

**UNION COUNTY ONEOHIO**  
**Local Board Meeting**  
**September 5, 2024**

**Attendance:**

Dave Burke, Union County Commissioner; Adam Negley, Executive Director, Mental Health & Recovery Board, Union County; Jamie Patton, Union County Sheriff; Terry Emery, City of Marysville City Manager; Letitia Rayl, Assistant County Administrator/Budget Officer; Thayne Gray, Assistant Prosecuting Attorney; Amy Wesley, Chief Accounting Officer; Stephen Badenhop, Records Manager/Archivist; Mike Justice, citizen; and Mallory Lehman, Assistant Clerk to the Board of County Commissioners.

Commissioner Burke called the meeting to order at 9:30 a.m.

\*Commissioner Burke stated this local board is going to be used for grant allocations. The purpose of this meeting is to set the framework of what this board will be doing.

\*Mr. Negley stated there needs to be discussions on what the priorities are in the community.

\*Mr. Patton stated funding established programs should be looked at as a priority for funding instead of creating another program.

\*Commissioner Burke stated the board will consist of a County Commissioner, the City Manager or designee, Sheriff of designee, Mental Health and Recovery Board President, and the President of County Townships. This Board will be in place for 30 years.

\*Mr. Badenhop asked where the records would be kept.

\*Commissioner Burke stated records will be kept in the Commissioners Office.

\*Ms. Rayl asked if there would need to be voting members to take action to allow expenditures.

\*Ms. Wesley stated, for the Auditor's Office to administer funds, there will need to be something stating action was taken.

\*Mr. Negley stated the simpler the grant application the better.

\*Commissioner Burke stated the next meeting will be held on Thursday, October 3, 2024, at 9:30 a.m.

Commissioner Burke adjourned the meeting at 10:17 a.m.

**UNION COUNTY ONEOHIO**  
**Local Governance Committee Meeting**  
**October 3, 2024**

**Attendance:**

Dave Burke, Union County Commissioner; Adam Negley, Executive Director, Mental Health & Recovery Board, Union County; Stephen Badenhop, Records Manager/Archivist; Terry Emery, City of Marysville City Manager; Thayne Gray, Assistant Prosecutor; Letitia Rayl, Assistant County Administrator/Budget Officer; and Mallory Lehman, Assistant Clerk to the Board of County Commissioners.

\*Commissioner Burke reviewed the changes that were made to the Grant Funding Priorities. He stated Mr. Negley was the only one who submitted changes, but everyone at the last meeting had the ability to review and make changes as well.

\*Mr. Negley stated these funds should be used for new programs or enhance already existing programs. They cannot be used to supplant existing funds.

\*Commissioner Burke asked if the Grant Cycle Scoring Rubric needed to be out of 100 points instead of the 80 with Mr. Negley's suggested changes.

\*Ms. Rayl suggested noting the score is out of 80, not 100, so grant applicants are not confused.

\*Commissioner Burke asked who would be receiving the emails from [UCOneOhio@unoincountyohio.gov](mailto:UCOneOhio@unoincountyohio.gov).

\*Ms. Lehman stated Commissioner Burke, Ms. Rayl, and herself are receiving them, but that can be changed at any time.

\*Mr. Negley stated the state board has not defined what their grant cycle is. They have only released one round of funding, but the payments are on an annual cycle.

\*Commissioner Burke stated there will likely be smaller grants awarded in Union County, and there would need to be annual meetings to keep everything balanced and up to date.

\*Mr. Negley reviewed his draft for the OneOhio grant application.

\*Ms. Rayl suggested adding insurance verification and proper licensure requirements to the grant application.

\*Mr. Badenhop stated a cover sheet for the grant applications will help keep things organized and easier for review. He provided an example cover page.

\*Mr. Badenhop reviewed his draft of the records retention schedule.

\*Commissioner Burke stated he would like all documents for this committee to be approved by October 23, 2024.

**UNION COUNTY ONEOHIO  
Local Governance Committee Meeting  
October 23, 2024**

**Attendance:**

Dave Burke, Union County Commissioner; Adam Negley, Executive Director, Mental Health & Recovery Board, Union County; Stephen Badenhop, Records Manager/Archivist; Terry Emery, City of Marysville City Manager; Thayne Gray, Assistant Prosecutor; Letitia Rayl, Assistant County Administrator/Budget Officer; Jamie Patton, Sheriff; Amy Wesley, Chief Accounting Officer; and Mallory Lehman, Assistant Clerk to the Board of County Commissioners.

\*Commissioner Burke called the meeting to order at 8:02 a.m.

**Accept the Union County OneOhio Local Governance Committee Records Retention:**

The Union County OneOhio Local Governance Committee Accepts the Union County OneOhio Local Governance Committee Records Retention.



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17th Avenue  
Columbus, OH 43211-2474  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

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**RECORDS RETENTION SCHEDULE (RC-2)**

*See instructions before completing this form.*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

**Union County OneOhio Local Governance Committee**

(Local Government Entity)

(Unit)

**Dave Burke**

**Chairperson**

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

*See ORC 149.68 – ORC 149.412 for Records Commission Information*

**Union County Records Commission**

**937-645-4177**

(Telephone Number)

**128 South Main Street**

**Marysville**

**43040**

**Union**

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, email address: [shadenhop@unioncountyohio.gov](mailto:shadenhop@unioncountyohio.gov)

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Signature

Title

Date

**Section D: Auditor of State**

Signature

Title

Date

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**

**UNION COUNTY ONEOHIO  
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October 23, 2024**



**RECORDS RETENTION SCHEDULE (RC-2)**

*See instructions before completing this form.*

Union County OneOhio Local Governance Committee  
(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
UCOO24-01	Audiovisual and Public Relations Materials <i>Materials and resources compiled or created for presentations, and/or public relations events</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
UCOO24-02	Audit Reports <i>Financial examinations and reports issued by the Auditor of State, ORC 117.26</i>	Permanent	Electronic		<input type="checkbox"/>
UCOO24-03	Bulletins, Posters, Notices and Displays <i>Announcements and informational notices related to OneOhio Committee functions</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCOO24-04	Bylaws <i>Operational policies and standards governing the OneOhio Committee</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
UCOO24-05	Committee Agendas <i>Records documenting items to be discussed during a meeting of the OneOhio Committee</i>	1 year	Paper/Electronic		<input type="checkbox"/>
UCOO24-06	Committee Meeting Notices <i>Announcements to officials and the public of upcoming OneOhio Committee meetings</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCOO24-07	Committee Meeting Minutes <i>Official record of the proceedings of the Union County OneOhio Committee</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
UCOO24-08	Committee Meeting Minutes (Audio/Video) Recordings <i>Audio and/or video recordings made during a OneOhio Committee meeting</i>	Until official minutes are approved	Electronic		<input type="checkbox"/>
UCOO24-09	Committee Meeting Minutes (Drafts/Notes) <i>Preliminary working documents and personal convenience notes made in the compilation of the official minutes of a meeting</i>	Until official minutes are approved	Paper/Electronic		<input type="checkbox"/>
UCOO24-10	Correspondence <i>Communications from external and internal sources; documents actions, policies, procedures and programs</i>	2 years	Paper/Electronic		<input type="checkbox"/>
UCOO24-11	Correspondence (Transient) <i>Communications which serve to convey information of temporary importance in lieu of oral communication</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCOO24-12	Drafts and Notes <i>Preliminary working documents and personal convenience notes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCOO24-13	Electronic Mail (E-Mail) <i>Documents and messages sent, received and/or drafted using electronic mailing systems</i>	All electronic mail will be maintained in electronic format for 3 years	Electronic		<input type="checkbox"/>

