

**State of New Jersey
Department of Children and Families
Proposal Cover Sheet**

Please complete this form in its entirety

Incorporated Name of Applicant: Covenant House New Jersey Inc.

Public

Enter X as appropriate

Private-for-Profit

Private-Non-Profit X

Federal ID No.: [REDACTED]
0019 _____

Charitable Registration No.: [REDACTED]

DUNS #: 84-938-

(if applicable)

Applicant Mailing Address: 330 Washington Street

Contact Person: Eldon Lewis

Phone Number: 973-286-3426

Fax: [REDACTED]

Email: [REDACTED]

Title of RFP: Two Homeless Youth Outreach Programs

County to be Served: Atlantic, Cape May, Monmouth and Ocean

Location of Service(s) to be provided (if known): Asbury Park, Whitesboro, Long Branch, Keansburg, Pleasantville, Toms River, Neptune and other high risk areas in the respective counties.

Total dollar amount requested: 450,000

Funding Period: From 7/1/2013 to 9/30/2015

Brief description of services by program name and type of service to be provided:
Covenant House seeks to provide street outreach services for homeless youth under 21 in Southern New Jersey.

Authorization

Chief Executive Officer: Jill Rottmann

Signature:



Date: 6/10/13

CEO Email: jrothmann@covenanthouse.org

COVENANT HOUSE
STREET OUTREACH PROGRAM PROPOSAL
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APPLICANT ORGANIZATION

History Mission and Goals: Covenant House New Jersey (CHNJ) is a 501(c)(3) organization that has been providing services to homeless and at-risk youth since 1989. CHNJ is a subsidiary of Covenant House International, the nation's largest nonprofit organization that provides residential and comprehensive support services to homeless, trafficked and at-risk youth at 21 sites throughout the United States, Canada and Central America. Since 1972, Covenant House International has been a source of stability for over 1 million youth who are in crisis. Our goal is to help homeless or at risk youth under age 22, help themselves become independent by combining a comprehensive menu of support services with a progressive continuum of housing options. Over the last 24 years, CHNJ has made tremendous strides in meeting the needs of homeless youth and has served over 25,000 youth in the state. The President of Covenant House International is Kevin Ryan Esq., one of the New Jersey's foremost advocates for youth. CHNJ's Executive Director is Jill Rottmann Esq. has also had a distinguished career in social services. CHNJ opened in response to the alarming rate of homelessness among the state's young adults and early New Jersey programs consisted of van outreach and small storefront centers located in Newark and Atlantic City. The outreach staff traveled the streets in Newark and Atlantic City, meeting youth on their own turf, providing immediate intervention. As resources grew, programs and services were added to meet the growing and varied needs of this vulnerable population. CHNJ first provided shelter in Atlantic City and Newark in rented facilities. The first major milestone was the opening of a permanent 27-bed Crisis/Community Service Center (CSC) in Atlantic City. The second significant event was the opening of a permanent, newly constructed, 40-bed

CSC in Newark in October of 2000. With these facilities, CHNJ is able to take the first step in helping homeless, runaway and street youth who desperately need our assistance. CHNJ doesn't stop at offering an immediate safe harbor to homeless youth; we strive to move each young person forward down the path to an independent adulthood, free from the risk of future homelessness.

Oceans Harbor House: Since 1985, a group of concerned citizens and community leaders were committed to meet the need of providing a safe place for homeless, runaway, abused, neglected, and abandoned youth they saw throughout Ocean County. In 1988, the agency opened an emergency shelter, called Harbor House, in Toms River and has housed nearly 3,600 young people to date. The Street Outreach Program was added in 1996. With the Outreach Center located at Harbor House, it is the ideal place to conduct groups and to be used as the base of operations for the Street Works staff. Over the past 14 years, an estimated 82,500 unduplicated youth have had direct on-the-street contact with an outreach worker and approximately 55,000 youth and adults have been reached through community and school based education and prevention programs. In 2001, an expansion to the Harbor House services began by including transitional living services, because homeless young adults, who lacked the skills, resources or confidence to successfully achieve adulthood, had nowhere to turn. In 2004, the construction and opening of the SHORE House (Supportive Housing Opportunities through Rehabilitation and Encouragement) provided an additional 12 beds and full 24-hour supportive services for these homeless youth and began the Harbor House Youth Housing Program (HHYHP). To date, more than 400 young people have received housing and/or supportive services from this program. In 2006, the agency was awarded the contract to

provide Family Crisis Intervention Unit services in Ocean County. This program provides individual and family counseling and case management. FCIU staff has worked with over 1,000 youth and families since we started providing this service.

Relevant Projects: CHNJ currently conducts outreach in several communities across New Jersey. The staff reaches hundreds of youth through school and community presentations each year. During these outreach activities they provide information about services available to homeless youth and encourage youth to come off the street and to the Crisis Centers. CHNJ's outreach and residential programs in Northern New Jersey receives funding from DCF. Unlike some organizations that only provide direct care to victims, Covenant House also advocates for laws that will ultimately put an end to child trafficking and is a member of NJ's Human Trafficking Task Force. Since 2011, Covenant House International has run the Abolish Child Trafficking website (www.abolishchildtrafficking.org) which provides action alerts, shares survivors stories and statistics about the sexual exploitation of children and compiles actions that people have taken to fight trafficking, such as a lobbying for legislation. We helped move both International Megan's Law and the Domestic Minor Sex Trafficking Deterrence and Victims Support Act of 2010 through the House. CHNJ is also former federal street outreach grantee. Ocean's Harbor House (OHH) has had a contract with DCP&P for our Emergency Youth Shelter for more than 20 years, and had a separate contract for our Transitional Living Program since 2001. OHH is also a current federal outreach grantee. Throughout the years, OHH and CHNJ has maintained all grants in good standing and has complied with and most often exceeded all grant requirements.

Letters of Support and MOUs: CHNJ has signed a MOU with Ocean Harbor's House to spearhead the outreach efforts in Ocean County. Please see letters of support from Monmouth County Department of Social Services, the Atlantic County Executive, the Atlantic City Mayor, the Toms River Mayor, Office of the Monmouth County Prosecutor, the Anti- Trafficking Task Force of Atlantic County, Interfaith Neighbors, Congressman Frank LoBiondo, the United Ways of Greater Philadelphia and Southern Monmouth County and Ocean County, Ocean County Board of Freeholders, the Atlantic County Executive Office, South Jersey Aids Alliance, and the Community Affairs and Resource Center (formerly Hispanic Affairs), Ocean Mental Health Services Atlantic Cape May Workforce Investment Board.

Commitment to cultural competence and diversity: A large portion of homeless, runaway, and at-risk youth are ethnic and social minorities, CHNJ has created a number of service provisions to help us better offer aid to minority populations, with a particular emphasis on the Latino and LGBTQ communities, through cultural awareness, a spirit of inclusiveness, and language appropriateness. The project will give Hispanic youth an opportunity to be connected with the services they need that are not provided within their communities and without fear deportation. Outreach materials are available in Spanish so youth who the team does not make initial contact with can obtain materials about Covenant House services from other organizations that can then refer them (eg CARC in Monmouth County). Sensitive to the issues of other cultures, we will also strive to be sure that the outreach staff will be representative of the population served. It is CHNJ's goal to provide these youth with safe, healthy and accepting environments in which to grow and thrive. CHNJ staff will insure that youth are not subjected to harassment of any

kid, including taunting, teasing, verbal abuse, threats or acts of violence. CHNJ staff will investigate and document all such allegations and will provide a report to the CHNJ's leadership team and take appropriate action based on the outcome of the investigation. Supervisors and workers are required to continue their cultural education through a variety of means, including attendance at seminars, webinars and workshops regarding employment hiring cultural awareness and sensitivity, as well as clinical training to enhance and improve service delivery to homeless youth. Both OHH and CHNJ includes policies in the employee manual regarding any type of discrimination as prohibited, but also requires that the staff engage in continued education and training regarding cultural competency and awareness.

Staffing: Please see attached biographies and resumes for the staff at Covenant House and Ocean's Harbor House, which will indicate that they have the requisite skills working with homeless youth. The supervisory staff holds Masters Degrees in Social Work and the direct care staff has extensive experience working with this population.

Organizational Chart: Please attached organizational chart for CHNJ.

Organizational Capacity and Governance Structure: CHNJ has been operating as a non-profit since 1989 and has experience managing funds from various sources for over 23 years; it is well equipped to oversee the disbursement of a state grant. CHNJ is incorporated in New Jersey and is governed by a voluntary Board of Directors. As a current grantee from the United States Department of Housing and Urban Development (HUD), the team at CHNJ is fully cognizant of the importance of being good stewards of government funds. As a former recipient of U.S. Department of Health and Human Services grant for its Outreach and Transitional Living Program (TLP) in Atlantic

County, CHNJ is intimately familiar and experienced with the required fiscal controls and oversight necessary for federal grants. The most recent audit by Grant Thornton indicates that's CHNJ is fiscally sound and well managed and complies with GAAP.

Demonstrated Capability to Manage Services: Every day, Covenant House outreach specialists canvass the most dangerous neighborhoods in search of homeless kids. Armed with Covenant House brochures, plenty of sandwiches, and the offer of on-the-spot assistance, outreach specialists' constant and reassuring presence earns them trust among the youth on the streets and provides them the chance to talk about Covenant House. Covenant House outreach extends beyond vans. Our outreach staff members attend committee meetings and sit on mayoral councils, and we visit local schools, hospitals, YMCAs, and community group events – all to educate anyone who might encounter a teen in need so he or she can recognize the signs of homelessness and child trafficking. Prevention factors into Covenant House's outreach efforts as well. Residents and staff members from Covenant House visit hundreds of schools each year, connecting young people to services they or their friends might need and raising awareness about teen homelessness. Often Covenant House residents tell their personal stories to the students. So far this year in Southern New Jersey, CHNJ has made 3,349 contacts. A significant contact is defined as a contact that lasts at least 10-15 minutes. Food or clothing outreach that occurs without any further interaction cannot be included as a significant contact. Street outreach is defined as outreach that is conducted in an unstructured environment (i.e. by van, foot, or bike). See definition sheet in the appendix.

NEEDS JUSTIFICATION

Who are our youth? They are the runaway, homeless and at-risk teens and young

adults living on the streets of our cities. They are young pregnant and parenting girls who come to us with their babies. They are under the age of 21, emerging from adolescence and on the brink of adulthood. Tonight alone, 140 youth across New Jersey will have hot meals and warm place to sleep. The youth served by Covenant House are disproportionately poor and minority, lack a high school diploma, and have a history of mental illness, sexual abuse, and involvement in the foster care system. The Covenant House Institute (CHI), the research arm of Covenant House in partnership with the Columbia University Center for Homelessness Prevention Studies (CHPS) conducted a study of the youth that sought services at the Crisis Center. The study revealed that on intake the following: 57% reported physical abuse, 89% entered unemployed, 81% were not enrolled in high school and 53% had been arrested.

CHNJ is currently the only organization actively finding, contacting, and engaging homeless and at-risk youth on the streets of Monmouth, Atlantic and Cape May Counties. In Ocean County, CHNJ will be partnering with Ocean's Harbor House, which is the only federally funded street outreach provider in that area. These young adults have been forgotten by traditional service providers and other aspects of the social safety net, and are alone and fending for themselves on the streets. These are youth, only a couple years removed from childhood, who have experienced incredible trauma and stress. As it currently stands, if Covenant House or Ocean's Harbor House (OHH) does not provide these outreach services, no one else will.

Trafficking: The crisis of human trafficking is one of the fastest growing criminal industries in the world, and homeless youth are especially vulnerable. Each year, an estimated 600,000 – 800,000 men, women, and children are trafficked across

international borders- 50 percent are children.¹ The majority of these victims are forced into the commercial sex trade. At Covenant House, we know all too well the dark realities of the human trafficking industry, one that is rapidly rising to the second largest global criminal industry, just barely behind black market arms dealing and behind only drug dealing. More than 50% of domestic trafficking victims are classified as runaway youth living on the street.² Concrete statistics are often unavailable due to the covert nature of the crime, the invisibility of victims and high levels of under-reporting. It is impossible at this juncture to provide a precise count of the number of victims of human trafficking in Atlantic, Ocean, Monmouth and Cape May Counties. However, what we do *know* based on experience is that these are “tourist” destinations and as such there is a higher propensity that homeless, runaway and at-risk youth will become victims of violence, involved in prostitution or get ensnared in the dangerous web of human trafficking.

Although we were certain that there were large numbers of trafficking survivors among our clients, we were having difficulty identifying them due to the reluctance of young people to disclose their experience. For this reason our partners at Covenant House New York (CHNY) sought out the assistance of the Applied Developmental Psychology Department at Fordham University to help Covenant House develop and scientifically validate a screening tool to better identify trafficking victims among our youth. Using the tool we developed, we surveyed a random sample of 174 youth between 18 and 23 years old. Given the similarity of the populations, we believe that these findings could

¹ Francis T. Miko, ““Trafficking in Persons: The U.S. and International Response,” Foreign Affairs, Defense and Trade Division, July 2006.

² Richard J. Estes and Neil Weiner, “The Commercial Sexual Exploitation of Children In the U. S., Canada and Mexico,” University of Pennsylvania, February 2002.

reasonably be applied to homeless youth in New Jersey. The study found that: (A) Shelter was the number one commodity traded in return for sexual activity. Of those who engaged in commercial sex activity, almost half – 48% in total - said they did it because they did not have a place to stay. Participants explained how traffickers loiter in areas where homeless youth are known to gather and then tell them that the shelters are full and offer them a place to stay in lieu of sleeping on the streets. (B) The youth who experienced compelled sex trafficking reported experiences of violence, intimidation and/or gang rape. (C) Risk factors, in addition to homelessness, include prior childhood sexual abuse, the lack of any caring supportive adult in a youth's life, and the lack of education or any means to earn an income. Pimps and other traffickers specifically look to recruit youth with these risk factors.

Despite the violence involved in trafficking, victims are often conflicted about leaving the "life." The money earned acts as a lure, especially for young people who are financially unstable and cannot rely on families for support due to abandonment and disconnection. The affinity and hierarchy created with the traffickers and the other girls and women who work for them create bonds that are difficult to break, especially for youth who lack a social network. Dawne Lomangino-DiMauro, Co-Chair Anti-Trafficking Task Force of Atlantic County observes in an interview that "most people drive down the street here and its so normalized because we've seen it here for years they don't realize that a lot of the people and the women and the boys on the street are under 18 and they are victims of human trafficking." The same report also revealed that pimps recruit 1 in 3 runaway teens within 48 hours of leaving home.³ It is troubling that some New Jersey residents might accept these conditions are part of the social landscape.

³ http://www.nbc40.net/printable_news.php?id=12999 retrieved 6/13/13

Therefore, there clearly needs to be a coordinated effort to raise awareness about the harms inflicted by this type of activity and the support services available to victims. Currently, there is no agency in any of these counties that is conducting street and community outreach with the specific purpose of connecting these youth to stable housing and critical support services. This is the gap that Covenant House and Ocean's Harbor House proposes to fill.

PROGRAM APPROACH

CHNJ will be utilizing direct street outreach tactics, community presentations and collaborations with other service providers to provide services in Southern New Jersey.

Engagement and Street Outreach: The primary method of the Street Outreach Program is to contact homeless and runaway youth on the streets of Atlantic, Ocean, Monmouth and Cape May Counties, creating relationships with them and offer them shelter and supportive services at our CSC and ultimately placing them in permanent housing. Each team will be comprised of a team of 2 outreach workers. The 2-outreach workers based in Atlantic County will travel to the neighboring Cape May County to do outreach during various hours. The 2-outreach workers based in Asbury Park will travel to specified areas in Monmouth County. Ocean's Harbor House will manage Ocean's County outreach project and cover all the high need areas including Toms River. While conducting street outreach staff members will be required to travel in pairs at all times to ensure safety. Staff members will also be required to use the department cell phone while out in the field in case of an emergency. Each worker will wear a uniformed shirt clearly marked with the agency logo and labeled "outreach". As needed, the team will also wear jackets with the same identifying information. The strength of the proposed SOP project is that

CHNJ will be able to reach homeless, runaway and street youth in the most impoverished areas in the state and CHNJ and OHH operates residential programs within 60 minutes in each of these locations. Please note that the hours of outreach will be staggered based on the trends in the community. This will allow the team to be flexible and responsive to needs of the youth. Our experience has shown that during the winter months, there are fewer youth outside at nights but they come out in the early afternoon. However, in the summer youth are out much later in the nights and for longer periods. The team will also conduct outreach on the weekends as needed. Outreach workers will have cell phones and they can be called if a youth needs immediate assistance and transportation. Outreach support addresses the most basic and pressing needs of these youth, providing food, water, and clothing to those on the street.

Atlantic County: is the home of what was once called the “Eighth Wonder of the World” due largely in part by the non-stop excitement of the ocean front casinos and the city’s boardwalk. Despite the bustling tourism industry, the residents of Atlantic City are among the poorest in New Jersey. The casino industry and the lure of fast money makes Atlantic City a beacon for homeless and runaway youth subjecting them sexual exploitation. Using a statistical formula applied to information garnered from the Point in Time Count (PITC), the Corporation for Supportive Housing (CSH) estimated that over 1,106 were homeless in Atlantic County. The PITC is a HUD mandated count that is done nationally to identify those without shelter on that particular night. The majority of the homeless in the PITC came from Atlantic City and Pleasantville. Some of the “hotspots” in Atlantic County include Stanley Holmes Village, School House Apartments and the area around Moe’s Chicken, which located in the New York Avenue area between

Atlantic and Baltic Avenues. Another popular location, particularly in the summer is “the Inlet” which is a basketball court on the beach. Homeless and other at-risk youth congregate out Pacific Avenue and the intersecting streets, which include: Florida, Texas, St James, Ocean, Spray, Bellevue and the back of Maryland street. The aforementioned streets are known for street level commercial sexual exploitation of youth. The CHNHJ outreach team has accompanied the Atlantic City Police Department on operations to provide services to sexually exploited youth, in some instances, the youth are known to staff at CHNJ. The bus terminal at Atlantic Avenue is in the heart of the town and because of heavy foot traffic is a known prostitution area,

Monmouth County: According to the CSH an estimated 1,152 people living in Monmouth County are homeless. This number is up significantly from last year, and 2012 saw the county’s highest levels of unsheltered homeless in four years (Point in Time Count 2012). According to the count, the majority of the County’s homeless individuals came from Asbury Park, Neptune and Long Branch. In Asbury Park the focus areas will include Dewitt Ave, Bangs Ave, Church St. and Asbury Ave. The aforementioned areas exhibit high levels of gang activity, in addition to rampant prostitution. A small blocked dead end off of Church Street is the hub of traffic in the area. The intersection of Comstock and Prospect, in addition to Summerfield and Washington Avenues is known for street level drug dealing. The “traphouses”, in which drugs are produced and sold, flank Ridge Avenue on both sides of Sewall. The Boston Way Housing Project is also located just north of this intersection. This housing project is known for harboring high numbers of disconnected youth. **In Keansburg** the team will focus Main and Church Streets and make regular trips to Port Monmouth Road, Campview Ave and Bayview

Ave. In **Long Branch**, the team will visit the housing developments along Broadway. The main hub of activity is along Carr Ave and Grandview apartments, which are located just off of Carr Ave. The team will also visit Beech Street. The housing projects include Garfield Courts (Central and Union Ave), Bueno Vista Apartments (corner of Seaview Ave), Rose Gardens (Morris Ave and 3rd Ave), Morris Gardens and Andrea Courts. The hotspots include: Eastwood Ave, Rockwell Ave, Memorial Parkway, Seaview Ave and Long Branch Ave, Van Dyke Place and 4th Ave, North 5th Ave and Halburton Place,, Morris Ave and 3rd Ave. Other locations include 2nd Ave, Liberty Street and Belmont Ave (they are all connected to Broadway).

Cape May County: The majority of Cape May County's industry is tourism, due to its beaches and location between the Delaware Bay and the Atlantic Ocean. Approximately 22.3% of the homeless were between the ages of 18-24. The most frequently stated town that respondents came from during the PITC were Wildwood, Villas, Cape May Courthouse, Rio Grande and Whitesboro. These are the communities where CHNJ will focus their efforts. The areas where these youth will be found include the intersection of Route 9 and Rio Grange, the Wildwood Low Income Housing Development and Schellinger and New Jersey Ave. The team will also go to Main and George Street to Whitesboro Park.

Ocean County: Ocean County is part of the New York metropolitan area, and is home to many tourist attractions frequently visited by Delaware Valley residents, especially the beachfront communities of Seaside Heights, Long Beach Island, Point Pleasant Beach, as well as Six Flags Great Adventure, which is the home of the world's tallest and formerly fastest roller coaster. Ocean County in recent times has seen a great deal of displacement

due to the impact of Hurricane Sandy. Although, CSH estimates that there 1,908 homeless individuals in the county, OHH's experience has shown this number to be much higher. The most recent Point in Time Count indicates that the majority of the homeless individuals came from Lakewood and Toms River. The OHH team is familiar with the area and will be conducting outreach to these areas.

Community Outreach: The team's presentation approach will provide information about dangers on the streets and offers strategies on making wise choices. To this end, CHNJ will partner with other agencies in the respective counties that have an expertise in a particular area (gangs, sexual exploitation, drug trade). The team will make 10 presentations per month at a variety of different venues throughout the year. Presentations will be made to area schools, churches, police departments, social service agencies, along with appearances at local community activities and festivals, outlining the services available at Covenant House and at Ocean's Harbor House. This will increase in the awareness of the problem of homelessness among the youth in target counties. By making our presence in the community known, youth in need will be able to avoid spending extended periods of time on the streets, leaving them more vulnerable to sexual abuse and other dangers.

Trafficking Awareness and Training: Jayne Bigelsen, CHNY's Director of Anti-Trafficking Initiatives will assist CHNJ's outreach team in implementing the outreach training and awareness projects. She will develop protocols for client services, develop and coordinate appropriate training, and ensure that CHNJ's staff is well versed in this area. Ms. Bigelsen has worked at Manhattan Family Court – Victims Services where she advocated for and provided information to victims of domestic violence, as well as

presented workshops on family court and domestic violence to students and court personnel. Ms. Bigelsen has worked at New York Association for New Americans where she advised immigrant victims of domestic violence of their legal rights, as well as presented workshops on immigration and domestic violence to law enforcement and community and government agencies. Ms. Bigelsen has also worked at the Office of the New York City Deputy Mayor for Legal Affairs – Survivors of Human Exploitation Working Group where she took a leadership role in developing a model and vision for a comprehensive treatment center for victims of human trafficking, after interviewing experts in the field of human trafficking and conducting extensive research on programs worldwide. CHNJ's attorney, Lennon Moore, at the Youth Advocacy Center in Atlantic City will provide a detailed training on the human trafficking (see appendix for sample training) based on his active participation in the Anti Trafficking Taskforce in Atlantic County (ATTACK). All these resources will allow CHNJ to provide incorporate this information in community presentations to raise awareness about human trafficking.

