service Provider shall ensure that all personnel providing direct services under this contract have a Bureau of Criminal Investigation and Identification (BCII) check (criminal and fingerprint) completed upon hire and yearly thereafter. If the personnel's work history and previous residential locations indicate similar checks outside the State of Ohio are appropriate, Service Provider shall complete and document criminal record checks from other locations.

(C) The Service Provider shall ensure that personnel convicted of or plead guilty to any of the laws contained in Ohio Administrative Code Section 5101:2-5-09 shall not come into contact with BCJC clients.

(D) Personnel providing client transportation must have a current and valid Ohio driver's license and a copy of their driving record from the Bureau of Motor Vehicles on file with Service Provider.

(1) Personnel shall not transport BCJC clients if any of the following exist:

(a) Personnel has a condition that would affect the safe operation of a motor vehicle:

(b) Personnel has six (6) or more points against their drivers' license:

(c) Personnel has been convicted of driving under the influence of alcohol/drugs.

(2) Reimbursement of mileage will require documentation of trip, including, but not limited to date of trip, to/from address, including zip code and total miles traveled.

(3) When transporting children the Service Provider shall provide age and weight appropriate car/booster seats for children less than eight (8) years of age and/or under four feet nine inches (4'9") in accordance with Ohio Revised Code 4511.81.

(E) The Service Provider shall provide appropriate supervision and administrative functions to monitor the Program staff, consulting with BCJC regularly to assure compliance with Program requirements. Duties include, but are not limited to coordination of services with BCJC to assure continuity of Program services, tracking Program costs, compiling and providing required Program reports, providing direct and indirect supervision over Program personnel, managing staff schedules and assuring staff coverage for all work shifts, researching and responding to inquiries and complaints, consulting with staff regarding Program/client issues and/or client concerns and consulting with BCJC representatives regularly to assure compliance with Program requirements.

5. GENERAL CONDITIONS

(A) AVAILABILITY OF FUNDS: This RFP is conditioned upon the availability of federal funds which are appropriated or allocated for payment of the proposed service. If, during any stage of the RFP process, funds become unavailable the RFP process will be canceled.

(B) BID REJECTION: BCJC reserves the right to reject all bids, waive technicalities and to amend the original estimate and to advertise for new bids on the required items, products or services. BCJC reserves the right to reject any or all bids on any basis without disclosure of a reason. The failure to make disclosure will not result in the accrual of any right, claim or cause of action by any unsuccessful bidder against BCJC.

(C) PROPOSAL COSTS: BCJC shall not reimburse any cost incurred by Bidder for proposal preparation or contract procurement for services or supplies pursuant to this RFP.

(D) BID DURATION: The Bidder must certify that the proposal and pricing shall remain in effect and unchanged for a minimum of ninety (90) days from date of bid opening.

(E) BID WITHDRAWAL: Bidders may withdraw their bids at any time prior to the bid opening by providing written notice to BCJC prior to the bid opening. Withdrawal of a bid after bid opening may expose a bidder to legal liability for sanctions, including costs for re-bid.

(F) BID BOND: An original bid bond in the amount of **five percent (5%)** of the first year bid amount must be included with the bid. **Failure to submit required bid bond will result in immediate bid disqualification.** The bid bond must be in the form of a surety bond, certified check, cashier's check or money order from a solvent bank or savings and loan association with Board of County Commissioners identified as the obligee. Bonds will be returned to all bidders within thirty days of contract award.

(G) PERFORMANCE BOND: Within approximately ten (10) business days of contract commencement or within a time period negotiated between BCJC and selected Bidder, the selected Bidder may be required to submit an annually renewable performance bond of at least ten percent (10%) of the total contract amount. Should BCJC require a performance bond the selected Bidder must be prepared to demonstrate that the performance bond costs to be incurred are reasonable and necessary and must be reviewed and authorized by BCJC before bond purchase. At the selected Bidder's discretion, an escrow account may be established in lieu of the performance bond. If implemented the performance bond or escrow account must remain in effect throughout the term of the contract.