**UNION COUNTY ONEOHIO  
Local Governance Committee Meeting  
October 23, 2024**



**RECORDS RETENTION SCHEDULE (RC-2)**

*See instructions before completing this form.*

Union County OneOhio Local Governance Committee  
(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
UCOO24-14	Fiscal Records <i>Records documenting the receipt and expenditure of money, including, but not limited to, pay-ins, receipts, transfers and financial reports</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
UCOO24-15	Grant Application Evaluations <i>Reviews of grant applications submitted; including scoring rubrics</i>	2 years	Paper/Electronic		<input type="checkbox"/>
UCOO24-16	Grant Applications (Funded) <i>Records documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grants funded</i>	5 years, provided all audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper/Electronic		<input type="checkbox"/>
UCOO24-17	Grant Applications (Not Funded) <i>Applications for grants that were not awarded for funding</i>	2 years	Paper/Electronic		<input type="checkbox"/>
UCOO24-18	Legal Advertisements/Notices <i>Legal announcements to inform the public of meetings or other activities requiring legal notification</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
UCOO24-19	Mail (Unsolicited) <i>Unsolicited documents and items received via the mail that are unwanted/unneeded for operational purposes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCOO24-20	Press/News Releases <i>Announcements sent to the media to inform the public about actions or activities</i>	3 years	Paper/Electronic		<input type="checkbox"/>
UCOO24-21	Reference Materials and Research Files <i>Collected information from a variety of resources to learn about legislative actions, programs, or concepts to explore changes or improvements to operations</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCOO24-22	Requests for Proposals <i>Invitations to prospective organizations outlining the eligibility, funding priorities and guidelines for submission of grant applications for distribution of funds</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
UCOO24-23	Voicemails <i>Messages for recipients received on the telephone</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
UCOO24-24	Webpage Data and Layouts <i>Website information, data, format and layout published on the OneOhio webpage</i>	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>

A motion was made by Terry Emery and seconded by Jamie Patton to accept this document and was carried by the following vote:

Dave Burke, Yea  
Jamie Patton, Yea

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Wezlynn Davis, Absent  
Adam Negley, Yea  
Terry Emery, Yea

**Accept the Bylaws of the Union County OneOhio Local Governance Committee:**

The Union County OneOhio Local Governance Committee Accepts the Bylaws of the Union County OneOhio Local Governance Committee.

**Bylaws of the Union County OneOhio Local Governance Committee**

***Members of the Committee***

The Board of County Commissioners shall appoint the members of the Union County One Ohio Local Governance Committee (UCOO or Committee). The Committee shall consist of five (5) members. The members of the Committee shall include: one county commissioner, who shall serve as chair; the director of the Mental Health and Recovery Board of Union County, the Union County Sheriff, the Marysville City Manager, and the president of the Union County Township Trustee Association. A member of the Committee may designate an alternate, who can participate fully in the place of the appointed member if the appointed member is absent from a meeting.

***Annual organization meeting.***

A meeting of the Union County OneOhio Local Governance Committee shall be held, for the purpose of organization, the election of officers of the corporation, and the transaction of any other business that may come before the Board on first Thursday in February of each year at 9:30 A.M. The meeting shall take place in the Commissioners Hearing Room, 233 W. 6<sup>th</sup> Street, Marysville, Ohio.

***Other Meetings.***

Other meetings of the Union County OneOhio Local Governance Committee may be called, either by the chair of the Committee or any two members of the Committee. If a special meeting is called by the chair of the Committee, the notice of that meeting shall be given by the secretary upon written instruction from that officer. If a special meeting is called by two members of the Committee, the notice shall be given by the secretary upon written instruction from the members so calling the meeting. All meetings of the Committee shall be held at the Commissioners' Hearing Room, 233 W. 6<sup>th</sup> Street, unless the place of the meeting is otherwise designated in the call. Notices of other meetings of the board, unless waived, shall be given to each member at least two (2) days prior to the date fixed for the meeting, and notice may be given by e-mail, letter, or postal card. Notice of a meeting, other than the annual meeting, shall state the purpose(s) of the meeting.

***Notice of Meetings***

The Committee shall establish its own page on the Union County website. Notice of meetings shall be posted on that webpage and on the Commissioners Bulletin Board in the lobby outside the Commissioners Hearing Room at 233 W. 6<sup>th</sup> Street, Marysville, Ohio.

***Quorum.***

A majority of the Committee shall constitute a quorum. If a quorum is present, then, unless otherwise provided by law or these bylaws, a majority of the directors present may decide any question coming before the meeting.

***Amendments.***

These bylaws may be amended or repealed, and new bylaws may be adopted, at any meeting of the Committee, by the affirmative vote of two-thirds (2/3) of the whole number of members last fixed by the Board of County Commissioners.

A motion was made by Jamie Patton and seconded by Terry Emery to accept this document and was carried by the following vote:

Dave Burke, Yea  
Jamie Patton, Yea  
Wezlynn Davis, Absent  
Adam Negley, Yea  
Terry Emery, Yea

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**Accept the Union County OneOhio Local Governance Committee Conflict of Interest Form:**

The Union County OhioOhio Local Governance Committee Accepts the Union County OneOhio Local Governance Committee Conflict of Interest Form.

**Article I Purpose**

The purpose of the conflict of interest policy is to protect the interests of Union County (County) and the Union County OneOhio Local Governance Committee (UCOO) when UCOO is reviewing grant applications, considering recommendations to the Board of County Commissioners regarding applications, or contemplating entering into a transaction or arrangement that might benefit the private interest of a member of UCOO or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Article II Definitions**

**1. Interested Person**

Any member of UCOO, who has a direct or indirect financial interest, as defined below, is an interested person.