Sensitivity: CHNJ is committed to providing the highest quality of services of all homeless youth in our care, regardless of their race, color, ethnicity, religion, national origin, cultural heritage, disability, special needs or sexual orientation. CHNJ is committed to respecting the dignity of lesbian, gay, bisexual and transgender youth and will not tolerate bullying or harassment of this youth within our programs. As professionals working to serve all youth, the staff is sensitive to the reality that many of these young people might be questioning their sexual orientations and gender identities. It is CHNJ's goal to provide these youth with safe, healthy and accepting environments in which to grow and thrive. CHNJ staff will insure that youth are not subjected to

harassment of any kid, including taunting, teasing, verbal abuse, threats or acts of violence. CHNJ staff will investigate and document all such allegations and will provide a report to the CHNJ's leadership team and take appropriate action based on the outcome of the investigation.

Confidentiality: Covenant House maintains confidentiality of records and the identity of both the youth and families that it serves. Street Outreach staff will carry an Outreach Contact Sheet on which they will record the gender, age, and ethnicity of each young person they serve. While on the street, no identifying information is recorded, such as name or birth date. A secure database will also be utilized to collect statistics at the end of each shift and to track youth's progress through the program. If a youth is brought into the CSC, a file is opened which contains an in-depth intake and assessment, the youth's identification, the goal plan and review, orientation to the program and progress notes. To ensure that no information on the youth and their families is disclosed without the consent of the individual, parent or legal guardian, every youth signs release of information consent form stipulating specific information to be released for coordination of care (if the youth is under the age of 18, the forms are signed by their parent or legal guardian.) However, every youth is advised that disclosures without consent can be made to government agencies if the young person has been involved criminal activities. In such cases, the governmental agency must produce a subpoena. The records on each youth are filed in locked cabinets that are stored in the file room.

Trauma: According to the National Child Traumatic Stress Network's Culture and Trauma Brief, "homeless youth have significant mental health problems, including depression, anxiety disorders, posttraumatic stress disorder (PTSD), suicidal ideation, and

substance abuse disorders.” The report goes on to illustrate that, “Most of these youth experienced potentially traumatic events before they left home, and many of them are re-traumatized once they arrive on the street.” In fact, the Trauma Center’s Shelter from the Storm: Trauma Informed Care in Shelter Support Services makes the argument that homelessness is in and of itself a traumatic experience. To this end, each young person that comes to CHNJ will do an assessment with CHNJ’s Licensed Clinical Social Workers (LCSW) in North and South Jersey. They will be conducting the initial intake assessments, organizing the psychosocial groups, and providing individual therapy and assisting with the staff training as needed. The LCSW team will also provide training to the outreach staff as needed so they are aware of the intricacies of working with this population.

Emergency Shelter: As a component within the CHNJ continuum of services, the outreach team has 24-hour access to Covenant House’s Emergency Shelter in North and South Jersey for those youth seeking immediate shelter and safety. Youth in Ocean County will have access to Ocean’s Harbor House residential program. Once in the shelter, the youth will have continued contact with the outreach staff in order to maintain the relationships with the youth that were begun on the street. For homeless young men and women this means much more than the basics of shelter, food and clothing. It means access to critical support services that they need to move forward.

Support Services: Physical and Mental Health Services- all youth have access to comprehensive medical care on site and to treatment that would otherwise be done in a doctor’s office. In addition, we have Licensed Social Workers, and a consulting psychiatrist to conduct mental health screenings, counseling, and referrals to in-patient

facilities if required. Career Development- the Vocational Training Center at the CSC provides the skills necessary for youth to obtain employment and pursue vocational goals. Services provided to youth include job readiness classes, effective interviewing seminars, job placement assistance and resume writing. Legal Services- the full time attorneys primarily provides direct representation in civil matters and minor criminal matters including: custody/visitation, child support, immigration, and public benefits. This service is key for survivors of trafficking. Education- each young person has access the services of the full time teacher. The department works with youth on basic literacy, GED preparation, college applications and post secondary opportunities. Healthcare- in South Jersey youth has access to healthcare through a partnership with AtlanticCare. In North Jersey will have access to healthcare onsite through a partnership with the University of Medicine and Dentistry (UMDNJ).

Permanent and Transitional Housing: The Rights of Passage Program is a 35 bed permanent housing located in Atlantic City (20 beds) and Newark (15 beds). ROP mirrors independent living while simultaneously providing a safety net, which allows youth to make mistakes but not end up back on youth must apply to the program and be willing to must make a serious commitment to maintaining employment, improving their independent living and decision making skills. CHNJ also operates a transitional 12 bed programs for homeless moms and babies. CHNJ also operates an 8-unit facility in Montclair called Nancy's Place, which is a residential program for youth with mental health challenges. Committed youth will have access to this multitude of housing options.

Relocation Options: One of Covenant House's unique facets is that we have over 21 locations; we are able to transfer a youth to another Covenant House location if the youth

is in danger. For example, if a youth is trying to leave a gang or get away from an abusive partner or pimp, we are able to transfer that youth to another safe location within 24 hours. It is not uncommon for the Atlantic City site to transfer youth to Covenant House Philadelphia, if the youth needs to leave the immediate area but wants to remain within a couple of hours of family.

DATA COLLECTION AND STATISTICAL REPORTING

Objectives: CHNJ's outreach program's most immediate objective is to locate and engage runaway, homeless, and at-risk youth on the streets of Cape May, Atlantic, Ocean and Monmouth Counties. **Outcomes:** Over the course a year, Covenant House's Street Outreach Program will contact 3,500 homeless, runaway and street youth. (See the tracking form used to capture information in the appendix)

OBJECTIVES /GOALS	ACTIVITIES	OUTPUTS	EXPECTED ANNUAL RESULTS	HOW RESULTS WILL BE MEASURED
Provide direct outreach and immediate support and necessities to homeless and at-risk youth.	Help youth meet basic needs on the street by providing food, clothing, hygiene products, survival aid, transportation and referrals.	A team of 8 workers will conduct outreach 5 days per week in 8 hour shifts (staggered hours) The regional outreach team will give 10 educational and preventative presentations per month.	3,500 youth will come in contact with the outreach team (875 in each county) 1000 youth will receive support services from the outreach team We expect 700 individuals to receive information about youth homelessness and trafficking.	No. Of youth contacted on streets by outreach staff via outreach daily log No. of youth receiving survival aid/information via log. Attendance Log at presentations.
Provide immediate housing for youth	Collaborate with CHNJ's emergency shelter and	The Newark CSC is open 24 hours per day, seven days per week and offers	100 youth will receive emergency Shelter at CHNJ, OHH or at another	Intake records

	OHH shelter so youth can receive immediate housing. Youth will receive legal, education, life skills and behavioral health services.	open intake. When the CSC is full or youth do not fit age requirements, CHNJ refers youth to more appropriate local shelters or other Covenant House locations.	appropriate program in the community.	Referral logs
Reduce risks and trauma; enforce positive youth development and positive habits and life skills.	Community presentations which will include the topic of human trafficking and connecting those in need of additional services to the Crisis Centers or community partners	CHNJ offers health services, mental health and behavioral health support, and life skills training on site from its professional staff. CHNJ will refer youth who need extra medical support to local health providers.	50 youth will exhibit a reduced risk of sexual exploitation	No. of physical health assessments provided by health staff. No. of mental health assessments. Referral Logs

BUDGET NARRATIVE

The narrative is included in the appendix as part of Exhibit 1.A separate sheet is also included in the appendix with the start up budget and accompanying narrative.

LEVERAGING

Covenant House will use \$57,630 as a leveraging mechanism. These funds will be sourced from donor-designated funds. \$10,314 of these funds will come from the Monmouth County Continuum of Care (see appendix). CHNJ will utilize private discretionary funds from events to support efforts in the Southern Region.

RESUMES OF KEY PERSONNEL

Jill Rottmann
jrotmann@covenanthouse.org

EMPLOYMENT HISTORY

Covenant House New Jersey, Newark, NJ

Executive Director

2006-Present

- Manage all operations of \$8.5 million organization
- Completed a successful \$10 million capital campaign, expanding bed capacity by 25%

Director of Development

2003-2006

- Responsible for raising an \$8 million annual budget
- Initiated an annual fundraiser that realizes \$500,000 in annual income

Director of Program Development

2000-2003

- Direct and manage the Career Development, Advocacy, Medical, Behavioral Health and Addictions Management departments of the agencies 45-bed Crisis Center for homeless and at-risk young adults.
- Developed supportive housing, addictions and outreach programs, including program design, fundraising and staff hiring

Herrigel, Bolan, Manahan and Troxell, Millburn, NJ

1999-2000

Associate

- Implemented pro bono projects in the areas of housing law and real estate.
- Worked with nonprofit community development corporations to acquire properties for low-income housing.
- Developed and conducted all attorney review on mortgage closing documents.

Newark Do Something, Newark, NJ

1993-1999

Executive Director

- Collaborated with other Newarkers to found and develop an organization that develops and organizes young leaders to bring about social change in their communities, including the acquisition of funding and a building, program creation, and development of human resources.
- Developed enduring collaborative partnerships with the City of Newark and Newark Public Schools.

Alternatives, Inc., Somerset, NJ

1993-1995

Case Manager

- Worked with homeless young mothers and their children to develop and implement case plans that lead to independence.
- Advocated for homeless women with the county public assistance offices.
- Developed the program's first onsite GED, life skills, and job readiness classes.

Amandla Crossing, Edison, NJ

1991-1993

Instructor

- Developed and taught GED, life skills, job readiness and women's studies classes for homeless women.
- Organized volunteers to lead classes in their area of expertise.

EDUCATION

Seton Hall University School of Law, Newark, NJ

J.D., May 1998

GPA: 3.14/4.0

Honors: Awarded annual scholarships for community service and commitment to working with Newark's children

Rutgers University-Rutgers College, New Brunswick, NJ

B.A., May 1994 in English and Women's Studies

GPA: 3.6/4.0

Honors: Named to Dean's List in 6 of 8 semesters

RESUME

Sidney W. Colvin



EDUCATIONAL BACKGROUND

Master of Arts in Educational Administration – Georgian Court University, 1997
Graduate Courses – New Brunswick Theological Seminary 1974-1977
Bachelor of Arts – Hope College, 1974

RELATED WORK EXPERIENCES

Ocean's Harbor House, Toms River, NJ

Executive Director - Responsible for overall operations of agency including contract management, fundraising, fiscal and program development, staff development, budget and fiscal management, board development, and management of youth shelter, outreach and transitional living services. August 1, 2009 –

Program & Fiscal Development Director - Responsible for program development, grant writing, coordination of fund raising activities and events, development of new programs/services, and public speaking. April 2007-July 31, 2009

Transitional Living Program Director – Responsible for Supervising staff and the daily operation of a twelve bed group home and two apartments for youth aged 16 - 21. December 2003-April 2007

Shelter Program Director – Responsible for Supervising staff and the daily operation of a twelve bed emergency shelter for youth aged 10 - 18. March 2001-December 2003

Outreach Program Director - Supervise outreach staff and consultants. Analyze and interpret data to establish needs and programs. Public speaking to educate and inform the community about services. Involved in committees to promote health and well being of youth and their families in Ocean County. August 1999-March 2001

Keansburg School District, Keansburg, New Jersey

Principal - Responsible for overseeing the Alternative School, formulating policy and procedures, curriculum review, teacher evaluation, and discipline. September 1997-June 1998

Southern Regional School District, Manahawkin, NJ

Instructional Aide/Administrative Internship - Assisted teachers in the Mainsail Program (Alternative program for special needs students) with classroom management and instruction. Also assisted the Special Education Director with various administrative duties. September 1995-June 1997

Ocean Mental Health Services, Inc. Bayville, NJ

Administrative Assistant/Teacher Assistant, Ocean Institute - Responsibilities included assisting the principal of the Alternative School, behavior and crisis management, documentation review, teaching, assisting the teachers, coordinating field trips, and monitoring and ensuring safety standards. January 1995 - September 1996

Case Manager, Ocean Institute, Adolescent Day treatment Program - Responsible for a case load of seven students, provided counseling, crisis intervention, and planning, implementing, and supervising activities. 1990 -1993

Supervisor of group home - Responsible for overseeing the daily operation of the group home and that it met and maintained state standards. Also responsible for interviewing, hiring, terminating, scheduling, supervising, and evaluating ten employees. Provided crisis management, intervention, and training, and was part of a team which interviewed and evaluated prospective clients for the home. 1989 – 1990

W.A.I.T.T. HOUSES, Inc, Schenectady, New York

Supervisor of Agency Boarding Homes - Responsible for overseeing the daily operation of five group homes and that they met and maintained state standards. Supervised thirty employees. Responsible for interviewing, hiring, terminating, scheduling, evaluating, and assisted in the training of those employees. Provided crisis intervention and worked with the other administrators on budget and agency policy and procedures. 1985 - 1989

MONTGOMERY COUNTY A.R.C., Amsterdam, New York

Client coordinator/Social Worker - Responsible for overseeing clients' program to ensure that their needs were being met and assigned goals and objectives were appropriate, as well as advocating for their rights. 1981 - 1985

Heidi M. Hartmann



Role and Responsibilities: To develop and implement the Teen Pregnancy Prevention and Personal Responsibility Education Program (PREP), coordinate activities and communications with Federal Agencies (e.g., OAH, ACYF, and FPCOC's collaborators, partners, sub-agencies and community stakeholders), interface with the public, key agency stakeholders and Federal partners, assume a leadership role in strategic and operational planning, quality improvement and program evaluations, and work collaboratively with program staff to ensure optimal client service.

EXPERIENCE

10/2001 – present

Ocean's Harbor House

Toms River, NJ

Shelter Program Director (11/2006 – present)

Outreach Program Director (10/2003 – 11/2006; 10/2008 – present)

Street Outreach Counselor 10/2001 – 10/2003)

- Responsible for coordinating 24-hour operations of the 12 bed Youth Shelter Program.
- Implement agency policies and procedures and ensuring compliance with federal, state and local licensing and grant guidelines.
- Supervise staff and clients.
- Coordinate and maintain administrative on-call systems to assist with client crisis, staffing, coverage and facility issues.
- Coordinate treatment planning, counseling and case management services for shelter residents.
- Plan and coordinate recreation, leisure, life skills, and drug and alcohol prevention activities.
- Facilitate weekly treatment team meetings.
- Coordinate agency wide staff trainings.
- Attend local, county, and statewide networking activities.
- Compile timesheets and payroll for all shelter staff.
- Compile monthly, quarterly and annual reports on a local, state and federal level.
- Interview candidates for part/full time shelter employment.
- Train and supervise outreach staff.
- Act as liaison for Juvenile Intake and FCIU.
- Interview candidates for part/full time outreach employment.
- Compile outreach data including all groups, sessions and street outreach statistics.
- Plan and coordinate street outreach staff schedule, services and activities.
- Maintain weekly staff supervision.
- Compile timesheets and payroll for all outreach staff.
- Maintain relationships with other service providers in Ocean County.
- Maintain referral guide for clients, families and hotline callers.
- Inform and educate youth about agency services, as well as provide referrals to other services.

- Provide crisis intervention, and follow-up care to youth and families.
- Facilitate groups including Peer Leadership, Young Women's Group, Anger Management and a satellite drug and alcohol prevention group.
- Compile monthly statistical data for street outreach services.
- Provide individual and family counseling.
- Member of the BHOC Violence Prevention Committee.
- Create and co-facilitate agency wide "Youth Engagement" workshop.

1/2001-5/2001 Greenville Police Department Greenville, NC
Victims Advocate Intern

- Assist officers in the Family Services Unit with Domestic Violence Protection Orders for child abuse, elder abuse and rape cases.
- Provide support during court and follow-up calls, contacted safe houses and provided counseling services for victims.
- Implement a "Think Smart" anti-crime program for 200 early teens in school and community settings.

7/2000 – 6/2001 E.C.U. School of Medicine Greenville, NC
Student Worker

- Assist Director of Clinical Pharmacy with general office duties.
- Coordinate continuing education program for Pharmacists in NC region.
- Maintain files for UNC School of Medicine PharmD students.

EDUCATION/CERTIFICATIONS/TRAINING

4/2007 Psychological First Aid, Traumatic Loss Coalition
 3-day certification (Psychological First Aid & Suicide Response)

5/2005 Rowan University, Glassboro, NJ
 SAC (Student Assistance Counselor)

1/2002 Contact of Ocean County- Crisis Hotline

5/2001 East Carolina University, Greenville, N.C.

Bachelor of Science-Family and Community Services

Summer 2000 LagoMago & Marini, Pistoia, Italy

Studied early childhood development in classroom settings/community

AWARDS/AFFILIATIONS/VOLUNTEER WORK

- Friends of the Southern Ocean County Animal Shelter, Foster Dogs, 5/2010-present
- Haiti Relief – 2 weeks rebuilding in Port-au-Prince – 2/2010
- Traumatic Loss Coalition Emergency Response Team 2009-present
- Youth Services Commission-member – 2007-present
- Toms River Township Municipal Alliance Member-10/2003-present
- Ocean County Student Assistance Professionals – 2003-present
- Safe Night Committee Member/Co-Facilitator – 2001-present
- Recognized as the 2002 John E. Sadowski Employee of the Year for Ocean's Harbor House
- Initiating committee member for Jersey Shore PFLAG
- Greenville Homeless Shelter – Asst. Case Manager 1/1999 -5/1999

REFERENCES

- Sid Colvin, Executive Director, Ocean's Harbor House 732-864-2111
- King & Jackie Sparks, Owners, Howards Restaurant, 609-492-2319
- Bob Dolan, Founder, Greenwood Consultants, 848-992-6377

Michelle J. Porcaro LSW
mporcaro@covenanthouse.org

Education

09/09-05/10	Fordham University Graduate School of Social Service <i>Master of Social Work</i> Dual Concentration in Clinical Practice and Human Service Management	New York, NY
09/03-05/08	Rutgers, The State University of New Jersey <i>Bachelor of Arts</i> Dual Major in Social Work and Political Science	Newark, NJ

Work Experience

07/08-Present	Covenant House <i>Resident Advisor (Promoted to Coordinator)</i> <ul style="list-style-type: none">• Development and program planning for Nancy's Place, transitional living home for homeless youth with mental illness.• Redesigning statewide case planning process on the strategic planning team.• Served as designated team leader in the absence of program coordinator.• Assess and manage resident crisis situations including suicide ideation and gestures, verbal and physical altercations, etc.• Partner with other service providers in order to assist residents with obtaining services.• Carry out case management tasks with residents.<ol style="list-style-type: none">1. Conduct strengths/needs assessment with residents2. Prepare with each client an individual case plan, including goals in six areas: social; emotional; spiritual; education; vocational; physical.3. Meet with each client for weekly one-on-one case planning sessions4. Assist clients in setting and carrying out goals for independence5. Make appropriate recommendations and referrals for services• Facilitate classes and groups with topics in social skills and life skills.• Escort residents to appointments, court cases, and other destinations as needed.• Monitor building to ensure residents' safety.	Atlantic City
06/04-12/08	Kearny Federal Savings <i>Mortgage Department Clerk</i> <ul style="list-style-type: none">• Completing tasks related to post-loan closing.• Organization of loan files.• Computer data input and organization.• Assist in special projects as needed.• Complete mass mailings to clients.• Assist in department event planning.• Document scanning.	Wood Ridge/Fairfield/Kearny, NJ

Internships

09/09-05/10	Covenant House	Newark, NJ
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Master of Social Work Intern

- Conducted needs assessment of Jersey City, NJ.
 1. Contacting and interviewing social service providers, law enforcement, school counselors and Board of Education members, and government officials in the greater Jersey City area.
 2. Developed survey for Jersey City youth to complete that indicated the level of need for and interest in having Covenant House services in their community.
 3. Obtained statistics on homelessness, school dropout, criminal offenses, etc.
 4. Conduct school presentations/assemblies in Jersey City high schools.
 5. Summarize and analyze data from completed surveys.
 6. Write outcome report of the needs assessment.
- Redesigned intake form in order to achieve compliance with stakeholder standards.
- Conducted training on the direct care helping relationship for new staff orientation.
- Served on agency strategic planning committees.

09/07-05/08

Belleville Public Schools-Department of Special Services

Belleville, NJ

Social Work Intern

- Participation in the Individualized Education Plan (I.E.P.) process. Completion of the observation and interview section of the students' social assessment.
- Conduct in-class social skills group counseling; co-facilitate group counseling students who have histories of violent and illegal behavior; individual and small group counseling with students with emotional and behavioral issues.
- Interviewed students about their future career interests. Conducted concurrent interviews about their current independent and daily living skills.
- Served as a job coach for the Transition (school to work) program as needed.
- Presented social work and psychology in career day workshops.

01/07-05/07

Northern State Prison

Newark, NJ

Social Work Intern

- Conducted individual counseling with residents.
- Conducted Addiction Severity Index interviews.
- Facilitated groups that discussed current issues and concerns within the community.
- Conducted lectures on topics relevant to changing an addictive lifestyle.

Memberships

05/06-05/08

Social Work Student Organization -Rutgers NCAS

Newark, NJ

President of the Executive Board

- Delegate responsibilities to board members
- Planning and promotion of organization activities.
- Collaborated with executive board for budget proposal.

02/08-Present

National Association of Social Workers

New Jersey

Member

Rolidel Hormazabal L.S.W.

rhormazabal@covenanthouse.org

PROFESSIONAL EXPERIENCE

Covenant House New Jersey

Newark

Coordinator of Service Management, 02/06-present

- Oversee and supervise the day to day operations of the crisis department.
- Provide supervision, direction and support to department's staff.
- Guide and assist Service Managers in implementing achievable case management goals for assigned clients.
- Evaluate staff performance and provide strategies for professional development.
- Facilitate trainings for direct care staff on policies, procedures and direct care best practices.
- Assist in identifying and implementing organization goals and strategies.
- Complete statistical reports for agency stake holders.
- Co- create department's annual financial budget.

Covenant House New Jersey

New Jersey

Coordinator of Transitional Living Programs, 09/05-2/06

- Managed the day-to-day functions of the Transitional Living Programs.
- Provided supervision and direction to program staff.
- Ensured program compliance with licensing agencies.
- Implemented and enforced program's guidelines, policies and principles.
- Completed statistical reports for grants and administration.
- Responsible for the monitoring of program's spending.

Covenant House New Jersey at Raphael's Life House

Elizabeth, NJ

Service Manager, 01/04-9/05

- Screened applicants and interview potential residents to assess compatibility with program's mission.
- Consulted with residents on visualizing, planning and achieving goals.
- Advocated for the residents in obtaining all appropriate services.
- Instructor for educational classes on varies topics including prevention of child abuse.
- Provided one-on-one counseling sessions with residents.
- Implemented and enforce the program's guidelines, policies and principles.
- Served as liaison for Raphael's Life House with other social service agencies.
- Provided reports for grants, administration and budget.
- Provided on-call supervision for after-hour and weekend coverage.

Monroe County Children and Youth Services

Stroudsburg, PA

Intake/Child Protective Services, 09/01-06/03

- Investigated allegations of physical, sexual and/or emotional abuse of children.
- Assessed allegations of deplorable home conditions and inappropriate discipline.
- Evaluated the risk level of the child's current situation and determine the necessary course of action.
- Interviewed victim child and alleged perpetrators to determine facts of the case.
- Completed and filed necessary paperwork for County processing.
- Petitioned the Court for dependency of children at risk.

