

State of New Jersey

CHRIS CHRISTIE

Governor

Kim Guadagno Lt. Governor DEPARTMENT OF CHILDREN AND FAMILIES P.O.Box 729 Trenton, NJ 08625-0729

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

July 8, 2013

Eldon Lewis
Covenant House New Jersey Inc.
330 Washington Street
Newark, New Jersey 07102

Dear Mr. Lewis:

I am pleased to advise you that your proposal for "Two Homeless Youth Outreach Programs" for Southern Region has been selected for funding by the Department of Children and Families.

This funding will be available immediately upon the satisfactory negotiation of a contract with the Office of Contracting. The award is contingent upon final contract negotiation.

The contract is not binding until the Department's Standard Language Document has been signed by all parties. Please be assured that my staff will be contacting you within the next few weeks to initiate this process, address any unresolved issues and answer any questions you may have.

On behalf of the Department of Children and Families, I congratulate you on the quality of your proposal and thank you for your commitment to the individuals we serve.

Singerely,

lison Blake, Ph.D., L.S.W

Commissioner

AB:1G

STATE OF NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

CONTRACT SIGNATURES AND DATES

The terms of this Contract have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions of the Contract set forth on the preceding pages in Articles I through Article V, and any related Annexes.

This Contract contains 16 pages and is the entire agreement of the parties. Oral evidence tending to contradict, amend or supplement the Contract is inadmissible; the parties having made the Contract as the final and complete expression of their agreement.

BY; <u></u>	im Ritting (Signature)	. → BY: _	Judill Ceffice (Signature)
	Jill Rottman		Judith Caffiero
_	(Type)		(Type)
TITLE:	Executive Director	TITLE:	Metro Business Manager
	(Type)	7	(Type)
PROVIDER AGENCY: _	Covenant House-NJ	DEPARTMENTAL COMPONENT:	DCF
DATE: _	12-20-13	DATE:	1/10/14
Contract Effective Date:	7-1-13		
Contract Expiration Date: _	6-30-14	-1	
Contract Number:	1400GZ		
Contract Ceiling: _	\$277,780		
Federal ID#: _		-	
Provider Contact Individual:	Brian Nelson		

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT INFORMATION FORM
PAGE 1 OF 20

rum rr Pro Agency: Covenard House New Jersey
Address: 300 Washington Street

Agency Rederal ID#; Charides Registration #;

Propored By: John Porcaro

Colef Ecocitive Officer, JR Rotmann

12/20/2013

	Centract®	Program Name	Reimburgable Calling	Type of Service	Contract Type	Payment Method	Division Contact Person	Provider Agency Contact Person and Telephone d
Contracting Division	1400GZ	Sandy Street Outreach	\$277,780	Street Outreach			Juanita Pridgen	John Porcaro (973) 296-3406
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Contract # Effective Dates

STATE OF NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES ANNEX B: CONTRACT EXPENSE SUMMARY PAGE 2 OF 20

Agency: Contract#:1400GZ

PURPOSE

C BUDGET PREPARATION C MODIFICATION BUDGET C EXPENDITURE REPORT

PERIOD COVERED 07/01/2013 - 06/20/2014

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3, CONSULTANTS AND PROFESSIONAL FEES	s	57,500	5	50,000	s	7,500	s		-	\$		s		s		s	-	s	S	
: MATERIALS AND SUPPLIES	5	15,435	s	12,185	\$	3,250	s		-	s		s		s		s	-	s	s	
D. FACILITY COSTS	5	12,000	s	12,000	s		s		-	s		s		\$		s		s	s	
E. SPECIFIC ASSISTANCE TO CLIENTS	s	5,500	S	5,500	s	-	s		-	s	-	s		s		s		s	s	
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J. TOTAL COST	s	340,244	s	290,244	s	50,000	s		-	s	-	s		s		5	-	s		
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PAGE 7 OF 20.