**2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the County, the Mental Health and Recovery Board of Union County, the City of Marysville, or the township of residence of the president of the Union County Township Trustee Association has a transaction or arrangement;
- b. A compensation arrangement with the County, the Mental Health and Recovery Board of Union County, the City of Marysville, or the township of residence of the president of the Union County Township Trustee Association or with any entity or individual with which any of those groups has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the County, the Mental Health and Recovery Board of Union County, the City of Marysville, or the township of residence of the president of the Union County Township Trustee Association is negotiating a transaction or arrangement.

Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**Article III Procedures**

**1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of financial interest and be given the opportunity to disclose all

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material facts to the members of committees with governing board delegated powers considering the proposed transaction or arrangement.

**2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

**3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chair of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the County can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

**4. Violations**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the person who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest,

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any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

A motion was made by Jamie Patton and seconded by Adam Negley to accept this document and was carried by the following vote:

Dave Burke, Yea  
Jamie Patton, Yea  
Wezlynn Davis, Absent  
Adam Negley, Yea  
Terry Emery, Yea

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**Accept the Union County Public Records Policy as the Union County OneOhio Local Governance Committee Public Records Policy:**

The Union County OneOhio Local Governance Committee Accepts the Union County Public Records Policy as the Union County OneOhio Local Governance Committee Public Records Policy.



**Union County Public Records Policy**  
**Personnel Policy Manual Section 5.12**

- A. Union County will prepare and make available for inspection and/or copying "public records," as defined in ORC 149.43, upon the request of any member of the general public.
  - 1. Public records inspection, release, and retention are subject to Union County's public records policy and will be processed accordingly.
  - 2. Questions of whether or not a record is a public record as defined in ORC section 149.43 should be determined by the county prosecutor.
  - 3. Self-help to records prohibited:
    - a. Employees may not copy or remove any record or writing, even those regarded as "public records", without first obtaining advanced written permission from their appointing authority, or without going through the process for obtaining public records outlined in section B. This does not prohibit work related activity.
    - b. No employee may copy or use any agency writing, document, or record in any grievance, appeal, or legal action without having first obtained the written permission of the appointing authority or making a valid public records request. This particular policy does not apply to matters obtained through formal "discovery" under the Rules of Civil Procedure.
    - c. In order to ensure confidentiality of certain issues and promote open communication between employees and management, no employee shall tape record any meeting, hearing, or appeal involving the county or representative of the county without the advanced written permission of the appointing authority. This policy is not intended to prohibit protected activity.
  - 4. Penalty for breach of this policy: Any employee who is discovered to have violated any of the above enumerated policies will be subject to removal. Any former employee who is discovered to have obtained an unauthorized document or produced any unauthorized tape recording will be barred from reemployment by the county and may be subject to civil or criminal penalties.

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- B. Union County and its employees must follow Ohio law on responding to public records requests.
1. Providing access to public records for the public is part of the obligations and duties of each department. It should be given as much priority as possible.
  2. Each department must make this policy readily available to any member of the public requesting to review it. Copies of this policy, like other public records, will be provided promptly upon request.
  3. Public record requests can be made by any member of the public during regular business hours of the department.
  4. Each department must post a poster describing its public records policy in a conspicuous place available to the public in its office and each of its branch offices.
  5. Each department head will designate at least one (1) person in that department to be the custodian of the records for that department. All employees handling public records requests must sign a written acknowledgment that he or she has been given a copy of this policy. The department head will ensure that employees handling public records are well informed of the public records law and ensure that each employee completes training as required by law as necessary to ensure that the employees are kept well-informed of department obligations under the law.
  6. All department records, public or non-public, must be maintained pursuant to a Records Retention Schedule (RC-2) that has been approved by the county records commission, the Ohio Historical Society, and the state auditor. Each department head will create only those records required by Ohio law to be kept, and those that are necessary for adequate documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the department and for the protection of the legal and financial rights of the county and persons directly affected by the department's activities.
  7. All records are the property of the department and must not be removed, destroyed, mutilated, transferred, or otherwise disposed of, in whole or in part, except as provided by law or under the rules adopted by the county records commission. Violations of the section of the policy may subject the county and its employees to a civil lawsuit. Each proven violation is subject to a \$1000 fine.
  8. Elected officials are required to attend or designate someone to attend three (3) hours of certified public records training for each term that the official serves in office. Under Ohio law certified training at this time means that it has been approved by the Attorney General's office and that it has been approved for CLE credits by the Ohio Supreme Court.

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- C. **Procedure for inspection and release:** Each department will prepare, make available, and copy at cost, the public records of that department upon the request of any member of the public, as follows:
1. Anyone wanting to inspect or obtain copies of records maintained by the department must reasonably identify the records they wish to inspect or have copied.
    - a. When a request is made, employees are not permitted to request a person's identification making the written request for public records or the reason for the request unless that information is necessary to fulfill the request or unless it will assist in responding to the request. WHEN THE INFORMATION IS REQUESTED TO HELP IN IDENTIFYING, LOCATING, OR DELIVERING THE RESPONSE, THE EMPLOYEE MUST INFORM THE PERSON THAT THE INFORMATION IS NOT REQUIRED.
    - b. When a request is not reasonably clear, the county employees must explain how the records are accessed in the ordinary course of business so that the person may revise the request. The employee may also assist the person to formulate the request so that it reasonably identifies the records.
    - c. If the employee knows that the records requested are held by another county department, the employee should direct that person to the department responsible for those records.
    - d. Redaction: (obscuring of information on a copy of a record to be provided pursuant to a public record requests because it is exempt from the public records law) redaction is considered a violation of a public records request unless the information is exempt from disclosure under the law. The person providing the public record to the requester should confer with the county prosecuting attorney's office regarding what to redact, if anything.
      - (1) Redaction is not to be done to the department original, but is done to a copy of that record in preparation for a response to a public record request.
      - (2) All redactions should either be clearly visible to the requesting person or the person should be informed of what type of information was redacted.
      - (3) Legal authority for a redaction must be provided. If the request was made in writing, the reason in legal authority must be given in writing. The legal authority must be accurate, and can be supplemented in the future if necessary.
  2. To protect the records from potential damage, no person is to be permitted to make their own copies of the records requested. Employees wanting copies of public

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records are subject to the same policy as any other citizen. The employee should make his or her requests to another employee while not on working time. Employee self-help to records is grounds for discipline up to and including termination.

3. Providing access to public records for the public is part of the obligations and duties of each department. It should be given as much priority as possible. Responses to public records requests should be provided promptly based upon all the facts and circumstances of the request.
4. The county is not required to create a public record. If, however, the computers used by the department in question are capable of printing a "report" through its current software that satisfies a public records request, then the "report" is a record that is considered to exist already under Ohio Public Records law.

D. **Format of response:** The person making the request is allowed to request the records be produced in:

1. Paper format.
2. The same way that the department keeps it.
3. Any other medium that the department determines it reasonably can be copied as an integral part of the normal operations of the department.