- Worked in conjunction with the District Attorney's Office and Law enforcement officials in the investigation and prosecution process.
- Developed family service plans for reunification of child and family.
- Kept detailed dictations of all accounts regarding each case.
- Provided on-call coverage for nights and weekends.

SelfHelp Community Services, Inc.

New York, NY

Supervisor Case Coordinator, 03/99 – 05/01

- Supervised Case Coordinators and support staff.
- Trained Case Coordinators on agency policies and procedures; department operations and work flows; computerized scheduling and contract compliance requirements.
- Instructed Home Health Aides and Junior Aides on SelfHelp policies and procedures as well as compliance requirements.
- Worked directly with our contract vendors to assure that all their needs were being met.
- Analyzed problems; created actions plans and followed through on resolution.
- Represented the agency in contract meetings and seminars.
- Evaluated staff performance and implemented disciplinary procedures.
- Rotated as on-call supervisor for after-hours, holiday and weekend coverage.

SelfHelp Community Services, Inc.

New York, NY

Case Coordinator, 05/96 – 03/99

- Supervised and assigned Home Health Aides to patients
- Responsible for ensuring that the required level of services, as prescribed by the patient's plan of care, were followed.
- Acted as liaison between the agency, home care vendor and/or fee-for-service patients.
- Reinforced established policies and procedures with the Home Care providers.
- Maintained Microsoft 4.3 MIE System, for tracking home care providers' work schedule and accuracy.
- Completed Home Care Providers' payroll and billing adjustment as well as correct any errors or inconsistencies.
- Ensured compliance with State, Federal and JCAHO regulations.

EDUCATION

Rutgers University- Newark, NJ
Master in Social Work • 2009

University at Albany – Albany, NY
B.A., Sociology • 1995

Meghan Leigh L.S.W.

mleigh@covenanthouse.org

EXPERIENCE

COVENANT HOUSE—Newark, New Jersey

8/08-present

Associate Site Director

- Provide leadership, management and supervision to the agency's direct care programs and specialized services
- Provide support and integrates new program services where needed and as determined by the Site Director
- Insures that program functions are in alignment with agency/program mission and goals
- Assists in the development of strategies and methods for fiscal management and the development of metrics for outcomes
- Provides service updates and progress reports per department
- Participates in the development of grant and funding applications by providing program and administrative data
- Participates as part of the leadership team and attends general staff, management and statewide meetings as well as making community presentations as assigned.
- Participates in the performance development process and training for staff.
- Reviews and conducts performance appraisals.
- Provides direction to the entire site in the absence of the Site Director

COVENANT HOUSE—Newark, New Jersey

2/07-8/08

Coordinator of Program Development

- Develop and maintain internal quality assurance tools that help the Covenant House community provide the highest level of client care
- Lead the development and implementation of new programmatic efforts
- Coordinate the incorporation of volunteers and student interns into the Covenant House community
- Ensure compliance with various funding sources
- Administrative Manager for eYES Newark
- Lead agency process improvement efforts

COVENANT HOUSE—Newark, New Jersey

5/03-11/05

Coordinator of Service Management

- Coordinated the provision of residential and non-residential services to homeless young people between the ages of 18 and 21 years old
- Directly supervised workers to ensure that case plans were developed, implemented and reviewed
- Facilitated daily team huddles and community meetings
- Provided therapeutic interventions for youth
- Developed and managed the department budget and authorized spending
- Developed and implemented trainings to direct care workers regarding policies and procedures to improve the efficiency and effectiveness of the delivery services
- Collaborated with other department heads for agency-wide process improvement teams
- Responded to and led team through crisis situations
- Maintained and compiled statistical reports regarding provision of services
- Ensured quality service delivery to all clientele

COVENANT HOUSE—Newark, New Jersey

5/02-5/03

Senior Service Manager

- Maintained all the responsibilities of a Service Manager in addition to the responsibilities listed below;
- Trained all new direct care staff and Service Managers
- Created and maintained employee scheduling system
- Represented residential and non-residential services on various internal strategic planning committees

BARBARA H. SORACE MSW, LCSW, LCADC, CPS

bsorace@covenanthouse.org

EDUCATION

Master of Social Work, Rutgers University Graduate School of Social Work, New Brunswick, NJ

Bachelor of Arts, Douglass College, New Brunswick, NJ

Rutgers Summer School of Alcohol Studies, 1991- 1993, New Brunswick, NJ

Counselor Education Program on Alcoholism, Trenton State College, NJ, 1988

Perinatal Addictions Research and Education Preceptorship, 1991 Chicago, IL

National Evaluation Data and Technical Assistance Center Program Evaluation Training, Rockville, MD, 1996

International Critical Incident Stress Foundation training, 2002,2003

LICENSURE AND CERTIFICATIONS

Licensed Clinical Social Worker (NJ) #SC 04794

Licensed Clinical Alcohol and Drug Counselor (NJ) #37LC00107400

Certified Prevention Specialist (NJ) #174

Certified School Social Worker #00026734

NJ Secondary Teacher Certification

PROFESSIONAL EXPERIENCE

Adjunct Faculty, Rutgers University Graduate School of Social Work, Camden, NJ. Starting September 2008. Instructing in Social Welfare Policy in Mental Health.

Behavioral Health Specialist, Covenant House-NJ, Atlantic City, NJ. July 2003 – present, Complete mental health and substance abuse assessments, counsel and advocate for homeless youths. Consultant to paraprofessional staff. Participate in internal evaluation, process improvement, data collection and program development. Provide supervision.

Supervisory Consultant, Institute for Human Development, Atlantic City, NJ. May 2007 – present. New Jersey Access Initiative Mentorship Program.

Private Practitioner, Private practice in Lanoka Harbor, NJ. 2002 – present. Vineland, NJ 1996-1998.

Program Coordinator/Psychotherapist, CPC Behavioral Healthcare, Manahawkin and Freehold, NJ; March 2001 to Dec. 2002; Developed, marketed and managed new unit; provided individual and family psychotherapy in mental health, addiction treatment and employee assistance.

Assistant Director, Psychotherapist, Outpatient Unit, AtlantiCare Behavioral Health

Hammonton, Atlantic City & Linwood, NJ, January 1998 to March 2001; Assisted in management of mental health and addiction services unit; provided individual and group psychotherapy and addictions counseling.

Consultant in Program Evaluation, Institutional Research Associates, Newark, DE, March 2000 to 2001; provide program evaluation consultation services.

Consultant presenter, Fetal Alcohol Syndrome, women and addictions, crisis and trauma and other related topics. 1988 to present.

Prevention Specialist, AtlantiCare Foundation, July 1998 to July 1999; Developed and presented drug/alcohol prevention curriculum to adolescents in youth detention center

Grant Reviewer, U.S. Government, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention, Washington, D.C., 1997 - 1998.

Program Evaluation Coordinator, May 1994 - December 1997, Seabrook House, Matri-Ark Project for addicted women & children, Seabrook, NJ. Managed evaluation team to plan, design and implement program evaluation for a federally funded project treating pregnant and postpartum addicts in long term residential treatment. Responsibilities also included development, coordination and management of statistical reports, data collection and databases.

Regional Coordinator and Risk Reduction Specialist, Fetal Alcohol Syndrome Prevention Project, May 1991 to May 1994, Southern NJ Perinatal Cooperative, Pennsauken, NJ. Within a statewide primary Fetal Alcohol Syndrome prevention program, trained health and social service professionals in the identification and referral of high-risk women and affected children and provided technical assistance to communities in the development of community programs. Developed and presented numerous training programs and marketed services.

Psychiatric Social Worker, 1988 to 1991, State of New Jersey, Division of Mental Health and Hospitals, Hagedorn Psychiatric Hospital, Glen Gardner, NJ. With gero-psychiatric patients completed admissions and discharge social assessments, developed comprehensive individual treatment plans with treatment team, counseled patients and families, planned discharge and continuing care, developed and implemented treatment for patients with co-occurring disorders, including didactic groups, twelve step programs, individual and group counseling. Consulted with staff on chemical dependence.

Adjunct Faculty, 1990 to 1994, Union Institute, College of Undergraduate Studies, Cincinnati, Ohio. Supervised NJ adult learners enrolled in an external degree program.

Alcoholism Counselor, 1988 to 1989, Honesty House, Stirling, NJ. Counseled outpatient chemically dependent individuals, groups and families in aftercare program.

Social Work Supervisor, 1984 to 1987, Hunterdon County Board of Social Services, Flemington, NJ. Supervised case managers in the following programs: Adult Protective Services, Monitoring Boarding Homes and Residential Health Care Facilities, Community Care for the Elderly and Disabled; Easter Seal Transitional Residence Program; Family Preservation for Aid for Dependent Children and Supplemental Security Income eligible; Early Periodic Screening, Diagnosis and Treatment program for Medicaid eligible children; Home Energy Assistance; Comprehensive Emergency Assistance System for the homeless.

Social Case Worker, 1979 to 1984, Hunterdon County Board of Social Services, Flemington, NJ. Provided case management, crisis intervention, assessment, counseling, advocacy, referral and home visits to low-income families and individuals, often homeless.

Employment Interviewer, 1976 to 1978, State of New Jersey Department of Labor and Industry. Employment Services, Flemington, NJ

Teacher, Plainfield High School and Bridgewater-Raritan Regional School Districts, NJ.

ORGANIZATIONS

Founding Member, Board of Trustees, Women's Crisis Services of Hunterdon County, 1978-1987

New Jersey Women's Resource Panel on Substance Abuse, 1991 – 1998

New Jersey Task Force on Women and Alcohol, 1988 - 1997

Atlantic County Professional Advisory Council on Alcohol and Drug Abuse, 1991-present Chair

Atlantic County Local Advisory Council on Alcohol and Drug Abuse, 1993 to present

Healthy Mothers Healthy Babies Coalition of Atlantic and Camden Counties, 1991-1994

Gloucester County Professional Advisory Council on Alcohol and Drug Abuse, 1993-94

Ocean County Mental Health Professional Advisory Council, 2001 - 2002

Southern New Jersey Addiction Services Providers Coalition, 1998 – present

Atlantic City Rescue Mission, Healthcare for the Homeless Advisory Board 2003 - present

Atlantic County Mental Health Advisory Board, 2003 – present; Chairperson – 2004 - present

PROFESSIONAL ASSOCIATIONS

Member of National Association of Social Workers

PRESENTATIONS

Numerous presentations on Fetal Alcohol and Other Drug Effects, Women and Addictions, and recently on Effects of Terrorism on Mental Health

INSURANCE PANELS for Private Practice

Magellan Behavioral Health

Value Options

AtlantiCare Health Plans

Medicare and Medicaid Provider

Meghan Leigh L.S.W.

COVENANT HOUSE—Newark, New Jersey

7/00-5/02

Service Manager

- Provided crisis intervention and case management services to homeless youth
- Maintained a caseload of 15-20 clients including proper documentation and case plans
- Assessed needs through in-depth interviewing
- Provided task supervision to individual Youth Advisors
- Created and updated forms to better serve the needs of staff and clients

ADVOCATES FOR CHILDREN OF NEW YORK, INC.

9/99-5/00

Social Work Intern

- Developed and supervised program for an after-school program targeting high school students
- Implemented and supervised tutoring component of the program
- Created college resource center
- Designed psychosocial assessment form
- Connected students with extracurricular programs of mental health agencies

ADMINISTRATION FOR CHILDREN'S SERVICES

6/99-8/99

Social Work Intern

- Investigated allegations of abuse and/or neglect
- Conducted court-ordered investigations and face-to-face interviews
- Outlined service plans and referred families to appropriate service agencies
- Prepared written documentation for the investigation process, case record, and court procedures

THE LEGAL AID SOCIETY-HOMELESS RIGHTS PROJECT

9/98-5/99

Social Work Intern

- Provided crisis intervention and case management services to homeless families
- Assessed families' needs through in-depth interviewing
- Advocated on behalf of homeless families to obtain emergency housing services provided by the City of New York homeless shelter services
- Conducted home visits to temporary shelters to provide sustained social support to families

EDUCATION

COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK

5/00

Master of Science, Advanced Generalist Practice and Programming Minor: Law

SYRACUSE UNIVERSITY

12/97

Bachelor of Arts, *cum laude*, African American Studies and Sociology

ADDITIONAL INFORMATION

VOLUNTEER EXPERIENCES

1/05-11/05 Citizen representative on the Child Placement Review Board-Division of Youth and Family Services

4/99-5/00 Rape Crisis Intervention Program, New York-Columbia Presbyterian Hospital

PROFESSIONAL ACCOMMODATIONS

7/00-Present Licensed Social Worker, New Jersey

9/98-Present Member, National Association of Social Workers

CAREER SUMMARY

Covenant House New Jersey - New ark, NJ

MAR 06 - Present

Site Director

Responsible for the overall management of the Newark Crisis Center, Rights of Passage Program and the Raphael Life House Residential Program. Develop and manage the agency budget. Collaborate with a statewide Executive Team in the strategic planning and evaluation of initiatives. Coordinate with state agencies to ensure compliance with guidelines. Recruit, train and develop staff be a part of a culture that is committed to enhancing the lives of individuals.

Deputy Director-Support Programs

APRIL 04 - FEB 06

Responsible for the leadership and management of the following agency support programs: World of Work, Addictions Management, Outreach, Overnight and Rights of Passage. Duties included budget development, expense management, outcome measurements and program planning and evaluation. Collaborated with the agency's statewide Directors' Team to evaluate progress toward agency goals. Hired, trained and developed staff accordingly.

Coordinator, Crisis Residential Programs

JAN 01 - MAR 03

Provided leadership and management to all elements of the crisis residential and day services program. Ensured that all operations were carried out in accordance with Covenant House standards and policies. Responsible for grant development and implementation. Prepared program statistics and managed case files. Supervised and evaluated Case Managers and their respective teams. Identified staffing and scheduling needs. Collaborated with Facilities Management to ensure the proper maintenance of the building.

Horizon Health Center - Jersey City, NJ

JUNE 98 - DEC 00

Program Manager

Supervised all activities associated with the Free For Life program. Evaluated counselors, administrative support and peer educators. Insured compliance with grant requirements. Facilitated group sessions and counseled incarcerated adults. Managed case files of all program participants. Filed quarterly reports with the Center for Disease Control. Representative for community meetings and events within the Jersey City community.

Program Facilitator

JAN 98 – MAY 98

Facilitated a community outreach program for 20 Jersey City teenagers. Promoted discussions regarding drug abuse, HIV/AIDS, pregnancy and conflict resolution. Researched relative topics, assembled information and delivered training to the group. Coordinated speaking engagements for program participants to educate peers within the Jersey City community. Managed personnel files, evaluated performance and provided feedback.

EDUCATION

Hampton University - Hampton, VA

Graduated, 1987

B.S. - Business Management

ROSLYN TALLEY, MSW

rtalley@covenanthouse.org

PROFESSIONAL EXPERIENCE

Coordinator of Specialized Services (Promoted to Associate Site Director)

Covenant House New Jersey, Atlantic City, NJ (April 2007 – Present)

- Coordinate programming and service for homeless and at-risk youth in the areas of behavioral health, youth advocacy, career development, independent living and medical services.
- Developed and cultivated relationships with a range of community organizations, educational institutions and community leaders as program resources and partners.
- Work as a part of the Funding and Development Department to generate foundation proposals and grant reports.
- Prepare quarterly and annual department reports within established timeframes

Director of Vocational/Educational Services

Uhlich Children's Advantage Network, Chicago, IL (February 2006 – March 2007)

- Managed the overall programming and provision of educational and vocational services for youth involved in the Division of Child and Family Services, as well as adults residing in Chicago's public housing developments.
- Developed and cultivated relationships with a range of community organizations, educational institutions and community leaders as program resources and partners.
- Supervised program staff while evaluating clear and collaborative individual performance goals
- Compiled monthly and quarterly statistics on progress toward program benchmarks
- Monitored and managed departmental budget
- Implemented, conducted pre-employment workshops and provided educational and vocation counseling to clients

Grant Writer/Contract Manager

Covenant House New Jersey, Atlantic City & Newark, NJ (December 2002 – February 2006)

- Research of foundation, corporation, federal, state and local funding sources applicable to the operation of the programs and services that benefit homeless, runaway and at-risk youth.
- Maintained \$1.1 million in grant renewals while securing \$2.4 million in competitive funding for the agency statewide.
- Preparation of grant applications
- Development of programmatic plans, operational and project budgets
- Manage grant program implementation
- Collect, analyze and generate data/statistics for submission for required grant reporting
- Coordinate agency fundraisers and special events
- Conduct presentations to prospective donors and grantors

Coordinator of Career Development

Covenant House New Jersey, Atlantic City, NJ (August 1999 – December 2002)

- Served as a member of the agency's management team
- Led the development, implementation, assessment and evaluation of educational and vocational programs and services for homeless and at-risk youth.
- Supervised, trained and supported staff and daily operations of the department
- Prepared monthly, quarterly and annual department reports within established timeframes
- Attended and participated in monthly Youth Investment Council meetings
- Supervised the implementation of an educational/vocational training program sponsored by the Workforce Investment Board for out of school youth.

Vocational Specialist

Covenant House New Jersey, Atlantic City, NJ (June 1997- August 1999)

- Worked as a part of a multidisciplinary team to properly case manage and provide appropriate services for youth.

Vocational Specialist continued

- Performed vocational assessments and evaluations to determine skill set of youth seeking employment
- Facilitated job readiness and job retention workshops
- Identified and cultivated relationships with local employers for youth placement
- Proctored and scored the Test of Adult Basic Education (TABE)
- Prepared monthly, quarterly and annual department reports

Residential Advisor

Covenant House New Jersey, Atlantic City, NJ (November 1994 – June 1997)

- Facilitated individual and group life skills education workshops to build practical skills, problem solving strategies and basic competencies for youth residing in a 20-bed transitional living program.
- Assisted and supported youth with developing and working towards short and long term goals
- Provided case management to youth and properly documented their progress
- Assisted youth to transition to their own apartment in the community

EDUCATION

M.S.W - Rutgers, The State University of New Jersey, School of Social Work -2001

– Concentration on Children and Family Therapy

BS Degree – Psychology – Richard Stockton College of New Jersey – 1994

COMPUTER SKILLS

Microsoft Suite (Word, Excel, Powerpoint)

RELATED TRAININGS

Grant Writing Seminar sponsored by the U.S. Department of Housing and Urban Development

Leadership Strategies for Communication, Creativity and Change – Seton Hall University

Seven Habits of Highly Effective People

Non-Violent Crisis Intervention

INTERNSHIPS

Access Center Clinician/Therapist

Atlantic Care Behavioral Health, Atlantic City, NJ (September 1999 – May 2000)

- Assumed the role of a therapist while learning various therapeutic techniques through observation and co-facilitation of individual and group therapy sessions.

After Care Counselor/Program Developer

Covenant House Rights of Passage Program, Atlantic City, NJ (September 1998 - May 1999)

- Assisted in the development and implementation of an aftercare program for youth who were transitioning out of the independent living program and into their own homes in the community.

Brian A. Nelson
Bnelson@covenanthouse.org

Professional Experience:

2001-Present Covenant House New Jersey Atlantic City, NJ

Atlantic City Site Director

- Responsible for the overall management of services for youth at Covenant House New Jersey in Atlantic City.
- Responsible for the development and implementation of strategic initiatives in all residential and community service programs
- Responsible for the rigorous supervision and professional development of all staff employed in these divisions in addition to the development, implementation and management of fiscal responsibilities;
- Accountable for the maintenance of all required professional certifications and licenses to operate the divisions; and the administration of all supervised programs in a fashion that is consistent with the agency's mission and vision.
- Member of the agency's senior executive leadership team and participates in regular, agency-wide leadership meetings, initiatives and decision making.
- The ratification of proposed amendments to agency policies, procedures and guidelines.
- Responsible for recruiting qualified candidates to fulfill the purposes of the supervised divisions and for ensuring those divisions offer: high-quality social work and service management consistent with the organization's mission; and effective advocacy on behalf of homeless and at-risk youth.
- Responsible for successfully managing existing grant funding for divisional initiatives.

1997-2001 Covenant House New Jersey Atlantic City, NJ

Program Coordinator/Rights of Passage

- Managed overall program operations and development
- Developed fiscal year budgets
- Completed required agency and grant reporting; data collection
- Created strategic and operational program goals
- Staff support, recruitment and training

1995-1997 Covenant House New Jersey Atlantic City, NJ

Senior Resident Advisor/Rights of Passage

- Development and implementation of case management services from intake through discharge
- Data collection and analysis for reporting
- Staff development, training and supervision
- Managed agency funds for residents

1993-1995 Covenant House New Jersey Atlantic City, NJ

Resident Advisor

- Ensured youth needs were met in accordance to the guidelines established by the agency
- Assist youth in case plan development and goal setting
- Identified and developed community contacts as potential referral sources
- Developed educational and recreational activities
- Ongoing documentation in case files
- Facilitated and monitored life skill classes and other various youth-focused activities

1992-1993 Veterans Administration Hospital Salisbury, NC

Student Intern

- Assisted the psychiatrist, psychologist and nursing staff (treatment team) with assessing the proper treatment, care and case planning of residential patients
- Facilitated recreationally based activities

Education

1989-1993 Livingstone College Salisbury, NC

- **Bachelor of Arts Psychology (Cum Laude)**

2003- 2011

Capella University

Minneapolis, MN

- **Master of Business Administration**

Marcel C. Quinones

mquinones@covenanthouse.org

PROFESSIONAL EXPERIENCE:

*Covenant House of New Jersey, **Outreach Manager** (2/2012-Present)*

- Community Advocate for young adult population
- Promotion of community awareness of youth homelessness via presentations to Universities, faith based organizations, and nonprofit agencies
- Data Collection and analysis used for provision of services for Covenant House youth
- Development and maintenance of community relationships
- Responsible for finding homeless and at-risk youth and immediate services and resources
- Strategic Planning for improvement of services to the Covenant House youth
- Coordination of volunteer activities and opportunities
- Create and maintain relationships between volunteers and community organizations
- Generate new resources via community sponsors for the Covenant House youth

*Covenant House of New Jersey, **Outreach Worker**, (9/2010-2/2012)*

- Responsible for finding homeless youth and providing resources, and immediate assistance
- Conducted prevention and motivational speaking for community organizations
- Provided daily support services

*Covenant House of New Jersey, **Overnight Residential Advisor**, (8/2009-9/2010)*

- Complete daily progress notes of all youth activity
- Administer prescribed medications daily
- Provide counseling to youth to ease anxiety surrounding daily life
- Assists in youth preparation for independent living
- Assists in the prevention of self harm and harm to others

*Michael J. Newman- Attorney at Law, **Paralegal**, (2/2001-6/2009):*

- Negotiated with other agencies to resolve and settle claims
- Conducted legal research in preparation for impending cases
- Drafted legal documents, correspondence and pleadings
- Conducted interviews and maintained general contact with clients regarding status of claims
- Prepared files for court appearances
- Participated in depositions, case settlements, and intake completion for perspective clients

OTHER EXPERIENCE:

*Charlotte County YMCA, **Assistant Site Director**, (7/1999-10/2000)*

*Lutheran Services of Florida, **Child Specialist**, (9/1999-9/2000)*

EDUCATION:

Walden University (Psychology)

COMMUNITY SERVICE:

- Guest Speaker on Motivation and Prevention for Essex County Prosecutors Office/Seton Hall University/Rutgers University (2011-2012)
- Panel Member Newark Emergency Grants Committee (2011-2012)
- Universal Baptist Church Male Mentoring Ministry (2002-2005)
- Universal Baptist Church Youth Counseling (2002-2005)
- The March of Dimes Walk America (1996,1997,2003,2005)
- YMCA Parent/Child Counselor (1999-2000)

SUMMARY

My goal is to work in a social oriented environment. My objective is to obtain a challenging entry level position to which my skills and experience can be fully utilized. I have many years experience in working with all kinds of people and I work hard to get positive results. I am seeking a place where I can interact with the youth and to be a part of helping them with everyday challenges and to assist in taking care of their needs.