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DEPARTMENT OF CHILDREN AND FAMILES
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C. MATERIALS AND SUPPLIES
PAGE 3 OF 20

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PAGE 11 OF 20

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STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FABILIES
SCHEDULE 1-COST ALLOCATION DATA
PAGE 15 OF 20

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STATE OF NEW JEGGET AND PARILES AND STATEMENT OF CALLDREN AND PARILE SCHEDULE APPRENUE PAGE 16 OF 20

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DHS (REV 7785)

Agency: Contract#:1400GZ

STATE OF NEW JERSEY
DEPARTMENT OF CHADREN AND FAMILIES
ANIMEX B
SCHEDULE 3-APPLICABLE CREDITS
PAGE 17 OF 20

BUDGET PREPARATION
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EXPENDITURE REPORT
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07701/2013 - 06/20/2014

DESCRIPTION OF CREDITINGOME	AMOUNT	TREATMENT (EXPENSE ITEM OR CATEGORY OFFSET)	EXPLANATORY NOTES

OHS (REV 7/86)

Agency: Contract#:1400GZ

STATE OF NEW JERSEY,
DEPARTMENT OF CHILDREN AND AMILIES
ANNEX B
SCHEDULE 4 - RELATED ORGANIZATION
PAGE 18 OF 20

BUDGET PREPARATION PURPOSE

24,027,0013 - 06,00,2014 MODIFICATION BUDGET EXPENDITURE REPORT PERIOD COVERED

	NAME & COLUMN NUMBER OF OF PROGRAMICOMPONENT				
	COST				
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מל הס מו שמאר	TYPES OF SERVICES, FACILITIES AND OR SUPPLIES FURNISHED BY THE RELATED ORGANIZATION				
	NAME OF RELATED ORGANIZATION				

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STATE OF NEW JEISEY
DEPARTMENT OF CHILDREN AND FAMILES
ANNEX B
SCHEDULE 5 - DEPRECANTOWINEE ALLOWANCE
PAGE 19 OF 20

PURPOSE BUDGET PREPARATION MCDAPCATION BUDGET EXPENDITURE PREPORT

PERSON COVERED DATEMENTS - DECENTED ..

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STATE OF NEW JERSEY
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PAGE 26 OF 20

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STATE OF NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Contract Number: 1400GZ

Contract Period: 7/1/2013 - 6/30/2014

ANNEX A

se indicate which Division/Office the Con	tract is being awarded through:
ISION OF CHILDREN'S SYSTEM OF	CARE (formerly DCBHS)
ISION OF FAMILY AND COMMUNIT	Y PARTNERSHIPS (formerly DPCP)
ISION OF CHILD PROTECTION AND	PERMANENCY (formerly DYFS)
ISION ON WOMEN (DOW)	
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se list all programs that are funded thro rograms):	ugh this contract (attach sheet if more than
Covenant House Sandy Street Outreach	11,
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Note: Each program must have its own Section 2 which includes the following:

Section 2.1 Program Name and Service Delivery Information

(Please Note: Effective 9/2011 this section of the Annex A has been removed from the package to facilitate the DCF Resource Directory. Section 2.1 will be provided by DCF Contract Administrators)

Section 2.2 Program Description

Section 2.3 Service Outcomes & Performance Measures

Section 2.4 Personnel Information Sheet

Section 2.5 Level of Service Form

STATE OF NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

ANNEX A

GENERAL CONTRACT INFORMATION

Contract Number: 1400GZ

STATE OF NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Annex A PROGRAM DESCRIPTION Section 2.2

				the state of the s	
Program Name:	Covenant I	House	Sandy	Outreach	

Please note that additional information/addenda may be required in order to complete the contract package. Any specific requirements/stipulations pertaining to the program will be forwarded as applicable.

Label all answers clearly as outlined below:

Provide a brief description of the program/component and its purpose. The
description should reflect the goals and services set forth in the initial RFP and any
changes that may have resulted from negotiations.

The Covenant House Sandy Outreach Program is a collaboration between Covenant House New Jersey (CHNJ) and Ocean's Harbor House (OHH). The Outreach Program engages homeless and at-risk young people, encouraging them to leave the streets and utilize CHNJ's comprehensive supportive services and array of shelter and housing options. The outreach team identifies young people on the streets and through community partnerships, builds relationships, and connects them to services that will offer stability and safety in the short term and a path towards independence in the long term. Youth are linked to services provided at the Crisis/Community Service Center (CSC), which include: emergency shelter, showers, laundry, meals, counseling and crisis intervention, case management, legal aid, educational and vocational training, physical and mental heath care, substance abuse referrals and counseling, and life skills/independent living support. These services, combined with quality housing, provide young people support and positive relationships necessary to build a safe and healthy life.