E. **Transmission by mail:**

1. At the request of a person seeking public records, the department will transmit a response to a public records request via mail or other delivery service reasonably available to the office, but only upon prior payment of the actual costs of such delivery.
2. Mail requests are strictly limited to 10 per month unless the person making the request certifies in writing that he or she is not intending to use or forward the information on to be used for commercial purposes. Commercial purposes do not include:
  - a. Reporting or gathering news.
  - b. Reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government.
  - c. Nonprofit educational research.

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- F. **Waiver of policy:** The department head may waive any or all provisions under this policy if a request to inspect or obtain copies is made:
1. By another government agency or its representative.
  2. In complying with a court order.
  3. In complying with the requirements of state laws or regulations.
  4. As otherwise allowed by law.
- G. **Retention schedule for electronic mail and other records:**
1. A department Records Retention Schedule (RC-2) is required by Ohio law. Each department is responsible for maintaining its records and maintaining an updated records retention schedule. Retention periods for records should be determined by evaluating the historical, administrative, legal, and fiscal (hereinafter "HALF") value of the records being scheduled. Care should be taken to title and description of each type of department record on a retention schedule. As the types of records are identified, the types of records should be added to the department retention schedule.
  2. Because of the constant changes in technology, even the most current forms of electronic records preservations may be insufficient for long-term reliability. The retention schedule should be set based upon "HALF" value of the records. If the department cannot realistically maintain that record in electronic form for that period of time, that record should be maintained in paper or other appropriate format for the remainder of the retention period. Departments that maintain records in electronic format should have a detailed written documentation that supports the basis for its belief that technology and funding will remain sufficiently stable to satisfy the requirements of the retention period and public record law, and if possible have a written plan for how the electronic information will migrate to a different technological system when necessary.
  3. Whenever feasible, continually updated documents should be scheduled as such and the annual copy should be printed and retained for the appropriate retention, under "HALF."
  4. Particular care should be taken to ensure that electronic records are scheduled for destruction and destroyed pursuant to schedule. While this is also true of other formats of records, because of software and technology changes, the expense involved in attempting to comply with a public records request for an electronic copy that could have been destroyed, but was not, could be substantial.
  5. E-mail and voicemail. Because the costs of preserving electronic mail of enduring administrative value is cost-prohibitive, any e-mail records with enduring administrative values should be printed and retained in paper format in the appropriate paper file. Care should be taken to ensure that electronic mail and other

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documents are appropriately scheduled on the records retention schedule. In extraordinary circumstances, when the agency, in its opinion, believes a voicemail has enduring value, the agency should have it transcribed verbatim and record it in the form of an affidavit by the employee, and it should be appropriately notarized as to its accuracy. E-mails from and to private e-mail accounts involving the conduct of public business are public record. Each employee is responsible for ensuring that these types of the e-mails are preserved according to the e-mail retention policy.

6. The Electronic Mail Retention Schedule can be found in Section 7.17 of this Manual.

H. **Public record exceptions:** The law allows some records not to be, and in some cases prohibits, certain records from being released to the public. Determining the status of certain records can be difficult. The following is the list of more common exceptions to the public records law:

1. Medical records.
2. Probation and parole records.
3. Adoption proceedings.
4. Information in the putative father registry.
5. Trial preparation records.
6. Confidential law enforcement investigatory records.
7. Mediation communication.
8. Records involving the collection of a disbursement of child support.
9. Peace officer, parole officer, probation officer, bailiff, prosecuting attorney, assistant prosecuting attorney, correctional employee, youth services employee, firefighter, or EMT residential and familial information.
10. Information pertaining to the recreational activities of a person under the age of 18.
11. Most records of the child fatality review board.
12. All records prohibited from release by state or federal law.
13. Social Security number.

There are many other exceptions. Employees uncertain of the status of the record that has been requested should consult with the Union County Prosecutor's office. When calling, the employee should specify whether there is a current public records request involving that record.

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- I. **Cost of copies of public records:** By law, departments may only charge actual costs for copies of public records. "Actual costs" means the cost of depleted supplies; records storage, media costs; actual mailing, alternative delivery costs, or other transmitting costs; and any direct equipment operating and maintenance costs, including actual costs paid to private contractors for copying services. It does not include labor costs for the public employee to respond. Costs of copies for bulk commercial extraction will be provided as allowed by law.
  
- J. **Discipline:** Employees violating this policy may be subject to discipline, up to and including termination.
  
- K. **Changes and amendments:** This policy is subject to change without notice.

A motion was made by Terry Emery and seconded by Jamie Patton to accept this document and was carried by the following vote:

Dave Burke, Yea  
Jamie Patton, Yea  
Wezlynn Davis, Absent  
Adam Negley, Yea  
Terry Emery, Yea

**UNION COUNTY ONEOHIO  
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**Accept the Union County OneOhio Local Governance Committee Grant Application Summary Page and Grant Applications Guidelines:**

The Union County OneOhio Local Governance Committee Accepts the Union County OneOhio Local Governance Committee Grant Application Summary Page and Grant Applications Guidelines.



**Grant Application Summary Page**

**Applicant Organization**

Name:

Address:

City/State/Zip:

FEIN #:

UEI#:

Type of Organization (e.g. for profit, non-profit, government entity):

**Funding Required for Project**

Grant Request \$

Matching (if applicable) \$

Total \$

**Project Director:**

Name/Title:

Address:

City/State/Zip:

Phone:

Email:

**Authorizing Official:**

Name/Title:

Address:

City/State/Zip:

Phone:

Email:

**Authorizing Official Signature:**

**Date:**

**Project Information:**

Title of Project:

Starting Date:

Ending Date:

Has funding for this project been requested from other sources?

Yes

No

If yes, please list:

**UNION COUNTY ONEOHIO**  
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**2025 Union County OneOhio Grant Application Guidelines**

The applicant must submit an electronic response to [UCOneOhio@unioncountyohio.gov](mailto:UCOneOhio@unioncountyohio.gov). A copy of the grant application must be received by UCOneOhio no later than **DATE** by 5:00 p.m. EDT. Applications received after this date and time will not be reviewed. Materials mailed or submitted separately from the application packet will not be accepted or added to the application/proposal. Faxed or mailed applications will not be accepted. Costs incurred in the preparation of this application are to be borne by the applicant.

**Page Limit and Formatting**

The page limit for this application is no more than 10 pages, single spaced, one-inch margins, 12-point Times New Roman. The 10 pages do not include the Grant Application Summary Page, Abstract and Attachments. Applicants should submit their application and all attached documents as an Adobe PDF document whenever possible.