EXPERIENCE: PRESENT TO 2005

Residential Counselor

Ocean's Harbor House, Toms River, New Jersey-March 2012 to Current

- Responsibilities are providing direct supervision over residents, conduct routine bed checks, coordinate tasks, respond to crisis situations, implement life skills for participating youth, and complete necessary paperwork.

Call Center Representative

Accredited Dermatology, Toms River, New Jersey-July 2011 to March 2012

- Responsibilities are answering high volume calls efficiently and professionally.

Customer Service Associate

Men's Wearhouse, Toms River, New Jersey – November 2010 to July 2011

- Responsibilities are tuxedo rentals, measuring for proper size, answering telephones, and assisting our wardrobe consultants.

Student Worker

Kean-Ocean, Toms River, New Jersey - February 2010 to December 2011

- Responsibilities are helping students search and register for classes, answer any academic related questions, answer phones and any other related office work, assisting advisors, and guide the students through the education process while addressing any other concerns they may have.

Bus Aide

Klarr Inc., Lakewood, New Jersey - June 2009-August 2009

- Responsible for the student's safety on the bus. Accounted for every child each time they entered or exited the bus. Assisted the bus driver on the route if unfamiliar and swept the bus at the end of the day.

Reserve Assistant

Ocean County College, Toms River, New Jersey - June 2006 to January 2010

- Advised first time students. Discussed future goals and plans with student. Searched online for further information on four year college careers and helped them build a schedule they were comfortable with.

Reserve Orientation Leader

Ocean County College, Toms River, New Jersey - May 2007 to January 2010

- Gave a group tour of the campus to the freshman students. Shared my experience as a college student as well as where I planned on going. Gave them important contact information for the many resources available to them on campus and helped them search and register for their classes.

Cashier/ Customer Representative

Atlantic and Pacific Tea Company, Ortley Beach, New Jersey - May 2005 to April 2007

- Responsibilities were scanning grocery items. Helping customers find what they needed and making sure items rang up correctly. Made customers aware of sales and created a warm welcoming environment for them as they shopped with our company.

EDUCATION

Bachelor in Psychology – Kean University, Union NJ: 2011

Dean's List, Honor Roll, and Student Worker.

Associate in Liberal Arts, major in Psychology – Ocean County College, Toms River NJ: 2009

Dean's List, Academic Achievement Award, Student Worker, Reserve Advisor Assistant, Leadership Program, Orientation Leader, Recruitment, and EOF program.

Central Regional High School: 2006

Honor Roll, Peer Mediation, and NJSTARS student.

SKILLS AND STRENGTHS

- Interpersonal Communication skills and Reflective listening skills.
- Inter-group relations skills and leadership qualities.
- Problem solving and decision-making skills. I enjoy helping others and doing everything I can to meet their needs.

D A R R Y L M . B U N T I N G J R .



SUMMARY:

A self motivated, disciplined, team player who takes pride in his work. Experienced as a construction laborer with a wide range of skills and knowledge in the maintenance and home improvement field. Personally accomplished several awards in the boxing arena (Gold Gloves and Diamond Gloves) as a 2 year middleweight boxer with a record of 18 and 4.

WORK EXPERIENCE:

Capable of handling responsibilities in Demolition, Fork-lift Operations, Warehouse procedures, Masonry & Concrete work, Sheetrock, Installations, Weatherization procedures (fiberglass and blowing), Waterproofing, Framing, Spackling /Painting, Gutters/Siding and Landscaping

CERTIFICATIONS:

Weatherization Technician
Environmental Protection Agency Lead Safe Renovator
First Aid - Cardio Pulmonary Resuscitation (CPR)
Asbestos/Mold and Confined Space Awareness

OSHA 10HR Construction Safety
Hazard Communication
Automatic External Defibrillator (AED)
Scaffold User

PROFESSIONAL EXPERIENCE

July 2010 – February 2012 **Interfaith Neighbors / Harvey Construction / City of Asbury Park**
Laborer **Asbury Park, NJ**

Selected from a large group of applicants to participate in a paid work internship program for Interfaith Neighbors Springwood Avenue project (3 story communities building). Obtained hands on experience in all areas of construction from the foundation to completion. In addition I also gained experience working within the Asbury Park's public works department doing general contracting, curb / street stripping and parks maintenance.

February 2002-Present **Rason Construction Co.**
Per Diem Home Improvement/Building Maintenance Laborer **Asbury Park, NJ**

Relied upon to operate basic construction equipment and hand tools for the repair and/or maintenance of the interior or outside of homes.

EDUCATION:

2010 Honors Graduate
2010 Weatherization Technician
2007 H.S. Diploma

APHA CDC – Learn to Earn Program, Asbury Park, NJ
Monmouth County Vocational School, Long Branch, NJ
Daylight Twilight High School, Trenton, NJ

References: Available Upon Request

Solomon J. Carroll



OBJECTIVE:

To gain a position within a public, private or Non-profit organization dedicated to positive social change and community development.

EDUCATION:

- Caldwell College: Caldwell, NJ *BA. Degree in Sociology.*
- Gibbs College: Livingston, NJ *A.S. Degree in Criminal Justice.*

EXPERIENCE:

C.A.S.A (Court Appointed Special Advocate) **Newark, NJ 07102**
Volunteer Child Advocate Sept, 2011 – Present

- Review court documents pertaining to assigned case.
- Make home & school visits to verify that the needs of the assigned child are being met.
- Gather information & prepare written reports for the Family Court Judge.

Essex County Prosecutor Office (E.C.P.O.) **Newark, NJ 07102**
Legal Internship Jun, 2011 - Dec, 2011

- Entered police reports, court orders, and hearing dispositions information into court database.
- Served as a Counselor for the High school summer internship program.

C3I Inc. **Denville, NJ 07834**
Security Guard Mar, 2010 - Jun, 2010

- Greeted visitors and created security access cards using Pc software; Windpak

Parsippany, Troy-Hills Public Library: **Parsippany, NJ 07054**
Security Guard Sept, 2008 - Mar, 2010

- Provided assistance and protection to all persons and library property. Concentrated interaction with: young children and teenagers.
- Greeted visitors, logged in personal equipment and conducted bag searches

Paragon Sporting Goods NYC. **New York, NY 10003**
Security Supervisor Sept, 1999 - May, 2005

- Delegated responsibilities and motivated security team.
- Created weekly work schedules,
- Scheduled and conducted interviews.
- Performed New Employee Orientations.

Jasmine J. Carlisle

jcarlisle@covenanthouse.org

Highly qualified and dedicated management candidate with extensive experience in human services, and community parole and corrections field. Demonstrates strong interpersonal and time management skills to successfully achieve the goals and objectives of executive staff. Detailed to completing work in its entirety with quality. Passionate about the human services field with a well-rounded background in supportive case-management and supervising at-risk parole and inmate residents in non-profit residential organizations.

Objective:

To secure a full- time case-management position in the human services or criminal justice field.

Key Strengths

- Administrative Tasks & Support
- Client Relations
- Legal/Court filings
- Staff/Resident Supervision
- Report Writing
- Organizational /Time management skills
- Case management assistance
- Customer Service
- Security
- Parole Client Processing/Evaluations
- Database Management
- Computer Literacy (100 WPM)

Education

- High School Diploma Oakcrest High School Mays Landing, NJ
- B.A Law and Justice Rowan University Glassboro, NJ
- Atlantic County Police Academy *August 2011-October 2011*

Technical Skills

Microsoft office, Internet Explorer, Yardi Project Management, Info-Share, Secure-Management Systems, Youth Tracker

Professional Profile

Covenant House- Atlantic City & Camden, NJ

Lead Outreach Liaison/ Volunteer Coordinator /Independent Living Specialist - January 2012-Present

I was responsible for managing outreach staff/interns and keeping count of interactions with homeless, developmentally disabled, and displaced youth and young adults (18-22) through street-outreach and presentations at local community agencies, churches and schools. I also assisted both in aftercare case-management for youth who transitioned out of the homeless shelter, as well as site/case management and planning at the Camden satellite office for Covenant House. As a Independent Living Specialist I worked with young mothers and their children as they transitioned into their own apartments, I conducted home visits, made financial hardship requests, and taught life skills classes. Alongside of these things I also coordinated volunteer efforts in Atlantic City/Camden.

Kintock Group- Bridgeton, NJ

Residential Supervisor- December 2010-August 2011

Responsible for keeping count of Department of Corrections residents (18-65y/o), securing the residential facility in order to make it a safe environment for both staff and residents. Frequent use of data bases, conducting contraband searches, and case management adequately help said residents successfully complete treatment programs.

Kintock Group- Vineland, NJ

Case Management Intern -July 2010-January 2010

Responsible for assisting case managers with evaluations for parole residents. Also Facilitated classes that are meaningful to helping residents positively re-enter society after serving prison terms and being awarded parole.

Camden County Office of the Prosecutor- Camden, NJ

Investigative Internship-September 2009-January 2010

On a daily basis I would work closely with assistant prosecutors on the trial team. My daily responsibilities consisted of attending court, evaluation discovery packets, taking and recording statements from witnesses/victims, assisting with delivering subpoenas, and preparing and filing case dockets.

Newark Turnkey Program- Newark, NJ-Youth Mentor-July 2007-January 2000

Reserve Assistant

Ocean County College, Toms River, New Jersey - June 2006 to January 2010

- Advised first time students. Discussed future goals and plans with student. Searched online for further information on four year college careers and helped them build a schedule they were comfortable with.

Reserve Orientation Leader

Ocean County College, Toms River, New Jersey - May 2007 to January 2010

- Gave a group tour of the campus to the freshman students. Shared my experience as a college student as well as where I planned on going. Gave them important contact information for the many resources available to them on campus and helped them search and register for their classes.

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Central Regional High School: 2006

Honor Roll, Peer Mediation, and NJSTARS student.

SKILLS AND STRENGTHS

- Interpersonal Communication skills and Reflective listening skills.
- Inter-group relations skills and leadership qualities.
- Problem solving and decision-making skills. I enjoy helping others and doing everything I can to meet their needs.

Solomon J. Carroll



OBJECTIVE

To gain a full-time position within a public, private or nonprofit organization dedicated to positive social change and community development.

PROFILE

I have an ambitious attitude towards enhancing the quality of life for vulnerable youth and dysfunctional families. I am a socially conscious and attentive individual experienced in the areas of: police, mentoring, advocating and supervision. I am certified in CPR/AED by the American Heart Association. Knowledgeable of Essex County social service resources and a valid NJ licensed driver.

EDUCATION

Caldwell College, Caldwell, NJ	B.A. Degree in Sociology, 2011
Gibbs College, Livingston, NJ	A.S. Degree in Criminal Justice, 2007

EXPERIENCE

C.A.S.A (Court Appointed Special Advocate) Newark, NJ 07102	September, 2011 –Present
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Volunteer Child Advocate

- Review court documents pertaining to assigned case.
- Make home and school visits to verify that the needs of the assigned child are being met.
- Gather information and prepare written reports for the Family Court Judge.

Essex County Prosecutor Office (ECPO) Newark, NJ 07102	June, 2011-December, 2011
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Legal Internship

- Entered police reports, court orders, and hearing disposition information into court database.
- Served as a mentoring counselor for the high school summer internship program.

C3I Inc. Denville, NJ 07834	March, 2010-June, 2010
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Security Guard

- Greeted visitors, logged in personal equipment and conducted bag searches.
- Created security access cards using PC software: Windpak.

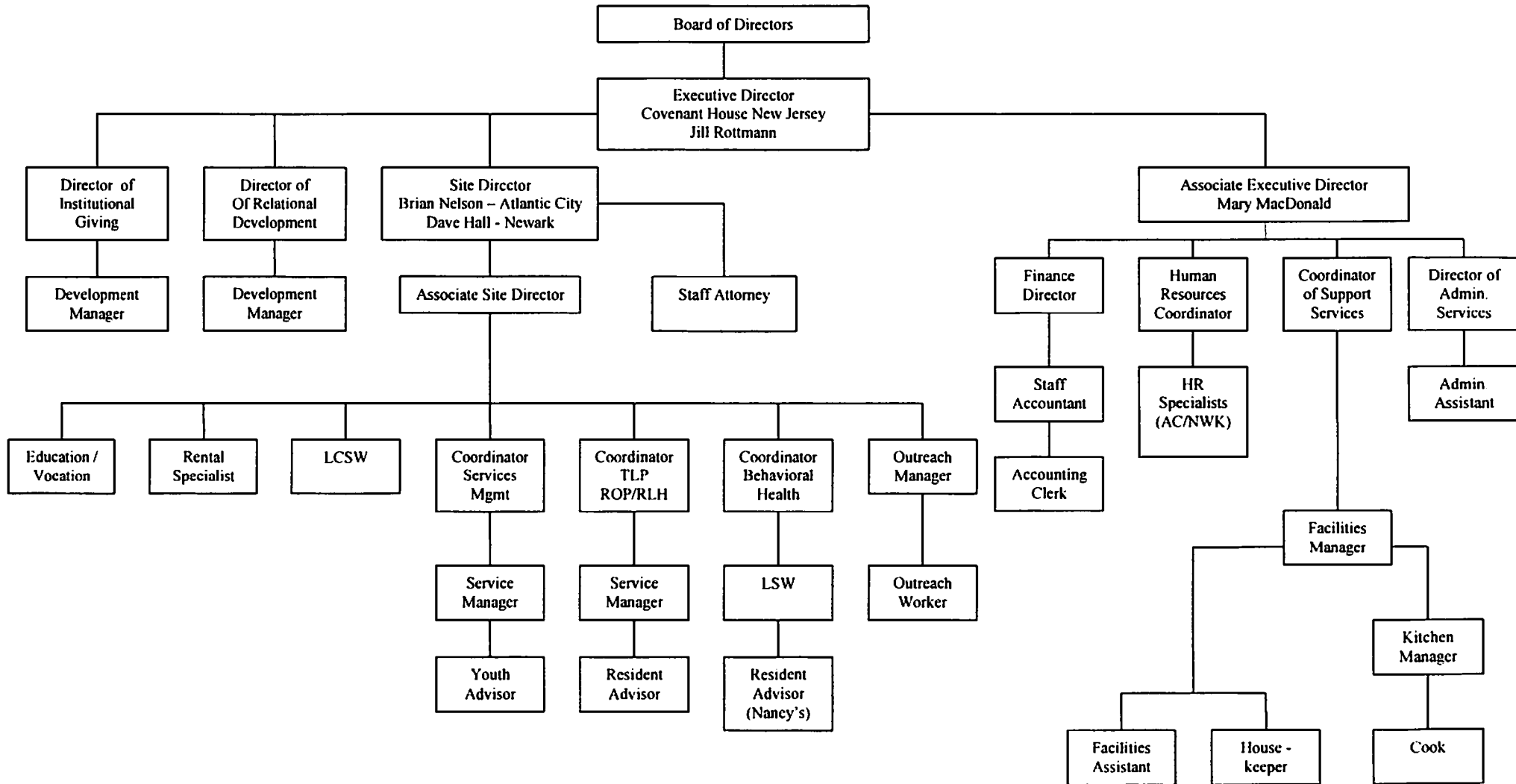
Parsippany, Troy-Hills Public Library Parsippany, NJ 07054	September, 2008-March, 2010
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Security Guard

- Provided assistance and protection to all persons and library property.
- Concentrated interaction with young children and teenagers.

ORGANIZATIONAL CHART

**Covenant House New Jersey
FY 2013**



STAFFING PATTERNS FOR YOUTH OUTREACH

Program Directors – Master’s Degree with at least ten years of progressively responsible experience serving at-risk, homeless and runaway youth OR a Bachelor’s Degree with at least seven years of similar experience. At least four years of this experience must be in a management position. Currently, Dave Hall and Brian Nelson serve in this capacity. Both have worked for CHNJ for over 10 years. The Site Director supervises the Outreach Manager.

Outreach Manager – Bachelor’s Degree in Human Services field and a minimum of three years experience in working with at-risk youth populations and families OR high school diploma with three to five years of related experience. The Outreach Manager will be responsible for managing the day-to-day operations of the proposed street outreach program. They will be responsible for hiring, supervising and training of staff. They will manage the day-to-day budget with supervision from the Program Director and will work act as the official liaison with our designated linkage partners. The Outreach Manager will also devote some hours weekly toward providing direct outreach. Marcel Quinones and Jasmine Carlisle currently occupy the positions of Outreach Managers.

Outreach Workers – Bachelor’s Degree in a human service field or a high school diploma and three to five years of related experience. Workers are responsible for developing positive relationships with youth on the streets, offering food, shelter, clothing, counseling, health, education, legal and crisis intervention services. Responsibilities also include making referrals to other agencies and services as needed, aftercare services, participation in the preparation of outreach documentation and statistical evaluations, assist with the maintenance and cleanliness of the outreach vans, and participation in community meetings relating to outreach activities. In addition to the

full-time street outreach staff, the staff at the CSC offers many support services. The OM supervises the Outreach Workers.

Staffing Plan: CHNJ's outreach team has a clear and well-defined staffing plan to provide guidance on safety, back-up personnel, and supervision for its workers. This program, entitled S.A.F.E.T.Y. (Secure Area For Engaging The Youth) covers preparation, transportation, outreach, and debrief in order to maintain best-practices, evaluate quality of services, and provide the safest experience for outreach staff and the youth they serve. Through this process, outreach members have an established outreach routine and agenda prepared before they have even left the CSC. Due to the nature of the work the outreach staff does, they also have emergency, safety, and support plans in place in order to be prepared for any situation they might face on the streets. This includes practices observation and situational awareness, traveling in pairs, maintain constant lines of communication, and having other members of the outreach team or CSC staff prepared to help in the case of an emergency. As part of the training process, CHNJ's Outreach Manager will join the outreach workers once per week in performing their duties and insuring that they are familiar with gang signs, the terrain and can ensure the safety of youngsters and themselves. The staff members will also be provided with CHNJ's written safety plan. All CHNJ outreach workers will be familiar with the information on the Secure Area For Engaging The Youth (S.A.F.E.T.Y) Outreach Process. The team has several practices that all team members are required to know. Those are included below:

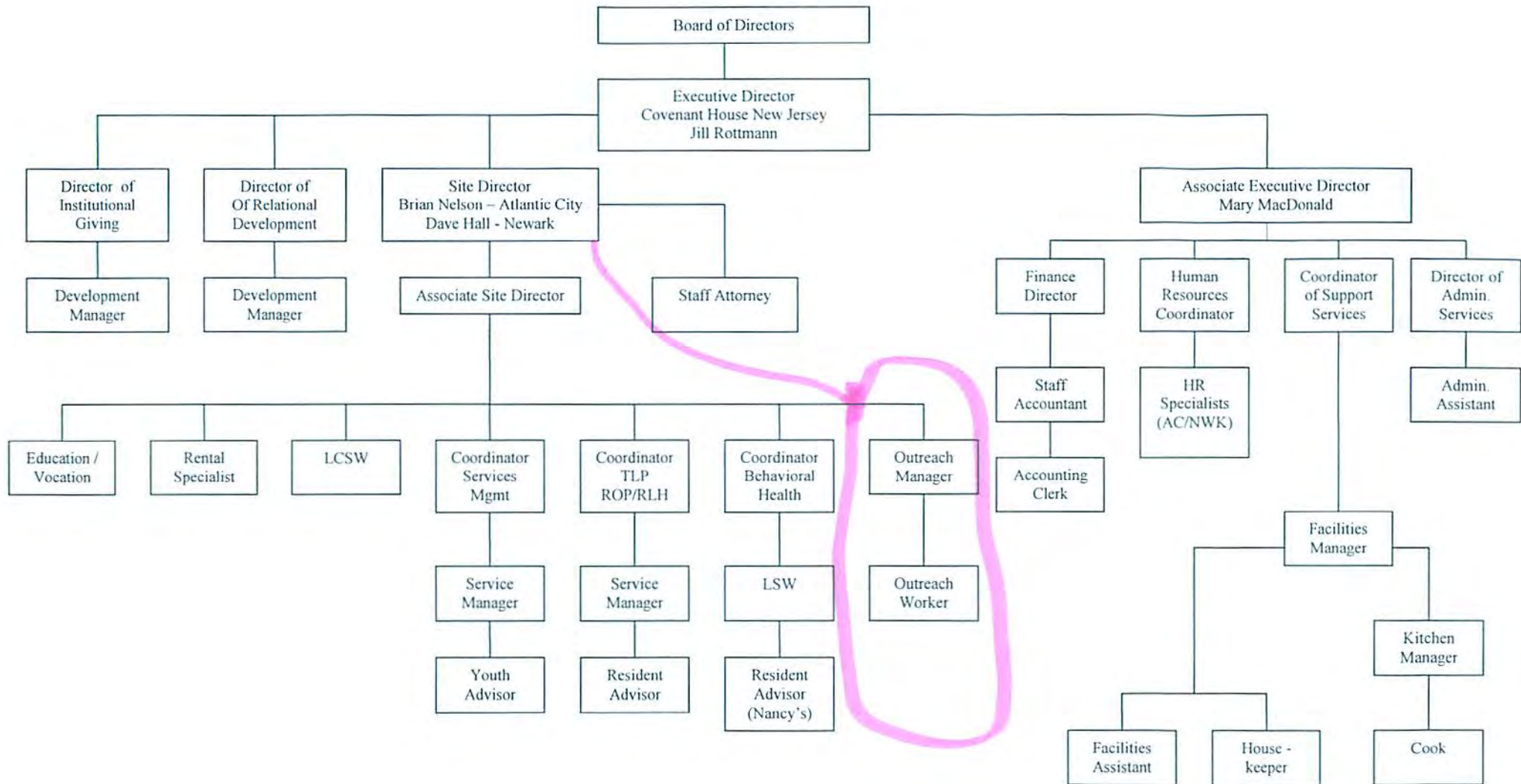
Phase	Procedure	Best Practice
Preparation	Team meets at beginning of shift to plan SAFETY outreach route Route/itinerary is drafted	Try to plan same day every week Be flexible depending upon weather or crisis situation Route should include several “regular” areas plus one or two new locations
Preparation	Team prepares to leave for outreach	Pack backpacks w/ brochures, cards, snacks, cell phone, clipboard w/ contact sheet & itinerary
Preparation	Designate one team member to record contacts	One team member records information and another serves as a look out
Preparation	Team leaves CH to conduct S.A.F.E.T.Y outreach at planned locations	Insure vehicle is filled with gas and in good condition
On the street in the community	Team engages security/front desk person in conversation, introduces team members, explains purpose	Pass out cards, <u>remember names</u>
On the street in the community	Team asks for permission to conduct outreach in location	<u>Be specific</u> —“Would it be possible for us to talk to some youth hanging around the lobby, maybe hand out some brochures and cards for a half hour or so?”
On the street	If permission is not granted, team moves on to next location	Always be cheerful and pleasant when moving away to avoid hostility
On the Street	Once permission is granted, team surveys the area for youth	Always look for youth you know first
On the Street	Team engages in conversation w/ youth who look age appropriate for CH services	Introduce self Have a few standard lines for engaging Never assume the youth needs us
On the Street	Team hands out brochures, cards, and other supplies (as needed)	If youth needs immediate shelter or assistance offer to take them to Covenant House Call ahead if youth agrees to go to CH

On the Street/Community	Team thanks security/front desk when leaving	Always be courteous. Leave contact information
On the Street/Community	Designated team member records all contacts on contact sheet	Do not let youth out of sight of youth
Back at the Site	Team arrives back at Covenant House	If using van, remove all supplies and sign back in
Back at the Site	Team meet together to evaluate and process the evening	Address procedural issues, ideas, personal feelings
Back at the Site	Contact sheet is completed and placed in contact binder	Information is placed in confidential file
Back at the Site	Itinerary sheet is completed and placed in itinerary binder	Information placed in confidential file
Back at the Site	Secure outreach supplies	Store empty backpacks and phone in locked cabinet Return other supplies to appropriate locations

The staff always use the following definitions: Unsafe: Fight breaks out, gunshots
Inappropriate: Open use of drugs, transactions (dealing, sex), in outreach area, no youth present
Uncomfortable: Police arrive, team receives inappropriate requests, and team members are harassed or threatened.