If at any time during the contract period the selected Bidder fails to meet the performance requirements stated in the RFP and/or Contract, the performance bond funds will be used to defray any additional and/or transitional costs incurred by BCJC to maintain or establish services.

(H) ORDER OF PRECEDENCE: The successful Bidder's proposal, this RFP and other applicable addenda will become part of the final contract. In the event of conflict or contradiction between the contract language, exhibits, the RFP and the Bidder's proposal the order of precedence shall be as follows: (A) Subgrant Agreement; (B) Contract Exhibits; (C) the RFP; (D) Bidder's Proposal.

(I) CONTRACTUAL OBLIGATIONS: Reference the BCJC Subgrant Agreement (Attachment A) for the minimum contractual requirements for BCJC providers.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

Proposals submitted for funding consideration must be consistent with and, if funded, operated according to all applicable federal regulations, State of Ohio policies, and BCJC policies and procedures.

The Contract award will not be final until BCJC and the successful Bidder have executed a mutually satisfactory contractual agreement. No contract activity may begin prior to the execution of a contractual agreement between the successful bidder and BCJC.

BCJC reserves the right to cancel an award immediately if federal regulations or policies make it necessary to change the service purpose or content substantially or to prohibit such service.

(J) SUBCONTRACTING: The hiring or use of outside services, subcontractors, or consultants in connection with the work presented within this RFP shall not be permitted without prior written approval by BCJC.

(K) BIDDER DISCLOSURE: Bidder must disclose any pending or threatened court actions and/or claims against the Bidder, parent company or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.

6. PROGRAM ENROLLMENT DATA

BCJC estimates the BCFTDC expansion to serve 375 parents and children over a five (5) year period. BCJC cannot guarantee the actual number of clients referred for services will be equivalent to the data listed.

7. RFP INFORMATION

(A) RFP Timeline

- (1) RFP Advertisement Resolution (on Board of Commissioners agenda): January 29, 2018.
- (2) RFP advertised and issued: January 30, 2018.
- (3) Bidders Conference: February 9, 2018 at 1:30 pm local time.
- (4) Final date for RFP questions: March 8, 2018 @ 4:30PM local time.
- (5) Final date for RFP Addenda: March 12, 2018 @ 4:30PM local time.
- (6) RFP Due Date: March 15, 2018 @ 4:30PM local time.
- (7) RFP Evaluation: March 16 – 30, 2018 (estimated).
- (8) Vendor notification: Week of April 2 – 6, 2018 (estimated).
- (9) Execution of Contract: April 2018 (estimated) – upon contract completion and availability of scheduled Commissioner meetings.

(B) CONTACT PERSON: All questions related to this RFP and bid process shall be directed to Lisa Jones, Contract Evaluator at LisaR.Jones@jfs.ohio.gov or via Fax to (513)887-4231. Prospective Bidders or their representatives shall not communicate (written or verbal) regarding the RFP or ensuing contract with Butler County public officials, BCJC administrators or employees other than the contact person identified in this RFP. Failure to comply will result in rejection of Bidder's proposal.

(C) RFP REGISTRATION: All prospective bidders are required to register no later than 4:30 pm local time on March 12, 2018 by submitting company name and address, contact persons' name and contact information to LisaR.Jones@jfs.ohio.gov

(D) BIDDER'S CONFERENCE: A Bidder's conference is scheduled for **Friday, February 9, 2018 at 1:30 pm local time at Butler County Children Services, 300 N. Fair Avenue, Hamilton, Ohio 45011**. BCJC will not supply copies of the RFP – attendees should bring their own copy of the RFP.

(E) RFP CLARIFICATION/QUESTIONS: Registered Bidders desiring an explanation or interpretation of the RFP or specifications must submit all questions in writing no later than 4:30 PM on March 8, 2018. BCJC

will respond to all questions in the order in which they are received. BCJC will provide written copies of all questions and answers to all registered bidders periodically throughout the RFP process.