- 2. Identify the target population served by this program/component (i.e. individuals who have been unemployed for the past 6-12 months).
 - Provide a brief outline or snapshot of the characteristics, needs, and current circumstances of the population the program intends to serve.
 - Explain how these customers are distinct in any way from the general
 population. It is generally viewed as a sign of strength when a program is able
 to identify the population that will benefit the most from the services provided.

CHNJ and OHH have a combined total of over 50 years of experience in providing services to homeless, runaway and at-risk young people. Ocean's Harbor House provides emergency shelter to youth between the age of 10 and 19, as well as transitional living services to youth aged 16-21. Housing programs are supplemented by comprehensive outreach services which have reached approximately 55,000 children and young adults since the organization was founded in 1985. CHNJ's supportive services and housing continuum are available to homeless and at-risk youth under the age of 21. OHH and Covenant House's services focus on the unique and often invisible population of homeless young people.

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.

The vast majority of the youth we serve are in crisis and have been "thrown away" by poverty stricken, severely dysfunctional families. Others have been abused by parents or caregivers and have run away from these situations. Still others are marginally housed, moving from relative to relative or friend to friend. Without guidance or support, virtually all of these young people have dropped out of school and lack the skills to become productive adults. While living on the streets most of our kids have found it impossible to lead healthy lives, care for chronic medical conditions and avoid illnesses and allments that come from homelessness. They have been socially and medically neglected for years and without assistance, they are condemned to adult lives of incredible struggle.

A recent joint study between CHNJ and the Columbia University Mailman School of Public Health examined youth seeking housing at services with Covenant House at the time of intake. This study revealed the following harsh statistics about the population of young people we serve:

- 51% of youth surveyed lacked a highschool diploma or GED
- 89% of youth were unemployed at the time of intake
- Only 26% of youth have ever participated in a job training program
- 47% of youth spent time in foster care or other institutional placement
- 44% reported experiencing physical abuse in the home, while 33% experienced sexual
- 55% struggled with varying degrees of mental illness

These harrowing facts are the grim reality homeless and runaway young people face. The streets are incredibly unforgiving, particularly for a youth that is significantly younger than many of the chronically homeless individuals around them. Finding and utilizing state resources to obtain quality housing and supportive services is a daunting and intricate process for an individual that has just reached adulthood and has little to no experience navigating the intricate web of social services in New Jersey.

The countys served by the Covenant House Sandy Outreach program are particularly dangerous for homeless youth. Due to high levels of tourism, South Jersey, particularly area's surrounding the Jersey Shore and Atlantic City, exhibits high levels of prostitution and human trafficking, and industry that disproportionately affects homeless and runaway youth, particularly those in the LGBTQ community.

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. 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. 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 is that these are "tourist" destinations and as such there is a higher propensity that homeless, runway and at-risk youth will become victims of violence, involved in prostitution or get ensnarled in the dangerous web of human trafficking.

3. Detail what the program intends to address through service delivery. State the results the program intends to achieve.

The Covenant House Sandy Outreach program directly addresses the immediate needs of homeless youth living on the streets. CHNJ and OHH identify and engage young people living in deplorable conditions, linking them to critical shelter and services that can help them grow into independence in a safe and loving environment. When youth come to us from the streets they understand that they have access to an array of services designed to help stabilize their crisis and then help them develop a plan for self-sufficiency and independence. We support an open intake policy; each youth who comes through our doors is accepted with absolute respect and unconditional love. CHNJ responds to their immediate and basic needs by providing food, shelter, clothing, legal services, pastoral ministry, counseling and case management services. Covenant House ensures that youth are safe from the streets, while equipping them with the tools they need to become independent, productive members of their community.

4. Describe the program approach and method of service delivery.

The majority of the outreach team's services are delivered in the community. Direct, boots-on-the-ground outreach is the heart of the program's operations, and as such, services are provided off-site. The outreach team traverses some of Southern New Jersey's most impoverished and crime-ridden neighborhoods to find 'hotspots' where homeless youth congregate. The team travels in a marked agency vehicle, and offer immediate assistance to youth on the streets with food, water, clothes, blankets, and hygelne packs. Providing for a young person's basic needs is an excellent way to build trust and generate a relationship in which our staff can make a youth feel comfortable about our organization and the services we provide.