Procedure	Best Practice
Use standard lines for disengaging	Have designated "code phrases" Tell youth that team will try and return later or another time
Leave the area immediately	Remain calm
If team has to leave the area, an incident report should be filled out upon arrival back at Covenant House	Place incident report in Outreach Incident report file Place copy in supervisor's box if supervisor was not present for incident

Covenant House New Jersey FY 2013



BOARD OF DIRECTORS LIST

BOARD OF DIRECTORS
COVENANT HOUSE NEW JERSEY

<p style="text-align: center;">Mr. Robert J. Williams (Chairman) President Kanebridge Corporation</p>	
<p style="text-align: center;">Mr. John Berger President & CEO- Harbor Point Limited</p>	<p style="text-align: center;">Jeffrey P. Carpenter, MD Chief Surgeon Cooper Medical Center</p>
<p style="text-align: center;">James J. Gallagher, PhD. (Emeritus) Executive Director Gallagher Family Foundation</p>	<p style="text-align: center;">Ms. Nancy King President Willis & Nancy King Foundation</p>
<p style="text-align: center;">Michael X. McBride, Esq. Executive Committee Connell Foley LLP</p>	<p style="text-align: center;">Mr. Terrence O'Connor Cedar Creek Management, LLC</p>
<p style="text-align: center;">Mr. Eric J. Andersen Chief Executive Officer Aon Risk Services – US Retail</p>	<p style="text-align: center;">Mr. George Rachmiel President (Retired) Ridge Reinsurance Limited</p>
<p style="text-align: center;">Mitchell Rait, Esq. Counsel & Chief Operating Officer- Budd Larner, P.C.</p>	<p style="text-align: center;">Mr. Peter Salerno President Peter Salerno Inc.</p>
<p style="text-align: center;">Mr. Peter Simon Co-Chairman William E. Simon & Sons</p>	<p style="text-align: center;">Thomas J. Sykes, A.I.A., P.P. Partner SOSH Architects</p>
<p style="text-align: center;">Paul Tschirhart, Esq. Of Counsel Sher & Blackwell LLP</p>	<p style="text-align: center;">Mr. Frank Walsh President The Sandy Hill Foundation</p>
<p style="text-align: center;">Fr. Robert B. Stagg Pastor Church of the Presentation</p>	<p style="text-align: center;">Martin J. Malloy Managing Director Barclays Capital</p>

CONFLICT OF INTEREST POLICY



COVENANT HOUSE

CONFLICT OF INTEREST POLICY 2011

(Amended and Resolved by the CH International Board– December 2010 and applicable to all CH sites in North America, effective January 2011.)

Introduction and Overview

Directors, board and committee members, officers, and employees of Covenant House owe a duty of loyalty to Covenant House. The duty of loyalty requires that, while serving Covenant House, they must act not in their personal interests or in the interests of others, but solely in the interests of Covenant House.

Directors, board and committee members, officers, key staff, and candidates for any such positions, must have an undivided allegiance to Covenant House's mission and may not use their position, information they have about Covenant House, or Covenant House's property, in a manner that allows them, directly or indirectly, to secure a pecuniary or other material benefit for themselves or their immediate families at the expense of Covenant House, its mission, or its reputation.

The **Conflict of Interest Policy and Procedures** (the "Policy") is designed to assure that whenever a matter is discussed or a decision is made by a Covenant House governing board or committee, board and committee members first are made aware of the existence of any actual or potential conflict of interests. The Policy also requires Covenant House to gather information about such conflicts.

This is done by requiring each director, board or committee member, officer, and senior employee of Covenant House International and each Covenant House site in the United States and Canada, as well as any other person who regularly attends Covenant House board and/or committee meetings, and candidates for any such positions, to complete and file locally this **Conflict of Interest Disclosure Statement** (the "Disclosure Statement"), with the details in **EXHIBIT A** and **EXHIBIT B** completed to reflect local circumstances, and a final report from each site filed with the corporate board, accompanied by the actual signed disclosure statements of the local Executive Director and local officers of the corporation. It should also be noted that every nominee to the International and local boards of directors (prior to the submission of their nomination to the corporate board) must likewise submit a Conflict of Interest Disclosure Statement.

The Disclosure Statement requires each director, board or committee member, officer, and senior employee [or candidate] to disclose any business or personal interests, direct or indirect, that the person may have in an organization that competes with or does business with Covenant House or any other organization / business / agency affiliated with Covenant House. The Policy and the Disclosure Statement, listed here, contain the information and definitions each person will need to properly complete his or her personal Disclosure Statement and to avoid the possibility of an interested individual receiving an inappropriate benefit.

I. Policy

1. Unless specifically authorized by the Board of Directors, the Executive Committee or the Finance Committee, Covenant House and its subsidiaries and affiliates will not do business with any firm or entity owned or controlled by any member of the Board of Directors or any officer or any member of the immediate family of any director or officer, or any firm or entity in which any such person has a substantial financial interest (any such ownership or control or financial interest referred to herein as a "Significant Interest"). This applies to all Covenant House sites in the U.S. and Canada.

2. Each director and officer shall promptly notify the Chairperson of the Board, the Finance Committee or the Audit Committee upon becoming aware that the agency does business, or is considering doing business with a firm or business in which such director or officer has a Significant Interest.

3. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors or its Executive Committee. The director with the potential interest shall abstain during such vote.

II. Purpose

The purpose of this Policy is to protect Covenant House's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, board or committee member, officer or key employee of Covenant House and to ensure objectivity in decision-making by and on behalf of the agency and to avoid any conflict of interest or the appearance of such a conflict.

A conflict of interest may exist when the interests of any director, officer, senior staff member or manager, or said person's immediate family, or any party, group or organization to which said person has allegiance, may be seen as competing with the interests of Covenant House.

III. Procedure

1. All contracts or purchases of more than \$100,000 will be disclosed to the Board, via its Executive Committee or Finance Committees, prior to execution. Board members and officers will disclose any Significant Interest in any firm or business with which Covenant House is considering doing business.

2. After full disclosure is made, the Board, or its Executive Committee or Finance Committee, has the discretion to authorize the agency to do business with the contractor or vendor, but only after first approving the terms and conditions of the contract or fee. Any interested director shall abstain during such vote. Any Committee decision will be reported to the Board at its next meeting.

3. Moreover, the director or any other person having a conflict, and attending said meeting, shall retire from the room in which the Board or Committee is meeting and shall not participate in the final deliberations or decision regarding the matter under consideration. However, that person must provide any and all relevant information to the Board or Committee before withdrawing from the meeting.

4. The Minutes of the meeting of the Board or Committee shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote.

5. In addition to the advance disclosure and approval procedure set forth above, a conflict of interest disclosure statement (substantially in the form attached hereto) shall be furnished annually by each director, officer, and member of the executive staff / senior employee of the local Corporation and at the time any such person assumes his or her position. The Audit Committee will review the disclosure statements and advise the Board of relevant information that may guide the Board's action and any revisions in this Policy that the Board determines may be necessary.

6. A copy of this policy shall be furnished to each new director, officer, executive staff member and manager. This policy shall also be published in the *Employee Manual* and the *Board Manual*.

7. The Board and the Audit Committee will review this policy annually.

8. Violations of the Conflict of Interest Policy

a) If the governing board or the Audit Committee has reasonable cause to believe an individual has failed to disclose actual or possible conflicts of interest, it shall inform that individual of the basis for such belief and afford that individual an opportunity to explain the alleged failure to disclose.

b) If, after hearing the individual's response and after making further investigation as warranted by the circumstances, the governing board, the Audit Committee or the appointed disinterested person or committee determines the individual has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

COVENANT HOUSE

CONFLICT OF INTEREST - RELATED POLICIES

[Extended to all CH sites, effective December 8, 2010]

POLICY ON GIFTS FROM VENDORS

No employee, officer or director of the Corporation shall accept in his or her capacity as an employee, officer or director any loan or gift of money or property having a value in excess of \$100 from any contractor or vendor to the Corporation unless authorized by this Board or the Executive or Finance Committee and any such interested director shall abstain during such vote.

- Approved at the Board meeting of March 19, 1991

POLICY ON CHARITABLE CONTRIBUTIONS

No charitable contribution shall be made by the Corporation to any charity of which an officer or director of the corporation is an officer or director or a member of senior management (other than a corporation which is a subsidiary or affiliate of the Corporation) unless approved by this Board or the Executive or Finance Committee, and any such interested director shall abstain during such vote.

- Approved at the Board meeting of March 19, 1991



COVENANT HOUSE INTERNATIONAL

CONFLICT OF INTEREST DISCLOSURE FORM January 1, 2010 thru December 31, 2010

This FORM is to be used by all CH sites, effective December 8, 2010, at the determination of the corporate Board of Directors. Each site must prepare and incorporate its own EXHIBIT A and EXHIBIT B documentation into this form.

Exhibit A (attached, page 8) lists for calendar year 2010 the CH officers, board, 5 highest compensated employees, 5 highest compensated independent contractors, and the 5 highest compensated fundraising consultants referenced below.

Exhibit B (attached, following page 8) lists for calendar year 2010 ALL vendors with whom the site does more than \$1000 business in the course of the calendar year.

* See Definitions on page 7.

1. Are you a director, officer, sole owner, partner or employee of, or consultant or advisor to (a) any vendor listed in **Exhibit B**, or (b) any other organization, which to your knowledge or belief supplies Covenant House or any of its affiliates with any property, goods or services?

_____ yes _____ no

If your answer is "yes", please identify such organization and describe your relationship to it.

2. (A) Do you or any member of your immediate family* have any direct or indirect financial interest* in (a) any vendor listed in **Exhibit B**, or (b) in any other organization, which to your knowledge or belief supplies Covenant House or any of its affiliates with any property, goods or services?

_____ yes _____ no

If your answer is "yes", please identify such organization and indicate the nature and extent of your financial interest.

(B) If your answer is "yes": Will the cancellation of a contract with a firm in which a relative is employed would have any material impact on that person's employment.

_____ yes _____ no

3. Since January 1, 2010, were you related to other officers, directors, trustees, highest compensated employees, highest compensated professional independent contractors and /or highest paid independent contractors for other services listed in **Exhibit A** through family or business relationships*?

_____ yes _____ no

If your answer is "yes", please identify the individuals and/or independent contractors and describe your relationship to them. Please note this information will be disclosed in the Covenant House IRS Form 990 filing as required by the IRS (990, Part V-A, 75(b)). The form 990 is public information.

* See Definitions on page 7.

4. Since January 1, 2010, have you participated* on behalf of Covenant House or any Covenant House affiliate in any transaction* between Covenant House or any of its affiliates and any organization identified in your answer to Question 1 or 2?

_____ **yes** _____ **no**

If your answer is "yes", please describe such transaction(s).

5. Since January 1, 2010, did you or any member of your immediate family* receive *any* compensation, loan*, gift, benefit or unusual hospitality from (a) any organization, which to your knowledge or belief supplies Covenant House or any of its affiliates with any property, goods or services, or (b) any Covenant House affiliate, or (c) any other supplier of Covenant House or any of its affiliates?

_____ **yes** _____ **no**

If your answer is yes, please give details. Please note that any compensation received from any of Covenant House's affiliates will be disclosed on the Covenant House IRS Form 990 filing as required by the IRS (990, Part V-A, 75(c)). The form 990 is public information.

6. (A) Since January 1, 2010, have you or any member of your immediate family* made any loan* to any employee of Covenant House?

_____ **yes** _____ **no**

If your answer is "yes", please give details.

7. Are you an officer or director, or do you hold a financial interest*, in any corporation, firm, association or other entity (other than a corporation which is a subsidiary or affiliate of Covenant House) which to your knowledge or belief has received a loan from Covenant House or its affiliates?

_____ **yes** _____ **no**

If your answer is "yes", please give details.

* See Definitions on page 7.

8. Are you an officer or director or member of senior management of any charity (other than a corporation which is a subsidiary or affiliate of Covenant House) which to your knowledge or belief has received a charitable contribution from Covenant House or its affiliates?

_____ yes

_____ no

If your answer is "yes", please give details.

9. Have you or any member of your immediate family*, directly or indirectly received/accepted from any vendor(s) any bonus, fee, travel/vacation, personal gift or other donation (other than of token value or valued below \$100)?

_____ yes

_____ no

If your answer is "yes", please give details.

10. *FOR CH FULL-TIME EMPLOYEES ONLY:* Do you receive any compensation, including bartered services or goods, from another company, organization or agency outside of Covenant House?

_____ yes

_____ no

If your answer is "yes", please give details.

The information supplied above is, to the best of knowledge, accurate and complete.

Should circumstances change which would require the affiant to alter a response to this certification prior to the next annual affirmation, it is understood that the affiant has an ongoing, active obligation to make the disclosure within 45 days from the date of the changed circumstance .

NAME: _____

SIGNATURE: _____

TITLE in Covenant House: ☐ Board Member ☐ Executive Director ☐ Senior Employee ☐ Officer ☐ Board Candidate

SITE: _____

DATE: _____

***DEFINITIONS OF TERMS USED IN
QUESTIONNAIRE ON CONFLICT OF INTEREST**

1. In answering this questionnaire, you should consider that you have "participated" in a transaction on behalf of Covenant House or any of its affiliates if you have acted directly for such agency or if you have recommended, directed, authorized or approved the action of another who has acted for such agency in the transaction, or if you have been involved in the selection or specification of the property purchased, sold or leased or the services procured, whether or not you have been involved in the actual negotiation of the transaction.
2. The "transactions" to which this questionnaire relates are purchases, sales and leases, and contracts for the purchase, sale or lease of property of any kind, including equipment, materials, supplies, land and buildings, and the procurement or placing of advertising, printing, legal, banking, brokerage, insurance, architectural, construction and all other kinds of services.
3. As used in this questionnaire, a "member of your immediate family" means your spouse and children, and the father, mother, sisters and brothers of yourself and your spouse. It is not required that you interrogate the members of your family.
4. "Family relationships" include an individual's spouse, life partner, significant other, ancestors, children, grandchildren, great-grandchildren, siblings (whether by whole or half blood), and the spouses of children, grandchildren, great-grandchildren, and siblings (whether by whole or half blood).
5. "Business relationships" as defined by the IRS are employment and contractual relationships, and common ownership of a business where any officers, directors, or trustees, individually or together, possess more than a 35% ownership interest in common. Ownership is voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust. It is sufficient to give the facts as you know them or believe them to be.
4. As used in this questionnaire, "financial interest" means(except as stated below) any stock, bond or other debt obligation, option or right to purchase stock, share in profits, investment, partnership interest or any other proprietary interest of any nature. Ownership of securities in a corporation shall not be considered to constitute a financial interest therein within the meaning of this questionnaire if all of the following conditions are met: (a) the securities are traded on a national securities exchange or regularly reported in over-the-counter quotations in the financial press, (b) the securities owned by you and to your knowledge or belief owned by the members of your immediate family do not exceed one-tenth of 1% of the outstanding securities of the same class of such corporation and (c) the market value of the securities of the corporation so owned does not exceed 10% of your gross annual income.
5. As used in this questionnaire, "charitable contribution" means a gift of money, grant, property or services to a charity.
6. As used in this questionnaire, "loan" means a loan of money, property or services, other than a bank loan at prevailing interest rates.

NOTE: The foregoing definitions are for purposes of the questionnaire only and are not determinative of the question whether a conflict of interest exists.

EXHIBIT A

COVENANT HOUSE NEW JERSEY

From January 1, 2010 thru December 31, 2010

Officers of the Corporation

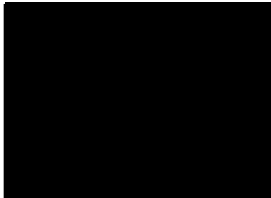
Robert J. Williams, Chair

Jill Rottmann, Executive Director

Paul M. Tschirhart, Esq., Secretary

Mary MacDonald, Treasurer

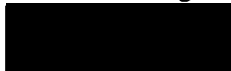
Five Highest Compensated Employees – 2010



Five Highest Compensated Independent Contractors – 2010



Five Highest Compensated Fundraising Consultants – 2010



Board of Directors between January 2010 and December 2010

Robert J. Williams, Chair

John Berger

Nancy King

*Hope Pomerantz, Esq.**

Mitchell Rait, Esq.

Peter Simon

Paul M. Tschirhart, Esq.

Jeffrey Carpenter, M.D.

Eric J. Andersen

Michael X. McBride, Esq.

George Rachmiel

Thomas J. Sykes, A.I.A., P.P.

Peter Salerno

Frank Walsh

Terrence O'Connor

** Italics indicate trustees who have left the Board during this period.*

EXHIBIT B

COVENANT HOUSE NEW JERSEY VENDORS

\$1,000 +

<u>VENDOR</u>	<u>LOCATION</u>
A. Dante & Sons, Inc.	Newark, NJ
A. H. W	Absecon, NJ
Absecon Lock Service	Absecon, NJ
Ace Heating Plumbing Co	Newark, NJ
Advanced Solar Products Inc.	Flemington, NJ
AFA Protective Systems, Inc.	Syosset, NY
American Kitchen Machinery	Philadelphia, PA
Amsan	Boston, MA
Ancero	Mt. Laurel, NJ
Approved Fire Protection Systems	South Plainfield, NJ
Aqua-Tex Transport	Hammonton, NJ
Arthur W. Ponzio & Associates	Atlantic City, NJ
AT&T	Carol Stream, IL
Atlantic City Electric	Trenton, NJ
Atlantic Coast Alarm, Inc.	Mays Landing, NJ
B.F. Mazzeo Fruit & Produce	Northfield, NJ
Beneflex Inc	Clark, NJ
BFMolz	Philadelphia, PA
Binsky Home	Piscataway, NJ
Blessed Ministries Inc	South Orange, NJ
Bloom & Bloom, LLP	Millburn, NJ
Bloomfield College	Bloomfield, NJ
Borgata Hotel Casino and Spa	Atlantic City, NJ
BP	Charlotte, NC
Budget Self Storage Inc	Newark, NJ
Cablevision	Pittsburgh, PA
Calvi Electric Company	Atlantic City, NJ
Care Station Physicians PA	Linden, NJ
CDW Direct LLC	Chicago, IL
Chapels of Eden-Funeral Home, LLC	East Orange, NJ
Chapman Ford Sales Inc	Egg Harbor, NJ
Citrix Systems Inc.	Atlanta, GA
Comcast	Newark, NJ
Community Food Back of NJ	Egg Harbor Twp, NJ
Corban One Source LLC	St. Petersburg FL
Delta Dental of New York	Philadelphia, PA
Devlieger Associates	Pennsauken, NJ
Driscoll Foods	Clifton, NJ
DW Smith Associates, LLC	Farmingdale, NJ
E.E. Williams Locksmith	Irvington, NJ
Elizabethtown Gas	Newark, NJ
Empire Technologies, LLC	Minneapolis, MN
EMR Corporation	Brigantine, NJ
Equity Communications LP	West Atlantic City, NJ
Ergo In Demand, Inc.	Central Point, OR
Extra Space Storage	Egg Harbor Twp, NJ

<u>VENDOR</u>	<u>LOCATION</u>
E-Z Pass	Newark, NJ
Fairfield Inn & Suites	Newark, NJ
Ferry Carpets	Newark, NJ
Fireproofing Corp of America	New York, NY
Food Management Associates, Inc.	Yorba Linda, CA
Fortis Developers LLC	Elizabeth, NJ
Garden State CC Services, LLC	Hammonton, NJ
Gibbons P.C.	Philadelphia, PA
Glassroots, Inc.	Newark, NJ
Grainger	Palatine, IL
Grant Thornton LLP	Chicago, IL
Hank N. Rovillard, Esq., LLC	Atlantic City, NJ
HD Supply Facilities Maintenance	San Diego, CA
Home Depot Credit Services	Des Moines, IA
Horizon Blue Cross/Blue Shield	Newark, NJ
Houghton Mifflin Harcourt	Chicago, IL
HSBC Business Solutions	Carol Stream, IL
Infinisource, Inc.	Coldwater, MI
James R. Guerra Architects PA	Elizabeth, NJ
Jerry Smith Masonry, Inc	Atlantic City, NJ
Jesuit Volunteer Corps East	Baltimore, MD
Josloff Industries LLC	Newark, NJ
Kevin Corcoran Real Estate	Atlantic City, NJ
Key Club	Newark, NJ
Kings Pharmacy	Cedar Grove, NJ
Landscape Perceptions	Wayne, NJ
Leftfield Productions, Inc.	Nyack, NY
Liberty Water Company	Pittsburgh, PA
Line Systems, Inc.	Philadelphia, PA
Magellan Behavioral Health	Philadelphia, PA
McGowan Landscaping	Egg Harbor, NJ
Miller Advertising Agency Inc.	New York, NY
Montclair State University	Montclair, NJ
Morgan Printing Service	South Amboy, NJ
Mormax Company, Inc.	Mt. Vernon, NJ
Mr Rooter Plumbing	Buena, NJ
MTM Resources Inc.	Hackensack, NJ
Mutual of America	New York, NY
NACR, Inc	Minneapolis, MN
National Business Furniture, LLC	Milwaukee, WI
Nelbud	Egg Harbor, NJ
New Jersey Performing Arts Center	Newark, NJ
New York Road Runners	New York, NY
NJ Transit	Newark, NJ
Norix Group Inc.	West Chicago, IL
Oce Financial Services	Philadelphia, PA
Oce Imagistics Inc.	Louisville, KY
OfficeMax Incorporated	Atlanta, GA
OFSI	Chicago, IL
Otis Elevator Company	Newark, NJ
Parkway Pharmacy	Atlantic City, NJ
Pathmark Store # 280	Montclair, NJ

VENDOR	LOCATION
Pearson Education	Atlanta, GA
Pieros Construction Co. Inc.	Somerville, NJ
Prudential Retirement	Wilkes Barre, PA
PSE&G	New Brunswick, NJ
Purchase Power	Pittsburgh, PA
Purequest Inc.	Newark, NJ
Raceready, Inc.	Glendale, NJ
Ricciardi Brothers	Bloomfield, NJ
Rite Aid Corp- 40457	Pittsburgh, PA
Royal Fried Chicken	Newark, NJ
Royal Title Service Incorporation	Maplewood, NJ
S & T Charter Inc	Jersey City, NJ
Sam's Club Direct	Atlanta, GA
Siemens Building Technologies	Chicago, IL
Silver Hammer Associates	Cary, NC
South Jersey Gas	Southeastern, PA
Staples Advantage	Boston, MA
Statewide Security & Surveillance	Staten Islan, NY
Sunoco, Inc.	Des Moines, IA
T & T/Lanco Inc.	Reading, PA
T. Farese & Sons, Inc	Belleville, NJ
Target Environmental Co	Egg Harbor City, NJ
The Atlantic City Rescue Mission	Atlantic City, NJ
The Palm Restaurant	Atlantic City, NJ
The Press of Atlantic City	Pleasantville, NJ
Theater Square Grill	Newark, NJ
This & That Uniforms	Pleasantville, NJ
Top Car Auto Body	Newark, NJ
Toro Commercial Equipment	Newark, NJ
Tun Tavern	Atlantic City, NJ
U-Haul	Pheonix, AZ
United Parcel Service (UPS)	Philadelphia, PA
United Way of Atlantic County	Galloway, NJ
US Foodservices, Inc.	Philadelphia, PA
Vacant Property Security Inc.	Hatboro, PA
Verizon	Trenton, NJ
Verizon Business	Pittsburgh, PA
Verizon Cabs	Trenton, NJ
Verizon Wireless	Newark, NJ
Vilue Construction	Elizabeth, NJ
Wakefern Food Corp.	Edison
Waldorf Risk Solutions LLC	Huntington, NY
Walker's Automotive Service	Pleasantville, NJ
Waste Management of NJ Inc.	Philadelphia, PA
WB Mason Co. Inc.	Boston, MA
Werner Dodge	Belford, NJ
West Payment Center	Carol Stream, IL
Western Pest Services	West Orange, NJ
Youthbuild Newark, Inc.	Newark, NJ

COVENANT HOUSE NEW JERSEY

CONFLICT OF INTEREST POLICY

(Amended - March 3, 2004)
[Updated to IRS specifications - February 2008].