(F) RFP ADDENDA: BCJC may modify the RFP up to 4:30 PM on March 12, 2018. Any modification will be issued as an addendum to the RFP and will be forwarded to all registered bidders and posted to the Butler County Commissioners website (www.butlercountycommissioners.org).

(G) RFP OPENING: Proposals will be opened privately and will be evaluated by an impartial panel. BCJC reserves the right to negotiate with Bidders.

(1) BCJC may conduct discussions with Bidders for the purpose of clarifications or corrections regarding a Proposal, to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

8. RFP SUBMISSION

(A) PUBLIC INFORMATION: Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request pursuant to ORC 149.43. Any portion of the bid to be held confidential should be marked "PROPRIETARY" in the upper right corner. BCJC reserves the right to make a final determination regarding "PROPRIETARY" documents. Documents including service costs shall be considered public information.

(B) RFP DUE DATE/TIME: Proposals must be delivered to and received at Butler County Juvenile Court, 280 N. Fair Avenue, Hamilton, Ohio 45011, Attn: Traci Schindler no later than Thursday, March 15, 2018, 4:30 PM local time. Timely submission of bids are the sole responsibility of the Bidder.

Bids shall be submitted in a sealed envelope or box clearly marked with the Bidder's name and address and "**BUTLER COUNTY JUVENILE COURT, RECOVERY SUPPORT SERVICES – CONTRACT NUMBER 18-03-540.**"

(C) RFP COPIES: Bidders must submit one (1) original and five (5) copies of the proposal. The original proposal must be marked "ORIGINAL" and must include original signature(s) of person(s) authorized to sign the proposal.

(D) RFP FORMAT: Proposals should be submitted as follows:

- (1) Printed on 8 ½ " x 11" paper – black/white copy only (**no color copies**).
- (2) One inch (1") margins on all sides.
- (3) Printed single line / space with 10 or 12 point font.
- (4) Pages should be numbered sequentially at the bottom of the page.
- (5) Proposal must be divided into the categories (reference Section 8 – Proposal Content) and shall include a header for each section.
- (6) Use **only** paper clips or binder clips to secure RFP (**DO NOT USE STAPLES, SPECIALIZED BINDING OR COVERINGS OF ANY TYPE OR FORM**).

9. PROPOSAL CONTENT

(A) The entire set of bid documents must be submitted in the following order:

- (1) Bid Bond (original proposal only).
- (2) Proposal Bid/Signature Form (Attachment B).
- (3) Service Description: Proposal shall address the following specifications, (screen captures or other brief materials that may serve to assist in describing the functionality may be attached to your response as an Appendix. Any materials attached as an Appendix should be specifically referenced in the body of the response).
 - (a) Detail your understanding or knowledge of Recovery Support Services and how you plan to provide services that include securing, coordinating and monitoring client intervention, problem solving with client, assisting client to overcome barriers, client linkage to community supports and recovery based activities.
 - (b) Detail your understanding or knowledge of individual recovery support plans and your ability to meet the requirement to complete individual recovery support plans within one (1) week of receipt of client referral.
 - (c) Detail your ability to coordinate client services with Butler County Family Treatment Drug Court, to include weekly meeting attendance and individual progress reports.
 - (d) Detail your ability to provide services on an as-needed basis, including after-hours service delivery.
 - (e) Detail your ability to provide transportation services and to meet the requirement for mileage reporting and car seat provision, including current company policy regarding employee mileage.
 - (f) Detail your ability to purchase items as needed and to bill a third party for reimbursement.
- (4) Staffing and management information and requirements: provide detail for job descriptions, required training and credentials for each position, hiring practices/requirements and management/administration duties/requirements
- (5) Budget: Describe in detail, the funding required to provide Program services by submitting a budget and budget narrative for the for the entire contract period (May2018 [estimate] through September 29, 2022). Budgets should be developed based on the Federal fiscal year, October through September.
 - (a) Administrative (or indirect) costs shall not exceed fifteen (15%) of direct service provision cost.
- (6) Qualifications
 - (a) Proposal should include a brief history and description of your organization/company with special attention given to project experience in this industry, the date established, the total number of employees, including a list of the members of your governing or advisory board, if applicable and a table of organization.
 - (b) Identify any accreditations and certifications applied for or presently held by organization.
 - (c) References: This section should contain a minimum of three (3) professional references from businesses that have utilized the specific product and/or services listed in the RFP. Contact information should include name of organization, contact name, telephone number and e-mail address (if available). **Note:** References from individuals directly involved with Butler County Juvenile Court (current BCJC programs and/or board members) are not acceptable.