**Required Application Components**

1. **Grant Application Summary Page** (all applicants must use the template provided)
2. **Abstract:** In 400 words or less, the abstract should include the project name, population(s) to be served, a summary of the project goals and desired outcomes, number of individuals projected to be served, and the total amount of funding requested.
3. **Organization's Experience & Qualifications:** Provide an overview of the organization's history, qualifications, experience, readiness, and/or subject matter expertise to implement the proposed project/program. For example, how long you have been in existence, expertise of your staff, trained in cultural competency, experience administering grant funds, licensure, certification, accreditation, etc.
4. **Program Description:** Outline the project/program, detailing activities, types of services to be provided, their delivery method, list any assessments conducted, and how the project/program is evaluated. Be sure to include the following information:
  - a. Project goals and expected outcomes
  - b. Measures that will be used to determine if goals/outcomes are met
  - c. Anticipated start date of your project/program
  - d. Number of individuals projected to be served
  - e. Proposed length of the project/program

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- f. Is this a new project/program, expanded project/program, enhanced project/program, reinstatement of a former project/program, or a continued project/program? Grant funds cannot supplant existing activity or expenditures.
- g. Evidence base of your proposed project/program
- h. Summarize the data and its source that justifies the need for this project/program.
- i. Special populations and age groups that will be targeted
- j. Organizations and/or community partners that will be involved
- k. Sustainability plan

5. **Budget Narrative:** Applications must include a table detailing the proposed project budget using the format below:

Category	UCOneOhio Request	Other Funds	Total	Narrative Description
Payroll & Benefits				
Contracts				
Supplies				
Equipment				
Sub-Grants				
Capital Cost				
Admin Support				
<b>Budget Total</b>				

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**6. Attachments**

- a. **Letters of Support/Commitment:** Applicants must submit a letter of commitment from each agency/organization identified as contractors within the program description and budget. Other letters of support from community partners and/or stakeholders are encouraged, but not required.
- b. **Evidence of licensure and/or certification:** Applicants proposing to provide services that are licensed or certified by state regulatory authorities must provide documentation showing current license/certification status.
- c. **Evidence of liability coverage:** Applicants must show that they have sufficient liability coverage based on the needs of the individual and/or entity.

A motion was made by Jamie Patton and seconded by Adam Negley to accept this document and was carried by the following vote:

Dave Burke, Yea  
Jamie Patton, Yea  
Wezlynn Davis, Absent  
Adam Negley, Yea  
Terry Emery, Yea

**UNION COUNTY ONEOHIO  
Local Governance Committee Meeting  
October 23, 2024**

**Accept the Union County OneOhio Local Governance Committee Grant Funding Priorities:**

The Union County OneOhio Local Governance Committee Accepts the Union County OneOhio Local Governance Committee Grant Funding Priorities.



**2025 GRANT PROGRAM  
Funding Priorities**

**FUNDING PRIORITIES**

**OVERVIEW**

This document outlines the Approved Purposes and Ohio Abatement Strategies that guide the programs and services to be funded with Ohio's opioid settlement dollars. In accordance with these guidelines, the UCOO is committed to ensuring all funding awards support programs and services that prevent, treat or support recovery from addiction, including opioids and/or other co-occurring substance use and/or mental health conditions.

**UCOO Funding Priorities**

**1. TREATMENT & HEALTHCARE SERVICES**

**Grant requests in this funding priority area should focus on expanding the availability and quality of treatment and healthcare services for the care of substance use and co-occurring mental health conditions. Examples may include, but are not limited to:**

- Addressing Disparities in Treatment & Healthcare Services
- Faith-Based
- Family-Centered Treatment
- Opioid Treatment Program
- Training
- Alternatives to Opioids
- Integrated Care
- Mother-Centered Treatment
- Provider Locator
- Trauma-Informed Care
- Culturally Competent Care
- Linkages to Care
- Medication-Assisted Treatment
- Training
- Other Treatment and Healthcare Services

**2. INTERVENTION & CRISIS SUPPORT**

**Grant requests in this funding priority area should focus on delivering programs and services that support identification, intervention and crisis support in any setting of care. Examples may include, but are not limited to:**

- Access to Services
- Crisis Services
- Navigators
- School-Based Services
- Addressing Disparities in Intervention & Crisis Support
- Employee Assistance Programs
- Professionals Health Program
- Screening
- Community-Based Interventions
- Hospital/Emergency Dept. Services
- Respite & Other Caregiver Support
- Other Intervention & Crisis Support



## **2025 GRANT PROGRAM** **Funding Priorities**

### **3. CRIMINAL LEGAL SYSTEM**

**Grant requests in this funding priority area should focus on supporting programs and services that address the needs of those involved in the criminal legal system at all stages of the process. Examples may include, but are not limited to:**

- Addressing Disparities in the Criminal Legal System
- Pre-Trial Services
- Other Criminal Legal System Programs and Services
- Critical Time Interventions
- Pre-Entry Services
- Pre-Arrest Diversion/Deflection Programs & Services
- Specialty Docket Support

### **4. RECOVERY SUPPORTS**

**Grant requests in this funding priority area should focus on supporting programs and services directed toward individuals sustaining recovery, building recovery capital and removing barriers to a life of recovery. Examples may include, but are not limited to:**

- Addressing Disparities in Recovery Supports
- Childcare
- Peer-Run Recovery Organization
- Recovery Friendly Workplace
- Recovery-Oriented System of Care Implementation
- Supportive Employment
- Youth & Young Adult Recovery Support
- Alternative Peer Group
- Crisis Intervention
- Peer Support
- Recovery High School
- Relapse Prevention
- Technical Assistance
- Other Recovery Supports
- Child & Family Supports
- Mother-Centered Recovery Supports
- Recovery Community Organization
- Recovery Housing
- Sober Event(s)
- Transportation

### **5. PREVENTION**

**Grant requests in this funding priority area should focus on supporting strategies to prevent all levels of substance use and includes a range of services for individuals, families, communities and society at large. Examples may include, but are not limited to:**

- Addressing Disparities in Prevention
- Community Coalition Development
- School Survey(s)
- Other Prevention Programs & Services
- Adverse Childhood Experiences Programming & Services
- Community Outreach & Engagement
- School Based Programs & Services
- Community-Based Programs & Services
- Environmental Scan
- School Counseling



## 2025 GRANT PROGRAM Funding Priorities

### 6. HARM REDUCTION

Grant requests in this funding priority area should focus on supporting public health interventions to reduce the negative impact of behavior associated with substance use, both in individuals and at the community level. Examples may include, but are not limited to:

- Addressing Disparities in Harm Reduction
- Heat Mapping
- Overdosing Reversal Medications
- Training
- Comprehensive Harm Reduction Services
- Infectious Disease Prevention & Treatment
- Predictive Analytics
- Other Harm Reduction Programs & Services
- Mobile Unit(s) Availability
- Syringe Access