I. Policy

1. Unless specifically authorized by the Board of Directors, the Executive Committee or the Finance Committee, Covenant House and its subsidiaries and affiliates will not do business with any firm or entity owned or controlled by any member of the Board of Directors or any officer or any member of the immediate family of any director or officer or any firm or entity, in which any such person has a substantial financial interest (any such ownership or control or financial interest referred to herein as a "Significant Interest").

2. Each director and officer shall promptly notify the Chairperson of the Board, the Finance Committee or the Audit Committee upon becoming aware that the agency does business, or is considering doing business with, a firm or business in which such director or officer has a Significant Interest.

3. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors or its Executive Committee. Any interested director shall abstain during such vote.

II. Purpose

The purpose of this Policy is to ensure objectivity in decision-making by and on behalf of the agency and to avoid any conflict of interest or the appearance of a conflict.

A conflict of interest may exist when the interests of any director, officer, executive staff member, employee, or manager, or said person's immediate family, or any party, group or organization to which said person has allegiance, maybe seen as competing with the interests of Covenant House.

III. Procedure

1. All contracts or purchases of more than \$50,000 will be disclosed to the Board, or the Executive Committee or Finance Committees prior to execution. Board members and officers will disclose any Significant Interest in any firm or business with which the Agency is considering doing business.

2. After full disclosure is made, the Board, or its Executive Committee or Finance Committee shall have the discretion to authorize the agency to do business with the contractor or vendor, but only after first approving the terms and conditions of the contract or fee. Any interested director shall abstain during such vote. Any Committee decision will be reported to the Board at its next meeting.

3. Moreover, the director or any other person having a conflict, and attending said meeting shall retire from the room in which the Board or Committee is meeting and shall not participate in the final deliberations or decision regarding the matter under consideration.

However, that person must provide any and all relevant information to the Board or Committee before withdrawing from the meeting.

4. The Minutes of the meeting of the Board or Committee shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote.

5. In addition to the advance disclosure and approval procedure set forth above, a conflict of interest disclosure statement (substantially in the form attached hereto) shall be furnished annually by each director, officer, and member of the executive staff of the Corporation and at the time any such person assumes his or her position. The Audit Committee will review the disclosure statements and advise the Board of relevant information that may guide the Board's action and any revisions in this Policy that the Board determines may be necessary.

6. A copy of this policy shall be furnished to each new director, officer, executive staff member and manager. This policy shall also be published in the Employee Manual.

7. The Board and the Audit Committee will review this policy annually.

COVENANT HOUSE

CONFLICT OF INTEREST RELATED POLICIES

POLICY ON GIFTS FROM VENDORS

No employee, officer or director of the Corporation shall accept in his or her capacity as an employee, officer or director any loan or gift of money or property having a value in excess of \$100.00 from any contractor or vendor to the Corporation unless authorized by this Board or the Executive or Finance Committee and any such interested director shall abstain during such vote.

- Approved at the Board meeting of March 19, 1991

POLICY ON CHARITABLE CONTRIBUTIONS

No charitable contribution shall be made by the Corporation to any charity of which an officer or director of the corporation is an officer or director or a member of senior management (other than a corporation which is a subsidiary or affiliate of the Corporation) unless approved by this Board or the Executive or Finance Committee, and any such interested director shall abstain during such vote.

-. Approved at the Board meeting of March 19, 1991

POLICY ON LOANS TO EMPLOYEES

No officer or director of the Corporation shall make any loan in excess of \$1,000.00 to any employee of the Corporation unless the same is disclosed to and approved by this Board, and any such interested director shall abstain during such vote.

- Approved at the Board meeting of March 19, 1991

COVENANT HOUSE NEW JERSEY
CONFLICT OF INTEREST DISCLOSURE FORM July 1, 2007 thru December 31, 2008

NOTE: This edition of the form includes the latest requirements stipulated by the IRS and recommended for adoption by Grant Thornton auditors.

Exhibit A (attached, page 8) lists those vendors and organizations with which Covenant House New Jersey during the past 18 months transacted, or expects in the coming year to transact, business having an annual value greater than \$50,000.

Exhibit B (attached, page 9) lists for the past 18 months the CHNJ officers, trustees, 5 highest compensated employees, 5 highest compensated professionals and 5 highest compensated other independent contractors, referenced below.

* See Definitions on page 7.

1. Are you a director, officer, sole owner, partner or employee of, or consultant or advisor to, (a) any organization listed on **Exhibit A**, or (b) any other organization, which to your knowledge or belief supplies Covenant House or any of its affiliates with any property, goods or services?

☐ **yes** ☐ **no**

If your answer is "yes", please identify such organization and describe your relationship to it.

2. Do you or any member of your immediate family* have any direct or indirect financial interest* in (a) any organization listed on **Exhibit A**, or (b) any other organization, which to your knowledge or belief supplies Covenant House or any of its affiliates with any property, goods or services?

☐ **yes** ☐ **no**

If your answer is "yes", please identify such organization and indicate the nature and extent of your financial interest.

3. Since July 1, 2007, were you related to other officers, directors, trustees, 5 highest compensated employees, 5 highest compensated professional independent contractors and 5 highest paid independent contractors for other services listed in **Exhibit B** through family or business relationships*?

☐ **yes** ☐ **no**

If your answer is "yes", please identify the individuals and/or independent contractors and describe your relationship to them. Please note this information will be disclosed in the Covenant House IRS Form 990 filing as required by the IRS (990, Part V-A, 75(b)). The form 990 is public information.

* See Definitions on page 7.

4. Since July 1, 2007, have you participated* on behalf of Covenant House New Jersey or any Covenant House affiliate in any transaction* between Covenant House New Jersey or any of its affiliates and any organization identified in your answer to Question 1 or 2?

_____ **yes**

_____ **no**

If your answer is "yes", please describe such transaction(s).

5. Since July 1, 2007, did you receive *any* compensation, loan*, gift, benefit or unusual hospitality from (a) any organization listed on Exhibit A, or (b) any of Covenant House New Jersey's affiliates, or (c) any other supplier of Covenant House New Jersey or any of its affiliates?

_____ **yes**

_____ **no**

If your answer is yes, please give details. Please note that any compensation received from any of Covenant House's affiliates will be disclosed on the Covenant House IRS Form 990 filing as required by the IRS (990, Part V-A, 75(c)). The form 990 is public information.

6. Since July 1, 2007, have you made any loan* to any employee of Covenant House New Jersey which exceeds \$1,000 or for which the amount of the loan, when combined with any other loan(s) by you to such employee, resulted in a total amount outstanding, at the time of the loan, in excess of \$1,000?

_____ **yes**

_____ **no**

If your answer is "yes", please give details.

* See Definitions on page 7.

7. Are you an officer or director, or do you hold a financial interest*, in any corporation, firm, association or other entity (other than a corporation which is a subsidiary or affiliate of Covenant House New Jersey) which to your knowledge or belief has received a loan from Covenant House New Jersey or its affiliates?

_____ yes

_____ no

If your answer is "yes", please give details.

8. Are you an officer or director or member of senior management of any charity (other than a corporation which is a subsidiary or affiliate of Covenant House New Jersey) which to your knowledge or belief has received a charitable contribution from Covenant House New Jersey or its affiliates?

_____ yes

_____ no

If your answer is "yes", please give details.

Date: _____

Name: _____
(please print)

Signature

HOW TO SUBMIT YOUR RESPONSES:

If you have any conflicts to disclose.

please return pages 4, 5 and 6 to Roger Chapman via FAX (973) 396- 7368.

OR

If you have no conflicts and can answer each question "NO".

Please state: "I have read the Conflict of Interest Disclosure and Exhibits A and B and have no conflicts to report." and send via email to rchapman@covenanthouse.org.

DEADLINE DATE for either response: THURSDAY, JUNE 11, 2009.

***DEFINITIONS OF TERMS USED IN
QUESTIONNAIRE ON CONFLICT OF INTEREST**

1. In answering this questionnaire, you should consider that you have "participated" in a transaction on behalf of Covenant House New Jersey or any of its affiliates if you have acted directly for such agency or if you have recommended, directed, authorized or approved the action of another who has acted for such agency in the transaction, or if you have been involved in the selection or specification of the property purchased, sold or leased or the services procured, whether or not you have been involved in the actual negotiation of the transaction.
2. The "transactions" to which this questionnaire relates are purchases, sales and leases, and contracts for the purchase, sale or lease of property of any kind, including equipment, materials, supplies, land and buildings, and the procurement or placing of advertising, printing, legal; banking, brokerage, insurance, architectural, construction and all other kinds of services.
3. As used in this questionnaire, a "member of your immediate family" means your wife or husband and children, and the father, mother, sisters and brothers of yourself and your wife or husband. It is not required that you interrogate the members of your family.
4. "Family relationships" as defined by the IRS include an individual's spouse, ancestors, children, grandchildren, great-grandchildren, siblings (whether by whole or half blood), and the spouses of children, grandchildren, great-grandchildren, and siblings.
5. "Business relationships" as defined by the IRS are employment and contractual relationships, and common ownership of a business where any officers, directors, or trustees, individually or together, possess more than a 35% ownership interest in common. Ownership is voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust. It is sufficient to give the facts as you know them or believe them to be.
4. As used in this questionnaire, "financial interest" means (except as stated below) any stock, bond or other debt obligation, option or right to purchase stock, share in profits, investment, partnership interest or any other proprietary interest of any nature. Ownership of securities in a corporation shall not be considered to constitute a financial interest therein within the meaning of this questionnaire if all of the following conditions are met: (a) the securities are traded on a national securities exchange or regularly reported in over-the-counter quotations in the financial press, (b) the securities owned by you and to your knowledge or belief owned by the members of your immediate family do not exceed one-tenth of 1% of the outstanding securities of the same class of such corporation and (c) the market value of the securities of the corporation so owned does not exceed 10% of your gross annual income.
5. As used in this questionnaire, "charitable contribution" means a gift of money, property or services to a charity.
6. As used in this questionnaire, "loan" means a loan of money, property or services, other than a bank loan at prevailing interest rates.

NOTE: The foregoing definitions are for purposes of the questionnaire only and are not determinative of the question whether a conflict of interest exists.

STATEMENT OF ASSURANCES

**State of New Jersey
Department of Children and Families
Statement of Assurance**

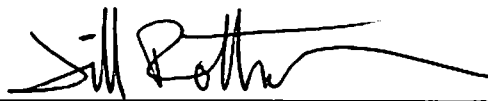
As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Children and Families of the accompanying application constitutes the creation of a public document and as such maybe made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidders list). In addition, I certify that the applicant:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Children and Families, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DCF will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1.) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin; 2.) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et. seq.; 3.) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4.) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5.) Federal Equal Employment Opportunities Act; and 6.) Affirmative Action Requirements of PL 1975 c. 127 (N.J.A.C. 17:27).

- Will comply with all applicable federal and State laws and regulations.
- Will comply with .the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et. seq. and all regulations pertaining thereto.
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.
- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Chapter 51 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. Will have on file signed certifications for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Children and Families
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

Covenant House New Jersey


Name of Applicant Organization

Signature  Date 6/17/13

Chief Executive Officer or Designee

CERTIFICATION REGARDING DEBARMENT

**READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION.
THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.**

- Jill Rottmann Executive Director
Name and Title of Authorized Representative
 June 17, 2013
Signature Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510

DCF BUDGET FORM

Exhibit 1: Budget Spreadsheet

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Other Cash or In-Kind Funding Sources*
A. Personnel - Salary (hours/week)	173,696.04	138,191.04	35,505.00
Fringe (31% rate)		42,839.22	
B. Consultants & Professional Fees			
C. Materials & Supplies	11,525.00	6,000.00	5,525.00
D. Facility Costs	3,200.00	2,400.00	800.00
E. Specific Assistance to Clients	9,050.00	2,850.00	6,200.00
F. Other	4,800.00	1,200.00	3,600.00
G. Gen. & Adm. (G&A) Cost Allocation	10,000.00	5,000.00	5,000.00
H. Total Operating Costs	212,271.04	198,480.26	
I. Equipment	2,519.74	1,519.74	
J. Total Cost	257,630.00	200,000.00	
K. Revenue (deduct)*	(57,630)	n/a	n/a
L. Funding Request	200,000	n/a	n/a

The budget request shall indicate the Agency's total proposed budget for delivery of the service(s)

reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:

Other Sources of Funding for this Program: (Specify These)			
Other Funding Amounts:			
NYC Marathon			
Executive Sleepout	10,000	0	0
Night of Broadway Stars	10,000		
Spring Lake Golf Outing	10,000		
	17,316		
Total Request	57,630		

BUDGET NARRATIVE

Budget Narrative

				Amount Requested	Matching Funds
Name of Worker	Position	Salary	% of time	from DCF Grant	
Vacant	OW- Cape May/Atlantic	27,000.00	1.00	27,000.00	-
Vacant	OW- Cape May/Atlantic	27,000.00	1.00	27,000.00	-
Jasmine C	OM- Cape May/Atlantic	33,000.00	0.10	3,300.00	12,955.00
Vacant	OW-Ocean	27,000.00	1.00	27,000.00	-
Mosley	OW-Ocean	27,000.00	1.00	27,000.00	-
D Bunting	OW-Monmouth	27,000.00	0.35	9,450.00	8,775.00
S Carroll	OW- Monmouth	27,000.00	0.35	9,450.00	8,775.00
M. Quinones	OM- Monmouth	29,910.40	0.10	2,991.04	
B. Nelson/D Hall	Program Directors	100,000.00	0.05	5,000.00	5,000.00
Total Personnel Cost				138,191.04	
Fringe Benefits				42,839.22	
Total Grant				181,030.26	35,505.00

A. Personnel (Job Descriptions are included in Appendix)

Programs Directors: Oversees the entire community service center and all southern New Jersey programs. This is a 12-month position and the Director will supervise the Outreach Managers in ensuring the goals and objectives of the program are being met. Mr. Hall will supervise the manager for Monmouth County. Mr. Nelson will supervise the manager for Cape May and Atlantic Counties. (See attached resumes)

Outreach Manager (OM)- The OM will provide outreach services in addition to supervising and training the two-outreach liaisons. The OM will report to the Directors and manage the day-to-day operations of the Street Outreach Program. See attached resumes for M. Quinones and J. Carlisle. (See attached resumes)

Outreach Liaisons (OW): The project will employ 6 Outreach Liaisons who will spend 100% of their time devoted to this project. These are 12-month positions. Solomon, Bunting, and Mosly are currently in these positions. (See attached resumes)

Materials and Supplies

Line Item	Amount
Marketing Materials	1000
Gas	3000
Insurance	3381.69
Total	7381.69

- Marketing materials will be used to promote the program and include flyers, key chains and other items
- Gas- the gas to travel to the different counties to conduct outreach
- Insurance- the cost of insuring the outreach vehicle

Facilities Cost

Estimated cost for the outreach team to use space at the Crisis Center in Atlantic City and the facilities in Asbury Park and OHH. Cost estimated at \$800 per site.

Line Item	Amount
Asbury Park-Drop in Center	800
Atlantic City Drop in Center	800
Ocean's Harbor House	800
Total	2400

Specific Assistance to Clients

Line Item	Amount
Hygiene Products	500.00
Youth Activities	500.00
Bus tickets	1350.00
Incentives	500.00
Total	2850.00

All supplies will be used to meet immediate needs for homeless youth and used as a tool to establish relationship as well. In addition to the provision of incentives when youth are following case plans and meet goals. Youth in need of household supplies will be given to hygiene packs. Bus tickets will provided to youth to get to appointments in the community.

Other

Line Item	Amount
------------------	---------------

Cell Phones	1200
Total	1200

Communication is essential for all OWs that work in high crime areas and with at-risk youth. Three mobile phones with a consolidated calling plan will be purchased for an all-inclusive calling plan for 600 dollars annually per phone.

G&A

Administrative Cost of Managing the project is 2.5% of \$200,000= \$5,000

Equipment-

Laptops for data collection: \$1,519. These laptops will be used to collect relevant statistics and enter information in the database.

START UP BUDGET AND NARRATIVE

Start up budget

Line Item	Amount
Vehicle Purchase	25000.00
Staff Training	15000.00
Logo on Vehicle	1500.00
Staff Onboarding and Recruitment	2500.00
Non perishable food and survival aid	3500.00
Outreach Uniform	1000.00
Travel reimbursement to staff	1000.00
	50000.00

- **Vehicle Purchase:** the cost of purchasing a new vehicle to conduct outreach.
- **Staff training:** the cost of training the staff with the experts from Covenant House New York. This \$7,500 per year will compensate the Director of External Affairs/Anti-Human Trafficking Initiatives for the training the regional outreach staff on a monthly basis. The team at OHH will also benefit from this training. This will allow the staff to then take this knowledge and educate the communities in the Southern Region.
- **Logo on vehicle-** this will apply the agency logo to the vehicle so it is easily recognizable.
- **Staff Onboarding and Recruitment:** cost of hiring and onboarding the new outreach workers. This includes the required background checks and finger printing. It will also include the cost of advertisement for the positions.
- **Outreach Uniforms-** the cost of buying new uniforms for outreach workers
- **Food and survival aid-** the team will be assembling bags with food and toiletries for distribution in the community. This will allow provide youth with meals until they are ready to leave the streets.
- **Reimbursement** staff members will be expected to attend trainings on relevant topics. These trainings will include outreach best practices and human trafficking.

**LETTERS OF SUPPORT AND MEMORANDA
OF UNDERSTANDING, LETTERS OF
COMMITMENT AND OTHER SUPPORTING
DOCUMENTS**

MEMORANDUM OF UNDERSTANDING (MOU)

By & Between

**Covenant House New Jersey
and
Ocean's Harbor House
for**

NJ Department of Children and Families Two Homeless Youth Outreach Programs Grant

This MOU between **Covenant House New Jersey** and **Ocean's Harbor House** is to set the level of expectations for both organizations to serve as collaborating entities on the **TWO HOMELESS YOUTH PROGRAMS** initiative, in which Covenant House New Jersey will function as the lead organization.

Covenant House New Jersey and the **Ocean's Harbor House** entered into a partnership in 2013 with a focus on providing outreach services in New Jersey. Covenant House will provide outreach services to homeless, runaway and street youth in Cape May, Atlantic and Monmouth Counties. Ocean's Harbor House will provide outreach services for homeless youth in Ocean County.

As a partner, **Ocean's Harbor House** will:

1. Conduct outreach across all areas in Ocean County where homeless youth congregate
2. Provide space to facilitate professional and community training on human trafficking
3. Make at least 875 contacts with homeless youth
4. Provide the connections to residential and support (legal aid, mental health counseling, education and vocational services etc) that these young people need to stabilize their crisis
5. Submit quarterly reports with the outreach data so Covenant House can meet the reporting requirements to DCF
6. Work closely with Covenant House to galvanize partners and additional resources to facilitate various outreach and awareness activities and campaigns.
7. Provide all required financial information to ensure that Covenant House can provide timely fiscal reports to the Department of Children and Families.
8. Notify Covenant House immediately if there are challenges with program start up and implementation.

Each organization understands the budget limitations, and agrees to the budget as submitted in the initial application grant application to the Department of Children and Families. For the provision of these services and meeting the goals, Ocean's Harbor House will receive \$50,000 per grant year for leading the outreach activities in Ocean County.

Memorandum of Understanding (MOU)

The Program Directors at Covenant House New Jersey Inc will lead the team in implementing the Homeless Youth Outreach Program initiative in the Southern Region. As such, they will be responsible for setting interim goals, objectives, planning sessions, scheduling internal program monitoring and evaluation, as well as collecting performance data on project impact on objectives

and goals. In addition, Covenant House will be responsible for submitting the required fiscal reports.

Covenant House New Jersey.