(d) Provide a copy of your organization's most recent independent audit.
(7) Additional Required Forms: Required for Original Proposal Only, include original forms, completed as required.

- (a) Delinquent Personal Property Tax Affidavit (reference Attachment C).
- (b) Form Sub W-9 (reference Attachment D).
- (c) Workers Compensation Insurance Certificate.
- (d) Current Certificate of Insurance
- (e) Anti-Lobbying Certification

10. PROPOSAL EVALUATION

(A) Proposals will be evaluated to determine if proposal was submitted timely and includes all required forms and/or attachments.

(B) Proposals will be evaluated and rated by a review committee of no less than five (5) members.

(1) The review committee may request one or more bidders present their proposal orally.

(C) Bid Evaluation Criteria: Proposals shall be evaluated for suitability per the following criteria (listed in order of relative importance):

- (1) Capability of bidder to perform services.
- (2) Program cost.
- (3) References and/or other indicators of satisfactory performance of service delivery.
- (4) Responsiveness to bid.

Recovery Support Services – Contract No. 18-03-540

The Butler County Juvenile Court Subgrant Agreement (Attachment A) is currently under review by the Butler County Prosecutors Office. The BCJC Subgrant Agreement will be released to prospective Bidders via an addendum to the RFP upon approval by the Butler County Prosecutors office and prior to the Proposal due date.

**Butler County Juvenile Court - Butler County Family Treatment Drug Court
Recovery Support Services Proposal Bid Sheet
Contract No. 18-03-540**

Bidder Information

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person for Bid: _____

Email Address: _____

CERTIFICATION: This proposal has been completed in accordance with the specifications identified in the RFP. I hereby certify that, to the best of my knowledge, the information contained herein is accurate, complete and current as of this date. I also certify that I have the authority to submit this proposal and to negotiate, sign, modify and terminate contracts on behalf of the above named organization.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Bidder proposes to furnish Recovery Support Services for the period of May 2018 (estimated) through September 30, 2022. Bidder certifies that cost is in accordance with and as specified in the RFP documents and are quoted at the following prices:

YEAR ONE – May 1, 2018 – September 30, 2018

YEAR TWO – October 1, 2018 – September 30, 2019

YEAR THREE – October 1, 2019 – September 30, 2020

YEAR FOUR – October 1, 2020 – September 30, 2021

YEAR FIVE – October 1, 2021 – September 30, 2022

TOTAL BID _____

Butler County Ohio
Substitute Form W9 / Ohio Reporting Form
Request for Taxpayer Identification Number and Certification

In order to maintain Butler County's supplier records in compliance with the Internal Revenue Service regulation 1.0641-1 and Ohio Revised Code section 3121.89-3121.8911, please **complete** and return by fax with fax cover sheet to **513-887-3129**; or by mail to:

Auditor of Butler County
130 High Street, Fiscal Services Dept.
Hamilton, OH 45011

To **properly complete** the form, the following information must be provided:

- Part I, line 1, enter the business owner's name (if applicable), part 1, line 2, business name (if applicable), federal tax classification, and address.
- Part II, you must provide either a Taxpayer Identification Number (TIN) or Social Security Number (SSN)
- Part III, **you must check "Yes" or "No"** to the question about providing goods or services as the sole owner of your business. If you check the "Yes" box to indicate that you are the sole owner, you must provide your name, the first date of providing goods or services for Butler County, **birth date**, and **description** of the type of good or service you will provide the county.
- Part IV, You must answer this question if Part III is answered "Yes". Answer "Yes" only if you are receiving retirement or disability payments from Ohio Public Employees Retirement System (OPERS).
- Part V, **sign** the form and **enter today's date**.