### 7. SERVICES FOR IMPACTED CHILDREN & FAMILIES

Grant requests in this funding priority area should focus on supporting programs and services to help families and children impacted by the opioid epidemic heal through easier navigation of system resources and improved access to grief and trauma supports. Examples may include, but are not limited to:

- Addressing Disparities in Services for Impacted Children & Families
- Home-Based Care
- Neonatal Abstinence Syndrome
- Children's Services
- Kinship Care
- Other Services for Impacted Children & Families
- Grief Support
- Multi-System Youth Services

### 8. PUBLIC SAFETY & FIRST RESPONDERS

Grant requests in this funding priority area should focus on delivering programs and services to support the collaborative efforts of first responders and law enforcement officials. Examples may include, but are not limited to:

- Addressing Disparities in Public Safety and First Responder Services
- Interdiction Efforts
- Public Safety Enhancements
- Other Public Safety & First Responder Services
- Drug Disposal
- Law Enforcement
- Training
- First Responder Supports
- Prescription Drug Take-Back Programs
- Resiliency Training



## 2025 GRANT PROGRAM Funding Priorities

### 9. WORKFORCE DEVELOPMENT

Grant requests in this funding priority area should focus on supporting efforts to recruit and train Ohio's behavioral health workforce. Examples may include, but are limited to:

- Addressing Disparities in Workforce Development
- Healthcare provider Training
- Continuing Education
- Loan Forgiveness
- Other Workforce Development Programs
- Fellowships
- Scholarships

### 10. INFRASTRUCTURE

Grant requests in this funding priority area should focus on supporting infrastructure projects, including building construction or renovation, technology infrastructure upgrades, and fleet enhancements. Examples may include:

- Building Purchases
- Vehicle Purchases
- Building Renovations
- Other Infrastructure Requests
- Technology Adoption/Improvement

### OTHER FUNDING REQUESTS

We understand that some funding requests may not fit neatly within the 10 funding priority categories. As such, the 2024 Regional Grant Cycle application will include an "other" category where organizations are encouraged to present new, innovative programming ideas for consideration. Examples may include, but are not limited to:

- Addressing Disparities in Other Program or Service Areas
- Regional Planning
- Use of Technology
- Capacity Building
- Research & Data Collection
- Program Evaluation
- Stigma Reduction & Education

A motion was made by Adam Negley and seconded by Terry Emery to accept this document and was carried by the following vote:

Dave Burke, Yea  
Jamie Patton, Yea  
Wezlynn Davis, Absent  
Adam Negley, Yea  
Terry Emery, Yea

**UNION COUNTY ONEOHIO  
Local Governance Committee Meeting  
October 23, 2024**

**Accept the Union County OneOhio Local Governance Committee Grant Scoring Rubric:**

The Union County OneOhio Local Governance Committee Accepts the Union County OneOhio Local Governance Committee Grant Scoring Rubric.



**2025 County Grant Cycle Scoring Rubric**

**Disclaimer:** Grant Review Committees will weight the scoring based, **out of 80 points**, on priorities where applicable. This rubric is a tool to guide the review discussion. Scores alone do not determine funding. For this reason, scores will not be shared outside of the review process.

SCORING TOPIC	SCORING QUESTION	POINTS
<b>Alignment to Abatement Strategy and Union County Funding Priority</b>	Does this project align with the stated abatement strategy?  *If the county has funding priorities, rate based on application's alignment to the county's stated priorities.  *Projects that do not align with an abatement strategy will not be funded.	0 – 20 points
<b>Organizational Experience</b>	To what extent does the grant application demonstrate the applicant's relevant experience, capacity, and qualifications to achieve its state goals?	0 – 10 points
<b>Project Proposal</b>	How effectively does the application outline clear objectives, strategies, and outcomes, demonstrating a comprehensive and feasible plan for achieving its stated goals?	0 – 10 points
<b>Budget</b>	How well does the budget align with the proposed activities and goals of the project, demonstrating efficient resource allocation, leverage, and financial feasibility?	0 – 10 points
<b>Documented Need</b>	Does the application clearly articulate and provide compelling evidence for the documented need for the project(s)/service(s) to be funded, and does it propose feasible solutions to address this need?	0 – 10 points
<b>Sustainability</b>	To what extent does the application demonstrate a clear and feasible plan for project/sustainability beyond the grant period?	0 – 10 points
<b>Impact</b>	To what extent does the application demonstrate impact within the Region?	0 -10 points
<b>Total:</b>		<b>80 Points</b>

A motion was made by Dave Burke and seconded by Terry Emery to accept this document and was carried by the following vote:

Dave Burke, Yea  
Jamie Patton, Yea  
Wezlynn Davis, Absent  
Adam Negley, Yea  
Terry Emery, Yea

**Accept the Union County OneOhio Local Governance Committee Grant Requests for Proposals:**

The Union County OneOhio Local Governance Committee Accepts the Union County OneOhio Local Governance Committee Grant Requests for Proposals.

**Union County OneOhio**  
Local Governance Committee



**2025**

**GRANT PROGRAM**

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**REQUESTS FOR  
PROPOSALS**

**2025 County Grant Cycle**

**2025 COUNTY GRANT RFP**

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**2025 COUNTY GRANT RFP**

**RFP Snapshot Overview**

Key Dates	
RFP Release	TBD
Registration Opens	TBD
Application Opens	TBD
Application Due Date	TBD

Snapshot Overview	
Grant Title	Union County OneOhio 2025 County Grants
Description	The UCOO first round of grants will be awarded to eligible organizations that apply and are selected for funding. To be considered for funding, applicants must demonstrate the program or services intended for funding align with Approved Purposes.
Eligibility	To be eligible for UCOO funding, organizations must be in good standing and meet the following criteria: <ul style="list-style-type: none"> <li>• Tax-exempt organizations under Section 501(c)(3) or other relevant sections of the Internal Revenue Service Code; or</li> <li>• Private, for-profit organizations offering services that meet the charitable purpose of the Foundation; or</li> <li>• Any form of state or local government</li> </ul>
Total Available Funding	Awards in this cycle will total no more than \$ _____
Award Ceiling	Yes
Length of Projects	TBD
Match Required	TBD
Technical Assistance Contact	To ensure timely and appropriate response to all inquiries, please send questions in writing to <a href="mailto:UCOneOhio@unioncountyohio.gov">UCOneOhio@unioncountyohio.gov</a>

## **2025 COUNTY GRANT RFP**

### **RFP Full Detail**

#### **NATIONWIDE OPIOID SETTLEMENTS**

Several nationwide settlements have been reached with companies to resolve their liabilities in thousands of lawsuits across the country associated with their role in fueling the opioid epidemic. Participating states, cities and counties were required to surrender any individual suits they were pursuing to join the nationwide settlements. To date, ten defendant companies have executed national opioid settlements totaling more than \$46 billion nationwide. To date, these national settlements include several major opioids manufacturers, distributors, retailers and consultants such as McKinsey and Associates, Mallinckrodt PLC, Janssen/Johnson & Johnson, McKesson, Amerisource-Bergen, Cardinal Health, Teva, Allergan, CVS, Walgreens, and Walmart.