As the lead applicant, Covenant House New Jersey will provide the following services:

1. Conduct outreach to a minimum of 2,625 homeless youth in Atlantic, Cape May and Monmouth Counties.
2. In collaboration with Ocean's Harbor House, design all required data collection instruments, assessment forms, surveys, and other tools to collect properly all data relevant to outcome measures;
3. Produce all project related statistical (quantitative/qualitative) reports;
4. Lead consortium of community partners and provide other required supportive services in Atlantic, Cape May, and Monmouth County as indicated in the proposal;
5. In collaboration with Ocean's Harbor House, develop and produce all required campaign and outreach materials, including fliers, posters, brochures, pamphlets, etc., to support all implemented community-based campaigns.
6. Submit all requests for financial reimbursement in a timely manner to the Department of Children and Families.
7. Connect homeless youth to the essential residential and support (legal aid, mental health, education, vocational etc) services that they need to proceed on the road to independence
8. Conduct trainings on human trafficking for the outreach staff working in all 4 counties.
9. Provide community trainings on human trafficking.

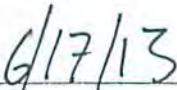
By signing this Memorandum of Understanding, the collaborating agencies agree and assure to seeing this project to fruition, and will provide the quality and quantity of services and support identified in the preceding paragraphs. Both entities understand this collaborating commitment is for a period of no less than 24 months. The implementation of this project is subject only to approval and receipt of a grant from the Department of Children and Families to implement an outreach program in the Southern Region.

COVENANT HOUSE NEW JERSEY

By: Jill Rottmann
Executive Director



Signature



Date

OCEAN'S HARBOR HOUSE

By: Sidney Covin
Executive Director



Signature



Date

FRANK A. LOBIONDO
2ND DISTRICT, NEW JERSEY

TRANSPORTATION
AND INFRASTRUCTURE

CHAIRMAN,
AVIATION

COAST GUARD AND MARITIME
TRANSPORTATION

HIGHWAYS AND TRANSIT



Congress of the United States
House of Representatives

Washington, DC 20515-3002

June 10, 2013

ARMED SERVICES
TACTICAL AIR AND LAND FORCES
READINESS

HOUSE PERMANENT SELECT
COMMITTEE ON INTELLIGENCE
TECHNICAL AND TACTICAL INTELLIGENCE
TERRORISM, HUMINT, ANALYSIS AND
COUNTERINTELLIGENCE (THACI)

Ms. Catherine Schafer
Director of Grants Management
Auditing and Records
Department of Children and Families
101 South Broad Street, Floor 7
Trenton, NJ 08608-2401

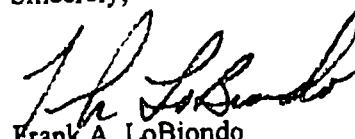
Dear Ms. Schafer:

It is with great pleasure that I write this letter of support on behalf of Covenant House New Jersey's application for funding under the Street Outreach Program.

It is my understanding that this grant will be used to bolster their street outreach program. Covenant House New Jersey has been in operation since 1989 providing youth with housing, education, mentoring, legal services and transitional living. The funding will enable them to continue these services to the increasing trend of runaway and homeless youth congregating Atlantic City.

Again, I strongly support Covenant House New Jersey's application and hope that you will give it your most serious consideration.

Sincerely,


Frank A. LoBiondo
Member of Congress

FAL:cm:ml

NAYS LANDING OFFICE:
5516 MAIN STREET, SUITE 103
NAYS LANDING, NJ 08330-1740
PHONE: (800) 625-5008
PHONE: (800) 471-1450
FAX: (800) 625-9871

WASHINGTON OFFICE:
2417 BAYVIEW HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-MB07
PHONE: (202) 225-8771
FAX: (202) 225-3311
www.lobiondo.house.gov

CITY OF ATLANTIC CITY

Lorenzo T. Langford
Mayor

Telephone: (609) 347-5400
Fax: (609) 347-5638

June 12, 2013

Ms. Catherine Schafer
Director of Grants Management, Auditing and Records
Department of Children and Families
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

Re: Covenant House Grant Application

Dear Ms. Schafer:

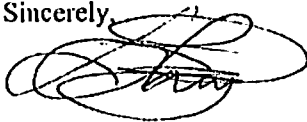
Please accept this letter of support on behalf of Covenant House Atlantic City's (CHAC) grant application to the Department of Children and Families to support their street outreach program in Atlantic City.

As someone committed to serving the residents of this city, especially youth, I know how challenging yet gratifying it is to gain young adults' trust and help them piece their lives back together. I have spearheaded many youth initiatives throughout Atlantic City and CHAC has always been a worthy partner. CHAC unquestionably helps to fill the gap in the continuum of services available to homeless, runaway and street youth. CHAC gives these vulnerable young people the reassurance they need that, although they have made mistakes in their lives, Covenant House remains available to equip them with the skills, habits and attitudes needed to become productive members of society.

Grant funding will enhance CHAC's ability to provide a safe haven for youth where they can receive vocational, educational and life skill counseling, remain free from violence and progress towards their life goals. CHAC's 21 years of experience working with this population has taught their staff how to reach out to these young people and obtain their trust. This population does not reach out for help easily and the ability of Covenant House to reach this population makes them unique and a significant asset to the community.

The City of Atlantic City looks forward to continuing our work with Covenant House Atlantic City to harness the intelligence and positive energy of low-income young people to rebuild their lives. I wholeheartedly support CHAC's application for funding because they are providing a much-needed service for the most vulnerable youth within Atlantic City.

Sincerely,



Lorenzo T. Langford
Mayor



Administrative Office
19 Gordons Alley
Atlantic City, NJ 08401
Ph. (609) 347-1085
Fax (609) 348-8775

Hotline: (800) 281-AIDS

Email: info@sjaida.org

www.southjerseyaidalliance.org

June 10, 2013

Jill Rottmann,
Executive Director
Covenant House New Jersey
330 Washington Street
Newark, NJ 07102

Re: Street Outreach Application

Dear Ms. Rottmann,

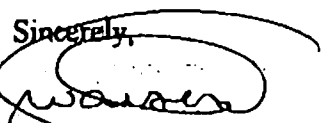
South Jersey AIDS Alliance is aware of your application for an outreach grant from the Department of Children and Families and we wish to communicate our support of this initiative.

Established research has indicated that runaway youth are more likely to engage in high-risk behaviors that put them at risk for HIV, Hepatitis C and other STIs. Homeless and runaway youth attempting to survive day-to-day on the streets are constantly at risk for solicitation and recruitment into sexual exploitation. Given their experiences and histories of physical abuse, sexual abuse, neglect, and abandonment, homeless youth are easy targets for sexual exploitation by adults and recruitment into the commercial sex industry. The use of vulnerable youth in the commercial sex industry remains a critical issue in because they are often exposed to disease and violence.

We understand that this grant will in large part support efforts designed to connect young people with services that will help them make healthy lifestyle choices and reduce their risk of sexual abuse, exploitation, prostitution, etc. Accordingly, we are pleased to provide this letter of support on your behalf. As fellow members of the health and human services community, we understand the importance of this program and will be happy to continue working with you in assisting children maintain safe and stable lives. To this end, SJAA will accept appropriate referrals from Covenant House and provide those services aimed at reducing the risk of HIV/AIDS, and other STDs. Youth will also have access to support groups that are age appropriate and they will also be provided with information about HIV prevention, and case management.

We look forward to partnering with Covenant House as you equip the most vulnerable members of our society with the skills necessary to lead lives of self-sufficiency and independence.

Sincerely,



Georgett Watson
Chief Operations Officer



United Way of Ocean County
650 Washington Street, Suite 2
Toms River, NJ 08753
www.uwocnj.org
Tele: 732-240-0311
Fax: 732-240-6338

June 18, 2013

Mr. Sid Colvin
Executive Director
Ocean's Harbor House
2445 Windsor Avenue
Toms River, NJ 08753

Dear Sid,

I am writing this letter on behalf of United Way of Ocean County in support of Ocean's Harbor House's application for funding through the State of New Jersey Department of Children and Families for the Homeless Youth Outreach Program grant, allowing the agency to provide services to youth victims of human trafficking, and those impacted by Superstorm Sandy.

For nearly 25 years, Ocean's Harbor House has provided outreach and residential services to high-risk youth in our area. This funding will enable Ocean's Harbor House to continue to enhance their outreach services to homeless, runaway, abused, neglected, abandoned children and at-risk youth throughout all of Ocean County.

United Way of Ocean County values the role that Ocean's Harbor House (OHH) has played in the community, providing critical services to vulnerable children and teens in our region. Expanding services to this population will further help our county ensure the safety and well-being of our young people in need. Further, OHH's history of collaborating with the county's system of care ensures that this package of services will be both effective and efficient.

If I can provide any further information regarding this organization, or this letter of support, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Linda Gyimoty", is written over the printed name.

Linda Gyimoty, MA
Executive Director

1415 Wyckoff Road
Farmingdale, NJ 07727
Phone: 732-938-5988
Fax: 732-938-2850
uwmonmouth.org



June 10, 2013

Ms. Catherine Schafer
Director of Grants Management, Auditing and Records
Department of Children and Families
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

Re: Covenant House Application

Dear Ms. Schafer,

The United Way of Monmouth County, is pleased to confirm support of Covenant House Atlantic City's application for funding from the State of New Jersey to conduct outreach in Southern New Jersey.

Covenant House New Jersey (CHNJ) is a subsidiary of Covenant House International, the nation's largest non-profit organization that provides residential and comprehensive support services to homeless, trafficked and at-risk youth at 21 sites throughout the United States, Canada and Central America. For over 23 years, Covenant House has been a source of stability for thousands of homeless and at-risk youth in the State. Covenant House Atlantic City (CHAC) has developed a reputation as the premier provider of youth services within the county.

At the Covenant House Crisis Center in Atlantic City, the focus is placed on providing a holistic spectrum of services which includes shelter, educational classes, vocational classes, case management and legal counseling. CHAC's goal is to provide the services necessary to prepare these young people for life off the streets, while meeting their immediate needs of food, clothing and shelter, ultimately stabilizing their crises. The youth population does not reach out for help easily and the ability of CHAC to connect with them makes their program a remarkable asset to the community.

CHAC and the United Way have a strong working relationship, which has spanned several years. We share a strong commitment to serving at-risk youth.

We wholeheartedly endorse Covenant House's application for funding. We look forward to continuing to work with them to improve the lives of the runaway and homeless youth in our community.

Sincerely,

A handwritten signature in blue ink that reads "Tim Hearne".

Timothy Hearne, Jr.
President & CEO

Build a Legacy of Caring: Remember United Way in Your Will

GIVE. ADVOCATE. VOLUNTEER.

United Way
of Greater Philadelphia
and Southern New Jersey
in Atlantic County

4 East Jimmie Leeds Road, Suite 10
Galloway, NJ 08205
tel 609-404-4483



June 7, 2013

Ms. Catherine Schafer
Director of Grants Management, Auditing and Records
Department of Children and Families
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

Re: Covenant House

Dear Ms. Schafer,

The United Way of Greater Philadelphia and Southern New Jersey is pleased to confirm support of Covenant House Atlantic City's application for funding from the State of New Jersey to conduct outreach in Southern New Jersey.

Covenant House New Jersey (CHNJ) is a subsidiary of Covenant House International, the nation's largest non-profit organization that provides residential and comprehensive support services to homeless, trafficked and at-risk youth at 21 sites throughout the United States, Canada and Central America. For over 23 years, Covenant House has been a source of stability for thousands of homeless and at-risk youth in the State. Covenant House Atlantic City (CHAC) has developed a reputation as the premier provider of youth services within the county.

At the Covenant House Crisis Center in Atlantic City, the focus is placed on providing a holistic spectrum of services which includes shelter, educational classes, vocational classes, case management and legal counseling. CHAC's goal is to provide the services necessary to prepare these young people for life off the streets, while meeting their immediate needs of food, clothing and shelter, ultimately stabilizing their crises. The youth population does not reach out for help easily and the ability of CHAC to connect with them makes their program a remarkable asset to the community.

CHAC and the United Way have a strong working relationship, which has spanned several years. We share a strong commitment to serving at-risk youth within the Atlantic County community and have worked together on several initiatives including battling the scourge of human trafficking. United Way of Greater Philadelphia and Southern New Jersey currently supports CHAC's independent living program and also helps to fund medical and mental health/substance abuse counseling services.

We wholeheartedly endorse Covenant House's application for funding and can attest to the excellent work they do in the Atlantic City community. We look forward to continuing to work with them to improve the lives of the runaway and homeless youth in our community.

Sincerely,


John G. Emge
Executive Director



Ocean Mental Health Services

160 Atlantic City Blvd. • Bayville, NJ 08721
(732) 349-5550 • (732) 349-0841 fax

James M. Cooney, LCSW
Chief Executive Officer

www.OceanMHS.org

June 12, 2013

Mr. Sid Colvin
Executive Director
Ocean's Harbor House
2445 Windsor Avenue
Toms River, NJ 08753

Dear Mr. Colvin:

I am writing this letter on behalf of Ocean Mental Health in support of Ocean's Harbor House's application for funding through the State of New Jersey Department of Children and Families for the Homeless Youth Outreach Program grant to provide services to victims of human trafficking, especially since this may have increased due to Superstorm Sandy.

For nearly 25 years, Ocean's Harbor House has provided outreach and residential services to high-risk youth in our area. This funding will enable Ocean's Harbor House to continue to provide human trafficking services to homeless, runaway, abused, neglected, abandoned children and at-risk youth throughout all of Ocean County.

With a mission of providing a comprehensive continuum of mental health services that promotes participation in community life, Ocean Mental Health has a strong collaboration with Ocean's Harbor House in reference to the mental health needs of the young people they serve.

Ocean Mental Health is aware of the critical need for the outreach services, especially for human trafficking victims, and for our high-risk teens, and is in support of Ocean's Harbor House's endeavor to obtain funding for the Outreach Program. This project does not conflict with any other homeless programs in the County, but will in fact enhance the efforts of Ocean Mental Health. Ocean Mental Health is hopeful that this project is funded in order to reduce gaps by increasing services available to this homeless population.

Sincerely,

Christina Gaetano
Director of Development

COUNTY OF MONMOUTH
DEPARTMENT OF HUMAN SERVICES
DIVISION OF PLANNING & CONTRACTING
HUMAN SERVICES ADVISORY COUNCIL

Jeffrey R. Schwartz
Director



P. O. Box 3000
Kozloski Road
Freehold, NJ 07728
(732) 431-6585
Fax: (732) 845-2054

E-Mail Address
jschwartz@co.monmouth.nj.us

June 12, 2013

Jill Rottmann, Executive Director
Covenant House New Jersey
330 Washington Street
Newark, New Jersey 07102

Dear Ms. Rottmann:

The Continuum of Care in Monmouth County is pleased to provide this letter to you to express our support for Covenant House New Jersey's application for funding from the New Jersey Department of Children and Families for the expansion of the outreach program in Monmouth County, as well as your efforts in Atlantic, Cape May and Ocean Counties.

As the only organization currently active in finding, contacting, and engaging homeless and at-risk youth on the streets, Covenant House is a vital resource of Monmouth County. And as the only organization in the county providing "boots on the ground" street outreach for homeless youth, you are filling a gap in services for this very vulnerable population. The Covenant House team, which served as the lead for our mobile van outreach during the county's efforts to identify homeless individuals, was selected because of your solid understanding of this frequently hard to reach population. They covered Long Branch, Neptune and Asbury Park during the Point in Time Survey effort in January of this year, combing the streets for homeless kids over a twenty-four (24) hour period.

The fact that you have stepped forward to be the state's entry point for services in other counties is testament to the professionalism and expertise we see in our joint efforts. We look forward to continuing our partnership with Covenant House and fully support this application because your services are very much needed for the youth in Monmouth County.

Yours truly,

A handwritten signature in blue ink, which appears to read "Jeffrey R. Schwartz", is written over a printed name and title.

Jeffrey R. Schwartz, Director
Division of Planning and Contracting
Monmouth County Department of Human Services



Atlantic County

Executive Office

DL-140-13

Dennis Levinson
County Executive

609/343-2201 FAX: 343-2194
TDD: 348-5551

June 10, 2013

Jill Rottmann, Executive Director
Covenant House New Jersey
330 Washington Street
Newark, NJ 07102

Dear Ms. Rottmann:

The Atlantic County Continuum of Care Committee has informed me that they are pleased to recommend support for Covenant House New Jersey's application for funding from the New Jersey Department of Children and Families for their outreach program in Atlantic County.

Covenant House is known throughout the county for the high quality of services they provide for your people. By providing a continuum of support services, youth who enter the program are provided with assistance in every aspect of their journey toward independent living. At the Covenant House Crisis Center in Atlantic City the focus is placed on providing a holistic spectrum of services, which includes shelter, educational classes, vocational classes, case management and legal counseling. The goal of CHNJ is to provide the services necessary to stabilize and prepare these young people for life off the streets, while meeting their immediate needs for food, clothing and shelter.

This youth population does not reach out for help easily and the ability of CHNJ to connect with them makes their program a remarkable asset to the community. With the lack of affordable housing for young people, their program gives young adults the skills to learn the habits and attitudes needed to become self-sufficient. These young people, through the opportunities at Covenant House, will have access to pathways that will lift themselves out of poverty. CHNJ's 20 plus years of experience working with this population has taught their staff how to reach out to these young men and women and obtain their trust. This ability of Covenant House to reach this population makes them unique and a significant asset to Atlantic County.

We wholeheartedly endorse Covenant House New Jersey's efforts to provide a positive environment for homeless youth in Atlantic City who are working toward self-sufficiency.

Sincerely,

A handwritten signature in black ink that reads "Dennis Levinson".

Dennis Levinson
County Executive

DL:hp

c: Gerald Del Rosso, County Administrator
J. Forrest Gilmore, Department Head, Family and Community Development

1333 Atlantic Avenue • Atlantic City, New Jersey 08401-8282

Visit Our Web Site at <http://www.aclink.org>

Atlantic County is an Equal Opportunity Employer





OFFICE OF THE COUNTY PROSECUTOR
COUNTY OF MONMOUTH

132 JERSEYVILLE AVENUE
FREEHOLD, NJ 07728-2374

(732) 431-7160

RICHARD E. INCREMONA
FIRST ASSISTANT PROSECUTOR

KEVIN M. CLARK
DEPUTY FIRST ASSISTANT PROSECUTOR

MARC C. LEMIEUX
DIRECTOR OF INVESTIGATIONS

MICHAEL PASTERCHICK JR.
CHIEF OF DETECTIVES

KAREN R. ODOM
DEPUTY CHIEF OF DETECTIVES

CHRISTOPHER J. GRAMICCIONI
ACTING MONMOUTH COUNTY PROSECUTOR

June 10, 2013

Ms. Catherine Schafer
Director of Grants Management, Auditing and Records
Department of Children and Families
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

Re: Covenant House

Dear Ms. Schafer:

The Monmouth County Prosecutor's Office fully supports Covenant House New Jersey's grant application to the Department of Children and Families for their outreach program in Monmouth County.

I became familiar with Covenant House New Jersey because of their active participation at the Asbury Park Community Development Initiative. Asbury Park is one of six New Jersey Cities, which the Attorney General's office has selected to form a community initiative to prevent juvenile crime and promote positive outcomes for youth. The team from CHNJ is always well versed on the activities of youth in the street because of their presence in some of the most challenging communities with Asbury Park. Representatives from community based organizations, government agencies, faith based groups, law enforcement, education and interested community representatives are part of the initiative, which is co-chaired by me and Asbury Park Mayor Ed Johnson.

We look forward to continuing to working in partnership with Covenant House as they connect homeless, runaway and street youth with the services they need to achieve lives of independence and self-sufficiency. Their overall mission of crime prevention through proactive outreach is consistent with the law enforcement objectives of the Monmouth County Prosecutor's Office.

Very truly yours,

CHRISTOPHER J. GRAMICCIONI
ACTING MONMOUTH COUNTY PROSECUTOR

By: Thomas C. Huth
Special Deputy Attorney General
Acting Assistant Prosecutor
Director, Major Crimes Bureau

TCH:dc

<http://www.prosecutor.co.monmouth.nj.us>

**THE BOARD OF CHOSEN FREEHOLDERS
OFFICE OF THE FREEHOLDER DIRECTOR**

OCEAN COUNTY
TOMS RIVER, NEW JERSEY 08754-2191

John P. Kelly
Director of Law and Public Safety



(732) 929-2003
Fax (732) 506-5055
E-mail:
jkelly@co.ocean.nj.us

June 12, 2013

Mr. Sid Colvin
Executive Director
Ocean's Harbor House
2445 Windsor Avenue
Toms River, NJ 08753

Dear Mr. Colvin:

I am writing this letter on behalf of the Ocean County Board of Chosen Freeholders in support of Ocean's Harbor House's application for funding through the State of New Jersey Department of Children and Families for the Homeless Youth Outreach Program grant to provide services to victims of human trafficking, especially since this has increased due to Superstorm Sandy.

For nearly 25 years, Ocean's Harbor House has provided outreach and residential services to high-risk youth in our area. This funding will enable Ocean's Harbor House to continue to provide human trafficking services to homeless, runaway, abused, neglected, abandoned children and at-risk youth throughout all of Ocean County.

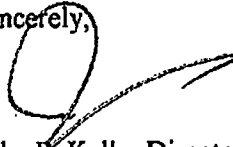
Many of our young people would be living on the streets, living in their cars, out in the woods, or worse, picked up by human traffickers if not for the great work that Ocean's Harbor House does throughout Ocean County.

The Ocean County Freeholders are all too aware of the critical need for the outreach services especially for human trafficking victims and our high-risk teens, and is in support of the Ocean's Harbor House endeavor to obtain funding for the State of New Jersey Department of Children and Families for the Homeless Youth Outreach Program.

Mr. Sid Colvin
June 12, 2013
Page 2

This project does not conflict with any other homeless programs in Ocean County, but will in fact, enhance the efforts of the township to ensure the safety and well-being of our young people in need. The Ocean County Board of Freeholders is hopeful that this project is funded in order to eliminate any gaps in service of our youth by increasing the services available to this homeless population.

Sincerely,

A handwritten signature in black ink, appearing to be 'John P. Kelly', with a large loop at the start and a long, sweeping tail.

John P. Kelly, Director
Board of Chosen Freeholders

JPK:LS:dc



Community Affairs and Resource Center

(formerly Hispanic Affairs and Resource Center)

June 15, 2013

Ms. Catherine Schafer
Director of Grants Management, Auditing and Records
Department of Children and Families
101 South Broad Street, 7th floor
Trenton, New Jersey 08625

Dear Ms. Schafer:

Re: Covenant House Grant Application

On behalf of the Community Affairs and Resource Center (Formerly Hispanic Affairs and Resource Center), I am pleased to provide this letter of support for Covenant House New Jersey's application to the Department of Children and Families to expand their street outreach services in Monmouth County.

Community Affairs & Resource Center (CARC) - formerly known as Hispanic Affairs and Resource Center - is a nonprofit social service organization established in 1980 and our mission is to empower the community and strengthen youth and families by promoting self-sufficiency through education, advocacy, and collaboration. Covenant House has provided some of our clients with food bags and they have demonstrated a high level of competence working with the very hard to find youth population.