For definitions of Part I and II of this form, please refer to IRS Form W-9.

Part I Business Ownership and Address Information

Name (as shown on your income tax return). **DO NOT LEAVE BLANK.** If you are an individual or file under your name put your name here.

Business name/disregarded entity name, if different from above.

Check appropriate box for federal tax classification: (check only one box) If Individual PART III below is ALWAYS "YES"

- Individual/Sole Proprietor (or single-member LLC)
 C Corporation
 S Corporation
 Partnership
 Trust/Estate
 Limited Liability Company – Tax classification (C = C Corp, S = S Corp, P = Partnership) _____
 Other _____
 Exempt from backup withholding

NOTE: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

Address Line 1 (number, street, and apt. or suite no.)
Address Line 2
City, state, and ZIP code

Requestor's name and address
Auditor of Butler County
130 High Street, Fiscal Services Dept.
Hamilton, OH 45011

Part II Taxpayer Identification Number (TIN) and Social Security Number (SSN)

For suppliers that have a TIN, this must be entered.

For individuals, sole proprietors, and corporations owned by an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name. You may enter your business or DBA name on the Business name line.

Taxpayer Identification Number (TIN):
 -
 and / or
 Social Security Number (SSN):
 - -

Part III Additional Information Required by the State of Ohio for Independent Contractors

Will you receive payments from Butler County as either an individual, sole owner of a business, or single-member LLC?
 Yes
 No
 If "Yes" is checked, you **MUST** complete the information below for name, date good or service provided, birth date, and description of the nature of your financial transactions with the county.

Printed first name, middle initial, and last name Date good or service provided (MM / DD / YY) Birth date (MM / DD / YY)
 / / / /

Describe the Nature of the transactions you will be engaged in with Butler County

Part IV Additional Information Required by the State of Ohio for Public Employees

Are you currently receiving retirement or disability benefits from Ohio Public Employees Retirement System (OPERS)?
 Yes
 No
 If you are an individual, the sole owner of your business, a single-member LLC, or a disregarded entity and have answered Part III "Yes", You must answer this question "Yes" or "No". If you answer "Yes" Please fill out the SR-6 Form (Notice of Re-Employment of an OPERS Benefit Recipient)

Part V 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).
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the 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.
- I am a US person (including a US resident alien).

Certification Instructions: You must cross out exempt from backup withholding 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.

The IRS does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

Signature of U.S. person _____

Date _____

Butler County Juvenile Court
280 N. Fair Avenue
Hamilton, Ohio 45011

Anti-Lobbying Certificate
Certification for contracts, Grants, Loans, and Cooperative Agreements (of more than \$100,000.00)

The undersigned Contract certifies, to the best of their knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of the agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contracts to an office or employee of any agency, a Member of Congress, and offer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. 1413 (1/19/96).
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and Accuracy

(Firm or Company Name)

of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801 et seq., and 18 P.C.S. §4904 (pertaining to unsworn falsifications to authorities) apply to this certification and disclosure.

Company Name: _____

Date: _____

Company Officer: _____

(Print Name and Title)

(Signature)

**Butler County Family Treatment Drug Court
Weekly Progress Report
PARTICIPANT INFORMATION**

Name:
Child(ren) Name: DOB & Age
Date of Recent Drug Screen(s):
Results:

Substance Abuse Treatment	Attendance (frequency, on-time, etc.): Compliance with treatment plan:
Sober Support Meetings	Attendance: Participation:
Medication Changes or Health Needs	
Behavioral Health Treatment	Attendance (frequency, on-time, etc.): Participation/Compliance:
Family Dynamics	Visitation: Compliance with case plan: Changes in case plan, if any:
CASA Observations and Information about children/parent	

Report Prepared by: _____ Date: _____