#### **OHIO OPIOID SETTLEMENTS**

The OneOhio Recovery Foundation was created under leadership of state and local leaders to distribute 55 percent of Ohio's share of settlement payments from manufacturers, distributors, and retailers as a consequence of their role in the national opioid epidemic.

In 2020, Ohio's state and local leaders announced the OneOhio Plan, which was established guidelines for state and local governments to engage in settlement negotiations. Through the OneOhio MOU, the plan provided a mechanism to distribute opioid litigation settlement funds, minus legal expenses incurred, as follows:

- 55% will be set aside for the OneOhio Recovery Foundation to develop and oversee the funding of short-term and long-term planning and supports that local communities need to continue to address this crisis;
- 30% of the funding will go directly to townships, villages, cities, and counties in Ohio to support community recovery and address the immediate needs of residents. These direct payments are separate and distinct from those managed by the Foundation; and
- 15% will go directly to the State of Ohio for abatement purposes.

Settlement payments will be made using this allocation formula to Ohio governments and the Foundation. Payment amounts and timelines to distribute funds vary by settlement, with current pay out schedules ranging from six to 18 years. Additionally, most current settlements frontload payments in initial payment years.

This RFP process was created to distribute Union County's portion of the Opioid Settlement funding.

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**2025 COUNTY GRANT RFP**

**RFP Overview**

UCOO was created at the direction of OneOhio to distribute county funds received from the pharmaceutical industry as consequence of its role in the national opioid epidemic. UCOO will work with local interest to support their substance misuse prevention, treatment, recovery, and other abatement efforts.

The UCOO is managed by a local governance committee composed of one County Commissioner, the County Sheriff, President of County Township Association, Director of Mental Health and Recovery Board, and the City Manager of Marysville (as it is the largest municipality).

For the 2025 County Grant Cycle applications will be reviewed and recommended for funding in accordance with the Approved Purposes.

All applicants must apply **using the OneOhio Grant guidelines**. Collaborative grants are encouraged; however, a lead organization must be identified.

Successful grants will promote the health and safety of Union County by implementing evidence-based forward-looking strategies. Grant terms can be 12 months, 24 months, or up to 36 months in total (TBD). Funding proposals cannot be used to supplant existing programs or services. Successful proposals will support new or expanded programs or enhancements to existing programs.

**2025 COUNTY GRANT RFP**

**Eligibility, Funding and Approved Purposes**

**ELIGIBLE RECIPIENTS**

The 2025 County Grant Cycle is available to a wide array of Union County organizations. To be eligible for UCOO funding, organizations must be in good standing and meeting the following criteria:

- Tax-exempt organizations under Section 501(c)(3) or other relevant sections of the Internal Revenue Service Code; or
- Private, for-profit organizations offering services that meet the charitable purpose of the Foundation; or
- Any form of state or local government.

If relevant, applicants must show documentation of their organization’s license, certification and/or accreditation. If the organization is not licensed, certified and/or accredited, applicants must provide an explanation as to why you aren’t licensed, certified and/or accredited.

The UCOO will review each application to determine whether the application includes all required information and documentation. This includes a review of each application to verify the organization’s tax status against IRS publication 78, a review with the Ohio Attorney General’s Office for non-profit eligibility, and a review with the Ohio Secretary of State to ensure each organization is registered and in good standing to do business in Ohio. Applicants must have a verifiable and active Employer Identification Number (EIN). Applicants that do not meet all requirements specified above will be disqualified, and their applications will not be considered for funding.

Please contact UCOO at [UCOneOhio@unioncountyohio.gov](mailto:UCOneOhio@unioncountyohio.gov) if you have questions regarding eligibility.

**APPROVED PURPOSES OF THE FUNDS**

The UCOO includes a definition of Approved Purposes that guide the allowable programs and services to be funded by the Foundation. This details the Approved Purpose(s) shall mean evidence-based forward-looking strategies, programming and services used to (i) expand the availability of treatment for individuals affected by substance disorders, (ii) develop, promote and provide evidence-based substance use prevention strategies, (iii) provide substance use avoidance and awareness education (iv) decrease the oversupply of licit and illicit opioids, and (v) support recovery from addiction services performed by qualified and appropriately licensed providers.

## **2025 COUNTY GRANT RFP**

### **2025 COUNTY FUNDING PRIORITIES**

To support a tailored county-level response, each region has selected, UCOO has identified funding priorities for this funding cycle. Details for each funding priorities are included below.

### **FUNDING PRIORITY DEFINITIONS**

1. **Treatment & Healthcare Services:** Expanding the availability and quality of treatment and healthcare services for the care of substance use and co-occurring mental health conditions.
2. **Intervention & Crisis Support:** Delivering programs and services that support identification, intervention and crisis support in any setting of care.
3. **Criminal Legal System:** Addressing the needs of those involved in the criminal legal system at all stages of the process.
4. **Recovery Supports:** Supporting individuals sustaining recovery, building recovery capital, and removing barriers to a life of recovery.
5. **Prevention:** Supporting strategies to prevent all levels of substance use, including a range of services for individuals, families, communities, and society at large.
6. **Harm Reduction:** Supporting health interventions to reduce the negative impact of behavior associated with substance use, both in individuals and the community level.
7. **Services for Impacted Children & Families:** Helping families and children impacted by the opioid epidemic heal through easier navigation of system resources and improved access to grief and trauma supports.
8. **Public Safety & First Responders:** Supporting the collaborative efforts of first responders and law enforcement officials.
9. **Workforce Development:** Supporting efforts to recruit and train Ohio's behavioral health workforce.
10. **Infrastructure:** Supporting infrastructure projects, including building construction or renovation, technology infrastructure upgrades, and vehicle fleet enhancements.
11. **Other:** We understand that some funding requests may not fit neatly withing the 10 funding priority categories. As such, the 2025 County Grant Cycle application will include an "other" category where organizations are encouraged to present new, innovative programming ideas for consideration.

**UNION COUNTY ONEOHIO  
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**2025 COUNTY GRANT RFP**

**FUNDING OVERVIEW**

Applications received by the \_\_\_\_\_, deadline will be considered for funding. programs or services supported by grant funds may begin once a grant agreement has been executed between the county and the recipient. The UCOO may also hold applications for further consideration beyond the expected announcement date.