Direct street outreach is supplemented by community outreach, in which the team collaborates with other agencies, service providers, schools, places of worships, and community organizations to inform the community at large about the dangers of youth homelessness and the shelter and services CHNJ provides. At committee meetings, on Mayoral councils, in hospitals, YMCA's, and community group events, the Outreach Team educates anyone who might encounter a youth in need. Outreach specialists make weekly presentations in lunchrooms, classrooms or auditoriums about the services they offer. This allows the team to cast as wide a net as possible in the search for youth that need help and support. These presentations are often prevenative in nature,

Program Description cont.

ensuring that at-risk young people are connected to essential services before they wind up on the streets.

- 5. Detail how customers access services.
 - Cite any physical limitations that might preclude program admission or referral acceptance
 - · Indicate specific documents needed for referrals, when applicable
 - Discuss referral procedures and discharge planning with respect to the continuum of care
 - · Cite negative and planned discharge procedures

The outreach team distributes business cards containing the address and phone number of our site, as well as the toll free Nineline Crisis Intervention number, to every homeless or at-risk youth they encounter. Initial meetings also see the early development of a positive and trusting relationship between the team and youth. Many of the young people we serve have been abandoned and repeatedly let down by adults and authority figures. Struggling massively merely to survive on the streets, youth are often reluctant and slow to trust. Through repeated contact, and building a relationship at a pace a youth is comfortable with, the team builds familiarity with CHNJ and the services we offer. This is often done by distributing necessities like food, water, clothes, or hygeine packs to youth on the streets, or encouraging them to attend a Covenant House event or visit our residential programs to get a hands-on understanding of what CHNJ does and how our programs function. The outreach team strives to be extremely flexible, meeting youth on their own turf and helping them to make their own decisions to change their lives for the better. The Outreach team has constant access to CHNJ and OHH's residential programs, ensuring that they can transport a youth to our main shelter at any time. When the team encounters youth below 18 on the streets, they are transported to a safe place if one is available, or to the authorities for placement. Intake and discharge of residents is managed by staff on site.

 Describe the neighborhood(s) and the building(s) where each program site(s) is located. Detail accessibility to mass transportation. Identify the program catchment area.

CHNJ and OHH operate residential programs within 45 minutes of every outreach destination, ensuring easy and flexible transportation to shelter for any youth encountered on the streets. Residential programs are centrally located in downtown Atlantic City, easily availabile via mass transit. The program will serve youth in Atlantic, Ocean, Monmouth, and Cape May Counties.

 Detail the program's emergency procedures. Provide any after-hours telephone numbers, emergency contacts, and special instructions.

Youth encountered on the street are given cards with the number to the site and the Covenant House International Hotline for youth in need, the NINELINE (1800-999-9999). This hotline is continuously staffed with trained workers to answer calls and making referrals for youth in need all over the US and internationally. Some call from the streets urgently seeking immediate help; others call from home asking for intervention in situations where there is physical, emotional, or sexual abuse; and many others reach

Program Description cont.

out to NINELINE because they are severely depressed and don't know where else to go. If a young person is in immediate danger, they are instructed to call 911.

- Provide the total number of unduplicated customers served in the previous contract
 period for each of the contracted programs. Unduplicated customers refers to the
 practice of counting a customer receiving services only once within a service cycle.
 - · Indicate the number of unduplicated customers achieving results.
 - · Indicate how the information was captured and measured.

As this is a new program, Covenant House and Ocean's Harbor House have not yet had provided services via a contract or over a contract period. CHNJ expects to serve 3,500 homeless, runaway, and street youth over the course of the first year of the program.