CARC will continue to provide services to all the youth that the outreach team connects with in the streets including those who might be from ethnic minority groups. CHNJ will be able to refer youth to CARC for the multitude of services available including interpretation and translation services because we have staff members that are fluent in Creole and Spanish.

We are optimistic that our partnership will allow us to serve more disconnected youth throughout Monmouth County.

Sincerely,

Beatriz Oesterheld
Executive Director

June 8, 2013

Jill Rottmann
Executive Director
Covenant House of New Jersey
330 Washington Street
Newark, NJ 07102



Re: Letter of Support

Dear Ms. Rottmann,


The Anti-Trafficking Taskforce Of Atlantic County (ATTAC) fully supports Covenant House New Jersey's (CHNJ) application for funding to provide Street Outreach Services in Atlantic County, NJ.

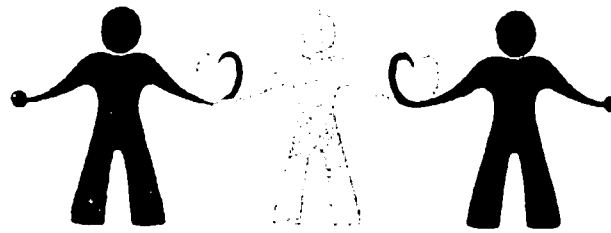
The members of ATTAC include Covenant House, the Atlantic County Women's Center, the Salvation Army, New Jersey Department of Youth Families, the Polaris Project, Atlantic County Government, and other local providers. The Taskforce has been recognized with the National Association of Counties (NACO) Award, for our work in providing response protocols for victims and community education in the area of the commercial sexual exploitation of children (CSEC).

After leaving home these youth then become vulnerable to high levels of victimization while on the streets, both by adults and by other youth. Our partnership with CHNJ will greatly enhance ATTAC's ability to stem the commercial sexual exploitation of children and provide direct services to victims of human trafficking and sexual abuse in the county. Our experience has revealed that because Atlantic City is a tourist destination, there is a disproportionately large population of youth who engage in survival sex and participate in illicit activities. The Covenant House Team will be part of a larger effort to find these young people and provide them a path to stable housing, education and other critical support services.

In closing, I want to encourage the funding of Covenant House grant application to provide services to all runaway and homeless youth in our area. Their services are welcome and desperately needed for youth in the Atlantic County.

Sincerely,


Name James Halfpenny
Title Co-Chairman
Anti-Trafficking Taskforce of Atlantic County



Interfaith Neighbors

Neighbors Helping Neighbors

Board of Trustees

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Lynn F. Miller

Sandy Mullaney

Carlo Sestito

James Vaccaro

June 17, 2013

Jill Rottmann
Executive Director
Covenant House New Jersey
330 Washington Street
Newark, NJ 07102

Re: Homeless Youth Outreach Application

Dear Ms. Rottmann:

Interfaith Neighbors is pleased to offer this letter in support of Covenant House New Jersey's application to the Department of Children and Families to expand their outreach program in Monmouth County.

Interfaith Neighbors administers multiple countywide programs including the Monmouth County Senior Meal Program, a rent and mortgage assistance program, an affordable homeownership program, the Monmouth County Chapter of New Jersey Youth Corps, and a neighborhood revitalization initiative on the west side of Asbury Park that includes a business development center as well as a job training program for local residents.

Interfaith Neighbors appreciates and values the work that Covenant House has been doing in Monmouth County providing services to homeless, runaway and at-risk youth. Covenant House provides much needed aid and comfort to these often overlooked and near-abandoned youth who so desperately need a helping hand. They have been particularly effective in their efforts to reach out to, and assist, young adults in the Asbury Park community.

We welcome Covenant House to the web of social services agencies operating within the County and look forward to continued collaboration with the organization as we work to fill existing gaps in services together.

It is my pleasure to support this grant application.

Sincerely,

Paul L. McEvily
Associate Executive Director and Corporate Secretary

TOWNSHIP OF TOMS RIVER

33 Washington Street, P.O. Box 728

Toms River, NJ 08754

732-341-1000

Fax: 732-244-9883



THOMAS F. KELAHER
MAYOR

REPLY TO:
OFFICE OF THE MAYOR

June 12, 2013

Mr. Sid Colvin
Executive Director
Ocean's Harbor House
2445 Windsor Avenue
Toms River, NJ 08753

Dear Mr. Colvin:

I am writing this letter on behalf of the Toms River Township in support of Ocean's Harbor House's application for funding through the State of New Jersey Department of Children and Families for the Homeless Youth Outreach Program grant to provide services to victims of human trafficking, especially since this may have increased due to Superstorm Sandy.

For nearly 25 years, Ocean's Harbor House has provided outreach and residential services to high-risk youth in our area. This funding will enable Ocean's Harbor House to continue to provide human trafficking services to homeless, runaway, abused, neglected, abandoned children and at-risk youth throughout all of Ocean County.

So many of our young people would be living on the streets, living in their cars, out in the woods, or worse picked up by human traffickers if it weren't for the great work that Ocean's Harbor House does throughout Ocean County.

"HOMO COGITAT, DEUS INDICAT"

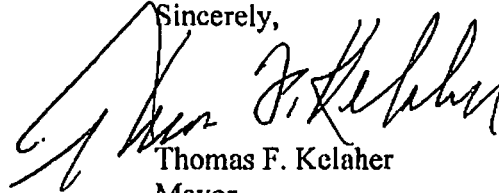
June 12, 2013

Page 2 of 2

The Toms River Township is all too aware of the critical need for the outreach services, especially for human trafficking victims and our high-risk teens, and is in support of the Ocean's Harbor House endeavor to obtain funding for the State of New Jersey Department of Children and Families for the Homeless Youth Outreach Program.

This project does not conflict with any other homeless programs in the Toms River Township, but will in fact enhance the efforts of the township to ensure the safety and well-being of our young people in need. The Toms River Township is hopeful that this project is funded in order to eliminate any gaps in service of our youth by increasing the services available to this homeless population.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Kelaheer", written over the word "Sincerely,".

Thomas F. Kelaheer
Mayor

TFK:lv

Atlantic Cape May Workforce Investment Board

Atlantic Cape May WIB
One Stop Career Center
2 South Main St.
Pleasantville, NJ 08232

Phone: 609-485-0153
Fax: 609-485-0067

June 17, 2013

Ms. Jill Rottmann
Covenant House
929 Atlantic Ave,
Atlantic City, NJ 08401

Dear Ms. Rottmann:

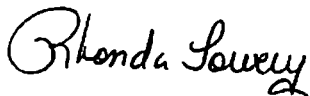
I am writing on behalf of the Atlantic Cape May Workforce Investment Board (WIB) in support of Covenant House New Jersey's proposal to the Department of Children and Families to expand their street outreach program in Atlantic and Cape May County.

The purpose of the WIB is to implement workforce strategies at the bi-county level to provide funds to address the employment, training and social service needs of adults, dislocated workers and youth. The WIB is charged with providing a workforce system that meets the needs of area businesses and job seekers. The WIB is available to youth who in many cases have little or no education and limited job related skills and experience. Through this partnership with Covenant House in Atlantic City (CHAC), homeless, runaway and street youth will be given an opportunity to expand their academic knowledge base, practice essential work readiness skills, and possibly enroll in apprenticeship or job training programs. In addition, the WIB will provide referrals to employment opportunities in the community.

Our experience has shown that for the goal of self-sufficiency to be achieved, obtaining and maintaining steady employment must be the primary focus for homeless and street youth. The WIB will help Covenant House address the vocational, and employment training needs of these youth by ensuring that these youth receive services tailored to their special needs. The WIB is also committed to ensuring that the staff at CHAC is fully apprised of any employment activities that will benefit these young people. CHAC is a former grantee under the Workforce Investment Act (WIA) Out of School Youth Program and provided outreach services to 100 out-of-school youth in Atlantic and Cape May Counties. CHAC linked these young people to services provided by the local One Stop Centers and to education or employment activities.

The WIB has no doubt that CHAC will continue to provide high quality services to street youth and equip them with the skills, habits and attitudes needed to become productive members of the community. Please feel free to contact me at (609) 485-0153, extension 4804 with any questions.

Sincerely,



Rhonda Lowery
Executive Director



State of New Jersey
DEPARTMENT OF CHILDREN AND FAMILIES

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ALLISON BLAKE, PH.D., L.S.W.
Commissioner

June 17, 2011

FYSB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

RE: Street Outreach Program HHS-2011-ACF-ACYF-YO-0168

Dear Sir or Madam:

Please accept this Letter of Support as an Indication of the New Jersey Department of Children and Families ("DCF") willingness to support the Covenant House New Jersey to apply for a 2011 HHS-2001-ACF-ACYF-YO-0168, CFDA 93.557 2011 Street Outreach supported by the Administration for Children and Families ("ACF").

DCF looks forward to working with Covenant House to help children and parents recover from the harmful effects of violence and child maltreatment. DCF shall do the following in support of the application:

1. Links for the DCF involved youth in the program to permanency programs through DCF current service providers for children ages 14 to 21
2. Adolescent specific training in the following areas offered by DCF
 - a. Positive youth development
 - b. Trauma
3. Referrals to available housing programs through a network of providers for DCF adolescent youth through DCF contract providers
4. Linkages to the NJ Foster Care Scholars program for eligible youth involved with DCF

Page 2
June 17, 2011
FYSB Operations Center

This Street Outreach project would be an important expansion of this collaboration to serve children exposed to violence and child maltreatment. The initiative would allow children and teens to also receive needed counseling and support.

Sincerely,

A handwritten signature in black ink that reads "Allison Blake". The signature is written in a cursive, flowing style.

Allison Blake, Ph.D., L.S.W.
Commissioner

AB:1G



COUNTY OF MONMOUTH

PLANNING DIVISION & COMMUNITY DEVELOPMENT SECTION

EMERGENCY SOLUTIONS GRANT PROGRAM (ESG)

PROJECT AGREEMENT

PROJECT TITLE:	Street Outreach Program
SUB-RECIPIENT:	Covenant House of New Jersey
PROJECT NUMBER:	
ALLOCATION:	\$10,314.00

SAMPLE HUMAN TRAFFICKING TRAINING

Human Trafficking

Presented by:
Lynette L. Gaudin
A
Trafficking Module

- Domestic Service
- Commercial Sex Work
- Servile Marriage
- Factories
- Peddling
- Agriculture
- Criminal Activity
- Restaurant Work
- Construction
- Hotel/Motel Housekeeping
- Other Informal Labor Sectors

What is Human Trafficking?

Trafficking means recruiting, abducting, facilitating, transferring, harboring, or transporting a person, by threat or use of force, coercion, fraud or deception or by the purchase, sale, trade, transfer or receipt of a person, for the purpose of subjecting that person to involuntary servitude, peonage, slavery, slave-like practices, sex trafficking, or forced or bonded labor services.

What is Trafficking of Minors?

The federal Trafficking Victims Protection Act identifies trafficked minors as:

- Under the age of 18 years old and coerced, defrauded, or forced to work while a third party benefits from their labor
- Under the age of 18 years old and induced to participate in the commercial sex trade (even if there is no force, fraud, or coercion involved)
- The law does not distinguish between immigration status or gender of youth

Trafficked People May Be:

- Non-citizens
 - Without legal status
 - With legal status
- US citizens
- From different backgrounds, not just an issue of language or nationality
 - Race, class, gender, schooling, religion, culture, nationality, ethnicity and sexual orientation
- Men, women, children
- All ages

- Poverty/Poor economic conditions
- Large families
- Natural Disasters/Civil unrest
- Globalization
- Social
- Personal
- Limited Access to information
- Escape from gender-based discrimination
- Political persecution
- Desire to improve income or incomes of family
- Desire to join family members
- Adventure/opportunity
- Wrong place at the wrong time

Youth at Risk

- Histories of abuse
- Homeless, runaway or throwaway
- In foster care or child protective care system
- Age
- Lack of HS Diploma/GED
- Lack of work experience
- Lack of legal documents
- Undocumented immigrant youth
- Lack of personal agency

Who Are The Human Traffickers?

- Neighbors, friends, relatives, community leaders (village chiefs, religious leaders), returnees, peers
- Agricultural operations/garment industry
- Business owners
- Families
- Organized crime
- Diplomats & governments
- Pimps/Managers/Gangs/Market facilitators

A Four Prong Response

- Prosecution - redefinition of old crimes and creation of new ones (State and Federal)
- Protection - access to benefits and immigration relief if qualify
- Prevention - requires reporting by State Department, overseas funding, national awareness campaigns, and state legislation
- Partnerships

Three Elements of Trafficking

Process	Means	End
Recruiting Or Harboring Or Moving Or Obtaining a person	By Force Or Fraud Or Coercion	<i>For the purposes of</i> Involuntary Servitude Or Debt Bondage Or Slavery Or Sex Trade
• How did the person end up in this situation? How did this happen?	What happened when they arrived? What was it like when they started to work?	Was the person paid? How much? How often? Did the person try to leave? Is the person afraid of someone? Who? Why?
• Did the person migrate? How?		
• How did the person find out about the job/opportunity?		

- Crime or violation against a person
- Contains elements of coercion (cannot consent to enslavement)
- Subsequent exploitation and/or forced labor
- Trafficked persons seen as victims by the law
- Unauthorized border crossing
- No coercion
- Facilitated illegal entry of person from one country to another
- Smuggled persons seen as criminals by the law

Finding Trafficked Persons

- Fear
- Isolation
- Hidden crime
- Blending in
- Distrust
- Victim blaming
- Social attitudes
- Demoralizing the victim
- Disorienting and depriving of alternatives
- Diminishing of resistance
 - Food and sleep deprivation
 - Forming of emotional bond (parental, boyfriend, or caretaker roles)
- Deceiving the victim about consequences
- Isolation

Why is Identification so Difficult?

Tactics of the Traffickers

Contacting Law Enforcement- Service Providers

Factors to consider when deciding to contact law enforcement:

- Mandatory report of duty (mindful of your role/hat)
- Client safety if persecution occurs
- Interest in repatriation or remaining in U.S.
- Security/considerations about returning "home" or country or origin
- Level of commitment to a criminal prosecution
- Willingness to testify
- Immigration status

Agency Should Provide Client with INFORMATION

- Provides information about rights and what to expect:

What happens during a

criminal/civil/family/juvenile justice case

What to expect at each stage of the process

Who is involved

Victim's rights - state and federal victim-witness and human trafficking laws

Types of legal services provided by the agency

Services provided by pro bono counseling or other local non-profit organizations

Trauma and Human Trafficking

- Physical assault, rape and molestation
- Experiencing or witnessing horrific injuries or fatalities
- Isolation, sleep deprivation
- Loss of personal freedom

- Incorporates knowledge about trauma into all aspects of service delivery
- Engage survivors
- Minimizes re-victimization
- Facilitates empowerment
- Safety: ensures emotional and physical safety
- Trust: maintain boundaries and respect the pace of the survivor
- Choice: prioritize survivor choice and control
- Collaboration: maximize collaboration and power sharing with survivor
- Empowerment: maximize skill-building that leads to survivor empowerment

What Services Survivors Might Need?

- Food
- Shelter
- Clothing
- Medical Care
- Mental Health Care
- Legal Services: immigration, criminal, civil family
- Substance Abuse Treatment
- Dental Care
- Translation/Interpreting
- ESL/Literacy
- GED Assistance
- Job Training/Employment Assistance
- Transportation
- Life Skills Training

Special Vulnerabilities of Victims

- Experience stigma and prejudice
- No access to identity documents
- Underdeveloped life skills
- Criminal arrest records
- Minors
- Isolated
- No shared language
- Fear of law enforcement
- No understanding of rights/protections
- Involved in a violent relationship
- No cohesive life story
- Close monitoring by trafficker/partner

The Legal Perspective

Victims of trafficking in persons are to be treated with:

- Dignity
- Fairness
- Compassion
- Respect for their human rights

- Safety
- Privacy
- Information
- Legal representation
- Be heard in court
- Compensation for damages
- Medical assistance
- Social assistance
- Seek Immigration Status
- Return "Home" Relocation
- Family Reunification

The Basic Rights of Trafficked Persons

Victims of Human Trafficking Are Legally Entitled to:

Different Legal Systems



Civil Remedies

Main Goal: Damages for plaintiff

Role of Victim: Plaintiff

Legal Remedies: Money, property, Injunctions, etc.

Family Law

Main Goal: Protection, best interest of the child

Role of victim: Can be petitioner

Legal Remedies: Restraining order, dissolution, custody, property

Client's Immigration Options

- Cooperating with law enforcement may give client access to:
 - Continued Presence (temporary legal status)
 - Certification (ability to get benefits)
 - T visa (Trafficking) long-term
 - U Visa (Violent Crimes) long-term
- If client not interested in working with law enforcement, evaluate general immigration law remedies

Continued Presence

- Provides temporary immigration relief (variable) to potential witnesses who are victims of severe forms of trafficking, providing stability to survivor
- NGOs/attorneys can CP, but **only federal law enforcement applies for CP**
- Provides work authorization and access to refugee benefits (through "certification")
- Federal law enforcement agents can request FBI, ICE, DOJ
 - May be for local LEA
- Obtain fingerprints, background check and photos
- Forms:
 - CP request form - DOJ or DHS victim witness coordinators
 - I-765 (work authorization)
 - I-102 (for I-94 entry card)
- Renewable annually

What Is Continued Presence?

How To Obtain Continued Presence

Client's Immigration Options

- Enables certain victims of human trafficking to live and work in U.S. for four years
- Can apply for adjustment of status to lawful permanent resident after three years with T visa
- Petition for victim's spouses and children (or parents and siblings under 18 if victim is under 21)
- Cap of 5,000 visas annually
- For immigrant victims of crime
- Can live and work in the United States for four years
- Can apply for certain derivative family members to come to the United States to live and work
- May adjust status to apply for a green card after three years

What Is A T Visa?

U Visa

Other Potential Immigration Relief

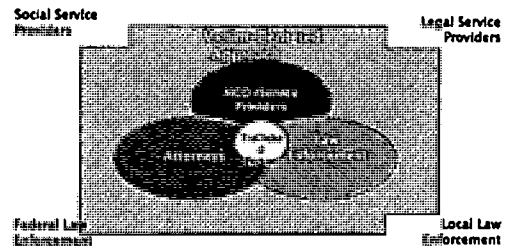
- VAWA
- I-751
- Special Immigration Juvenile Status
- Asylum

An experienced immigration attorney should help the survivor assess which form of relief is best

Repatriation and Reintegration

- **Steps:**
 - Link with NGO in US to coordinate with NGO in country of repatriation to help assess family situation, safety, available services, etc.
 - Help obtain identification and travel documentation
- **Organizations that may be able to help:**
 - International Organization for Migration
 - Freedom Network contacts
 - State Dept./USAID grantees

Multi-Agency Response: Most Important Person



OUTREACH DEFINITIONS AND CONTACT LOG

Definition of outcome categories for Outreach tracker

This document is used to track unduplicated outcomes of each Outreach site. The tracker is an Excel document that contains 4 separate sheets. Each sheet is labeled based on its fiscal year quarter and is broken down into months and days. Months in each sheet are listed from left to right. The far right of each sheet also contains a "Quarterly Totals" page. Outcomes must be entered into the date that matches the outcome.

The document will automatically add and produce total outcomes by month and by quarter. The monthly total outcomes will appear at the bottom of the each category's column. Quarterly total outcomes will appear by category at the far right of each sheet.

The following are definitions of each outcome category:

Street Outreach:	The number of contacts made while conducting street outreach at any site. <i>Street outreach</i> is defined as outreach that is conducted in an unstructured environment (i.e by van, foot, or bike) and in which there is <i>significant contact</i> that lasts at least 10-15 minutes.
School Presentations:	<p>The number of those in attendance for any school presentation conducted for the purposes of outreach.</p> <p>Level: Indicates the type of school the presentation was conducted at.</p> <p>Level codes: E - Elementary school M- Middle school H - High school C - College/University O - Other</p> <p>If more than one school presentation is conducted in one day, both codes should be entered into the level box, and the total sum of those in attendance should be entered in the outcome box.</p>
Religious Org. Pres.:	The number of those in attendance for any presentation conducted at a religious organization for the purposes of outreach.
Community Org. Pres.:	<p>The number of those in attendance for any presentation conducted at a community organization for the purposes of outreach.</p> <p>Type: Indicates the type of organization the presentation was conducted at.</p> <p>Type codes: N - Non-Profit G - Government O - Other F - Foundation</p>
Referrals out:	The number of youth OW referred to, or connected with an agency that either secured housing, or assisted in securing housing for a youth.
Food Distributed:	The number of meals provided to contacts made through street outreach.
Transportation:	The number of youth either escorted, or provided bus tickets to housing as a result of outreach.
Education:	Number of youth referred to educational services both in and outside of the county at each site. This outcome can and should include youth who utilize education services offered at the CH-CSC.
Vocation:	Number of youth referred to programs that assisted in the job readiness aspect of vocation. This outcome can and should include youth who utilize the Vocational Training Center at the CH-CSC.

Month									
Street Outreach	School Presentations	Religious Org Pres	Community Org Pres	Referrals Out	Food Items Distr	Transportation	Education	Vocation	

[illegible]

Town: _____
Date: _____
Counselors: _____

Location

Client Info

Topics Discussed

Items Distributed

Actions Taken

[illegible]

PROPOSED PROGRAM IMPLEMENTATION SCHEDULE

PROJECT IMPLEMENTATION SCHEDULE

Month 1

- Notify the community partners of the award in the respective counties.
- Post the jobs for outreach workers and start recruitment.
- Purchase a vehicle and the necessary supplies (cell phones, survival aid etc).
- Arrange a statewide meeting to review the goals and next steps.
- Meet with trafficking experts to conduct training for CHNJ's Managers.
- Communicate with the DCF program staff about any revisions or changes that need to be made.
- Youth will be asked about hotspots and the staff will start doing preliminary visits.
- Send the outreach workers for the requisite background checks at the state (can take up to 45 days)

Months 2

- Start conducting outreach to identified hotspots in Atlantic, Cape May, Ocean and Monmouth County.
- Train the outreach workers on the best practices for doing outreach.
- Purchase uniforms.
- Managers and workers explore the new areas.
- Develop service plans for all clients who screened positive for trafficking victimization or expressed any concerns related to human trafficking.
- Preliminary review of program process by examining services provided, clients served, and client feedback in order to make early improvements in program model.
- Data collected.
- Collect with local precincts and request permission to do "early bird" and "twilight outreach"

Month 3

- Daily Street outreach.
- Trend identification and reworking of outreach hours as needed.
- Staff training
- Community presentations by workers on topics including human trafficking
- First quarterly programmatic and fiscal report
- LCSW conduct staff training for outreach team

Months 4-12

- Daily street and community outreach.
- Implement any suggestions gleaned from client feedback.
- Quarterly reports on the number of youth served and the number of services provided.
- The outreach workers will also request client feedback as to new areas.
- Monthly meetings between OHH and CHNJ to ensure that there are no challenges with the projects.
- Monthly contact with the Covenant House's Human Trafficking experts so the team is abreast of the latest trends or issues.