For the 2025 Grant Cycle, there are no minimum or maximum request amount limitations – a maximum amount should be considered based on available funds. However, the total grants awarded must be within the total funding budget allocation to the UCOO.

Funding agreement terms will be 12, 24, or up to 36 months. Payment terms will be agreed upon with each recipient in the grant agreement, however, most agreements will include upfront, and then biannual payments that are aligned with the recipient reporting requirements. Grants that do not align with this format will be awarded on a case-by-case basis and details will be included in the recipients' grant agreement.

Although a single institution or organization must be the lead applicant, multi-agency and multi-county partnerships are allowable. Applicants interested in impacting multiple counties must submit application for each impacted region. Fiscal sponsors are allowable and must be disclosed during submission.

All UCOO funds shall be utilized in a manner consistent with the Approved Purposes definition above.

**UNION COUNTY ONEOHIO**  
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**2025 COUNTY GRANT RFP**

Direct, Indirect, Administrative Costs and Supplanting

Applications may be declined if the application does not demonstrate financial viability or if the application exceeds the following funding limitations:

- Costs must be for new or expanded programs and services. Applicants cannot use funds to replace, divert, or supplant current funds for past or present expenditures. The applicant may use funds in the event a state or federal grant has ended or is near completion (i.e. American Rescue Plan Act (ARPA) Funding).
- Costs directly attributed to the delivery of the proposed abatement strategy are referred to as a Direct Cost and are allowable. Direct costs are those additional costs that are needed to implement the program and would cease to exist if the program ended. Direct costs must be itemized in accordance with the requirements of the budget proposal.
- Grantees may use up to 10% of their grant to cover new or expanded administrative costs associated with implementing their proposal. Administrative costs include both direct and indirect support.

Unallowable Costs

Applications may be declined if it includes any of the following exclusions below:

- Funds cannot be used for non-abatement strategies;
- Funds cannot be used for recipient staff benefit items – i.e. gift cards, rebates, travel points (Note: incentives for program recipients is allowable);
- Costs incurred prior to the grant award date;
- Costs for alcoholic beverages and marijuana;
- Costs for fundraising events;
- Costs for lobbying or political campaign contributions;
- Legal costs or opioids litigation expenses;
- Costs for non-FDA approved medications for the treatment of substance use disorders;
- Costs for sub-grants/sub-awards will be reviewed on case-by-case basis; and
- Costs for activities that may be prohibited by state or federal law.

## **2025 COUNTY GRANT RFP**

### **Application Overview**

#### **SUBMISSION PROCESS**

To be considered for UCOO 2025 Regional Grant, applications must be completed and submitted electronically through [UCOneOhio@unioncountyohio.gov](mailto:UCOneOhio@unioncountyohio.gov). The submitted application is not commitment for funds, nor does it obligate the UCOO to grant or lend any form of financial assistance.

The application will be available and open for review and submission on **DATE**.

Please note that this is a competitive grant process and UCOOs ability to provide direct guidance is limited. Please send all inquiries in writing to [UCOneOhio@unioncountyohio.gov](mailto:UCOneOhio@unioncountyohio.gov). Applicants are encouraged to read through the entire application before beginning the proposal submission process.

For technical assistance, please send questions in writing to [UCOneOhio@unioncountyohio.gov](mailto:UCOneOhio@unioncountyohio.gov).

Applications must be received on or before the due date and time listed above. Late applications may not be accepted. It is the responsibility of the applicant to ensure that it s application is received on or before the due date and time.

#### **GRANT REVIEW**

The UCOO will review each qualifying application and make recommendations for funding. Only individuals on the UCOO will have access to the full details of a grant application to protect applicant trade and business secrets, and to maintain the integrity of the grant process.

Applications will be assessed based on the soundness of the applicant's approach and the applicant's understanding of the requirements. Experience/qualifications will be assessed by considering the extent to which the qualifications and experience are likely to foster successful, on-time performance.

Details on the proposal scoring rubric to be used in the 2025 County Grant Cycle will be provided at a later date. The scoring rubric(s) will be used to evaluate the funding applications submitted for consideration. UCOO will use rubric scores to guide final funding deliberations.

### **Reporting, Monitoring and Evaluation**

#### **REPORTING REQUIREMENTS**

All recipients will be required to submit at least one program report and at least one financial report. All reporting requirements and deadlines will be clearly stated in the grant agreement between the recipient and UCOO. Acceptance of funds indicates agreement to the terms of reporting. UCOO reserves the right to request supplementary information, in-person site visits, and/or virtual meetings, if necessary, in addition to the grant agreement reporting to effectively report outcomes to the public. UCOO also reserves the right to end relationships with grant recipients who do not need reporting requirements.

**UNION COUNTY ONEOHIO  
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**2025 COUNTY GRANT RFP**

**Other Guidance**

The applicant accepts full responsibility for all costs incurrent in the preparation, submission, and other activities undertaken by the application associated with the proposal.

Applicants must certify their capacity to fulfill and/or provide the project described in this application.

Applications submitted prior to the due date may be withdrawn only by the applicant. The applicant may withdraw the proposal by contacting [UCOneOhio@unioncountyohio.gov](mailto:UCOneOhio@unioncountyohio.gov).

UCOO reserves the right to reject, in whole or in part, any and all proposals; to advertise new proposals, to arrange to perform the services herein, to abandon the need for such services, and to cancel this request for proposals if it is in the best interest of UCOO sole discretion.

Applicants are advised that after grants are awarded, information contained in the grant applications may be subject to the Public Records Act and viewed and/or copied by any members of the public, including news agencies and competitors. Applicants who believe that the information submitted in their grant application contains a trade or business secret must disclose this in their grant application and make a request that the information be treated as confidential.

UCOO reserves the right to make determinations of confidentiality. If the applicant designates aspects of the application confidential and UCOO instead believes that the information is subject to the Public Records Law, UCOO staff will discuss its determination with the applicant.

**- End of RFP -**

A motion was made by Adam Negley and seconded by Jamie Patton to accept this document and was carried by the following vote:

Dave Burke, Yea  
Jamie Patton, Yea  
Wezlynn Davis, Absent  
Adam Negley, Yea  
Terry Emery, Yea

**UNION COUNTY ONEOHIO  
Local Governance Committee Meeting  
October 23, 2024**

**Accept the September 5, 2024, and October 3, 2024, Meeting Minutes:**

The Union County OneOhio Local Governance Committee Accepts the September 5, 2024, and October 3, 2024, Meeting Minutes.

A motion was made by Jamie Patton and seconded by Adam Negley to accept this document and was carried by the following vote:

Dave Burke, Yea  
Jamie Patton, Yea  
Wezlynn Davis, Absent  
Adam Negley, Yea  
Terry Emery, Yea

\*Commissioner Burke adjourned the meeting at 8:10 a.m.