STATE OF NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES Annex A PROGRAM PERSONNEL INFORMATION Section 2.4

Program Name:

Covenant House Sandy Outreach

			DAILY V		%OF TIME	OUALIFICATIONS	
	POSITION NAME/TITLE	NAME OF EMPLOYEE	FROM	то	TO PROGRAM	(DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
⊠FT □PT	Director, North Jersey Programs	Dave Hall	9 AM	5 PM	5%	Bachelor's Degree, 10 years experience working with homeless youth.	Supervises Outreach Manager. Responsible for residential and supportive service programs throughout Northern New Jersey.
⊠FT □ PT	Director, South Jersey Programs	Brian Neison	9 AM	5 PM	5%	Masters in Business Administration, 10 years experience working with homeiess youth.	Supervises Outreach Manager. Responsible for residential and supportive service programs throughout Southern New Jersey.
⊠FT □PT	Outreach Manager, Monmouth	Marcel Quinnones	9 AM	5 PM	50%	Four years of experience working with homeless youth.	Supervises Outreach Worker. Manages day to day operations of program. Hires, trains, supervises staff. Provides direct outreach.
⊠ FT □ PT	Outreach Manager, Cape May/Atlantic	Jasmine Carlisle	9 AM	5 PM	100%	Bachelor's Degree, three years experience working with at-risk population and providing social services; MPA is progress.	Supervises Outreach Worker. Manages day to day operations of program. Hires, trains, supervises staff. Provides direct outreach.
⊠ FT □ PT	Outreach Worker, Cape May/Atlantic	Vacant	Varies	Varies	100%	Bachelor's Degree, three to five years related experience.	Provide direct street outreach, provide necessities and connect youth to services, make referrals, maintain documentation and track grant progress.
⊠ FT □ PT	Outreach Worker, Monmouth	Vacant	Varies	Varies	100%	Bachelor's Degree, three to five years related experience.	Provide direct street outreach, provide necessities and connect youth to services, make referrals, maintain documentation and track grant progress.

⊠ FT □ PT	Outreach Worker, Monmouth	Solomon Carroll	Varies	Varies	75%	Bachelor's Degree, two years of experience in youth social services.	Provide direct street outreach, provide necessities and connect youth to services, make referrals, maintain documentation and track grant progress.
FT					%		
FT	Outreach Worker, Ocean (Consultant Per Mou)	Isabel Mosley	Varies	Varies	100%	Bachelor's Degree, 1.5 years experience with homeless youth.	Provide direct street outreach, provide necessities and connect youth to services, make referrals, maintain documentation and track grant progress.
⊠FT □ PT	Outreach Worker, Ocean (Consultant Per Mou)	Vacant	Varies	Varies	100%	Bachelor's Degree, three to five years related experience.	Provide direct street outreach, provide necessities and connect youth to services, make referrals, maintain documentation and track grant progress.

DEPARTMENT OF CHILDREN AND FAMILIES SCHEDULE OF ESTIMATED CLAIMS THIRD PARTY CONTRACTS

				THIRD PARTY	CONTRACTS		ORIGINAL LIOD	
DIVISION:	DCP&P		ORG COL	DE:16	510			
PROVIDER NAME:	COVENANT HOUSE		CONTRACT NO. :	14 00GZ	CONTRA	CT PERIOD 7/1	70	6/30/14
SERVICE PERIOD MONTH/YEAR	COMPONENT # 1 INITIAL RESPONSE APU:1610-121	COMPONENT & [ENTER Projects Name] APU:	COMPONENT # (ENTER Program Name) APU:	COMPONENT # JENTER Program Kurns; JAPU:	COMPONENT # (ENTER Program (Varie) APU:	COMPONENT # [ENTER Program Starne] APU:	ESTIMATED MONTHLY	CLAIM YTD
ILY 13	\$68,982.00						568,982.00	\$68,982.00
TAUG 13	\$18,982.00	-	1				\$18,982.00	\$87,964.00
SEPT 13	\$18,982.00	-	1				\$18,982.00	\$106.946.00
OCT 13	518,982.00		İ				\$18,982.00	\$125,928.00
NOV 13	\$18,982.00	-					\$18,982.00	\$144,910.00
DEC 13	\$18,982.00	+	1				\$18,982.00	\$163,892.00
JAN 14	\$18,982.00	-					\$18.982.00	\$182,874.00
FEB 14	\$18,982.00	-					\$18,982.00	5201,856.00
MAR 14	\$18,982.00		1				\$18,982.00	\$220,838.00
APR 14	\$18.982.00	-					\$18,982.00	\$239,820.00
MAY 14	\$18,982.00		1				\$18,982.00	\$258,802.00
JUNE 14	\$18,978.00						518,978.00	\$277,780.00
TOTALS	\$277,780.00						\$277,780.00	\$277,760.00
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REVISED 10/2008

12 Month Format

Judith Caffiero

Subject: Attachments: FW: RFP- Homeless Youth Southern Region

From:

"Catherine Schafer" < Catherine.Schafer@dcf.state.nl.us >

To:

< ELewis@covenanthouse.org > < irollmann@covenanthouse.org >

Co: Date:

07/09/2013 03:28 PM

Subject:

RFP- Homeless Youth Southern Region

Dear Mr. Lewis:

On behalf-of Commissioner Blake, I am pleased to advise you that your proposal for "Two Homeless Youth Outreach Programs" for Southern Region has been selected for funding by the Department of Children and Families.

This funding will be available immediately upon the satisfactory negotiation of a contract with the Office of Contracting. The award is contingent upon final contract negotiation and receipt of a Tax Certificate.

The contract is not binding until the Department's Standard Language Document has been signed by all parties. Please be assured that my staff will be contacting you within the next few weeks to initiate this process, address any unresolved issues and answer any questions you may have.

Catherine Schafer

This E-mail, including any attachments, may be intended solely for the personal and confidential use of the sender and recipient(s) named above. This message may include advisory, consultative and/or deliberative material and, as such, would be privileged and confidential and not a public document. If you have received this e-mail in error, you must not review, transmit, convert to hard copy, copy, use or disseminate this e-mail or any attachments to it and you must delete this message. You are requested to notify the sender by return e-mail.[attachment "Covenant2013RFPHomeless YouthSouthern.pdf" deleted by Eldon Lewis/NJ/CovenantHouse]

This e-mail is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, the



State of Nem Jersey

DEPARTMENT OF CHILDREN AND FAMILIES METROPOLITAN BUSINESS OFFICE 288-200 Market Street

NEWARK, NJ 07102

CHRIS CHRISTIE Governor

KIM GUADAGNO

Lt. Governor

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

Commissioner

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

RE: Contract #1400GZ

Dear Ms. Rottmann:

Enclosed please find the contract between Covenant House-NJ and the Department of Children and Families (DCF), Office of Adolescent Services, for the period July 1, 2013 through June 30, 2014. The services purchased through this contract, referred to as the "Sandy" contract, support DCF's disaster recovery work following the impact of Superstorm Sandy.

All Providers must adhere to the specific contractual requirements as well as those eligibility requirements contained in the DCF's Contract Policy and Information Manuel (5.00 et seq.)

For this Sandy contract, you will be responsible for <u>monthly</u> level of service reports and expenditure reports including any other additional reports that are described in the Annex A. Your Contract Administrator will be forwarding additional information regarding the mechanism for the submission of the monthly level of service and expenditure reports.

These reports will be due 10 days after the end of the end of each month. It is important that these reports are accurately completed and submitted by the due date; failure to do so may result in the suspension of payments.

Any changes to the contract must be agreed to in writing and must comply with the contract modification policy of the Department of Children and Families.

During the term of this contract the Program Lead and the Contract Administrator may conduct site visits to provide technical assistance, conduct a contract monitoring, or to assess your compliance with the delivery of the contracted services. Copies of any reports or evaluations prepared as a result of these visits will be shared with you. This process may be used in assessing the need to renew this contract.

Also, you will be responsible for the submission of an agency wide single audit preformed in accordance with the revised OMB Circular No.133 and State policy. The audit must be submitted within 120 calendar days after the close of the agency's fiscal year. One copy must be submitted to your Contract Administrator and one copy to:

Jerry Positero
Department of Children and Families
Office of Grants Management, Auditing and Records
Capital Center, 3rd Floor
P.O. Box 717
50 East State Street
Trenton, NJ 08625-0717

If you have any questions regarding the contract requirements please contact your Contract Administrator, Juanita Pridgen at (973) 648-0124, ext.2121 or your Program Lead, Vance Patrick at Office of Adolescent Services at (609) 888-7077.

I would like to thank you and your staff for your willingness to provide services to the residents of the State of New Jersey.

Sincerely,

Judith Caffiero

Metro Business Manager

Judell Copier