

**DEPARTMENT OF CHILDREN AND FAMILIES
AGREEMENT WITH**

**MONTCLAIR STATE UNIVERSITY
(CONTRACTED STATE AGENCY)**

This AGREEMENT shall be effective as of the date recorded on the signature page of this document.

WHEREAS the New Jersey Department of Children and Families (the "Department") has been duly designated under the authority of N.J.S.A. 30:1A-1, 30:1-11, 30:1-12, and 30:1-20 to administer or supervise the administration of social service and training programs and has, in turn, designated the Departmental Component to be directly responsible for the funding, implementation, and administration of such social service and training programs, including the program(s) covered by this Agreement; and

WHEREAS the Departmental Component desires that the Contracted State Agency provide services and the Contracted State Agency has agreed to provide services in accordance with the terms and conditions contained in this Agreement;

THEREFORE the Departmental Component and the Contracted State Agency identified on the signature page agree as follows:

I. DEFINITIONS

For the purposes of this document, the following terms, when capitalized, shall have meanings as stated:

Annex(es) means the attachment(s) to this document containing programmatic and financial information.

Agreement means this document, the Annex(es), any additional appendices or attachments (including any approved assignments, subcontracts or modifications) and all supporting documents. The Agreement constitutes the entire agreement between the parties. Any change or modification to this Agreement must be written and approved in writing by the Departmental Component.

Contracted State Agency means the State organization or unit that enters into a contractual arrangement with a Departmental Component of the Department of Children and Families.

Days means calendar days

Departmental Component means the division, bureau, office or other unit within the Department of Children and Families that is responsible for the negotiation, administrative

review, approval, and monitoring of certain social services and training Contracts or Agreements.

Expiration means the cessation of the Agreement because its term has ended.

Notice means an official written communication between the Departmental Component and the Contracted State Agency. All Notices shall be delivered in person or by certified mail, return receipt requested, and shall be directed to the person(s) and address(es) specified for such purpose in the Annex(es) or to such other person(s) as either party may designate in writing.

The Notice shall also be sent by regular mail and shall be presumed to have been received by the addressee five Days after being sent to the last address known by the Departmental Component or Contracted State Agency.

Termination means an official cessation of this Agreement, prior to the expiration of its term, resulting from action taken by the Departmental Component or the Contracted State Agency, in accordance with provisions contained in this Agreement.

II. BASIC OBLIGATIONS OF THE DEPARTMENTAL COMPONENT

Section 2.01 Payment. As established in the Annex(es), payment for the delivery of Agreement services shall be based on allowable expenditures or the specific rate per unit of service delivered. Such payment(s) shall be authorized by the Departmental Component in accordance with the Agreement time frames; not to exceed the maximum amount specified in the Annex(es). All payments authorized by the Departmental Component under this Agreement shall be subject to revision on the basis of an audit or audits conducted under Section 3.04 Audit or on the basis of any Departmental Component monitoring or evaluation of the quality of services delivered pursuant to this Agreement.

III. BASIC OBLIGATIONS OF THE CONTRACTED STATE AGENCY

Section 3.01 Agreement Services. The Contracted State Agency shall provide services to eligible persons in accordance with all specifications contained in this Agreement.

Section 3.02 Reporting. The Contracted State Agency shall submit to the Departmental Component programmatic and financial reports on forms provided by the Departmental Component, as well as, any other information requested on the checklist attached hereto as Attachment 2. The reporting frequency and due date(s) shall be specified and sample forms, if applicable, shall be included in the Annex(es). The Contract Agency shall submit to the Departmental Component any additional special reports that may be required.

Section 3.03 Compliance with Laws. The Contracted State Agency agrees in the performance of this Agreement to comply with all applicable federal, State, and local laws, rules and regulations (collectively, "laws"), including but not limited to the following:

- a) State and local laws relating to licensure; federal and state laws relating to safeguarding client information, including N.J.S.A. 9:6-8.10a, which requires the Contracted State Agency to maintain confidentiality regarding child abuse and neglect files;
- b) The federal Civil Rights Act of 1964 (as amended);
- c) P.L. 1975, 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 nondiscrimination in public contracts;
- d) The federal Equal Employment Opportunity Act;
- e) Section 504 of the federal Rehabilitation Act of 1973 pertaining to nondiscrimination on the basis of handicap, and regulations thereunder;
- f) The New Jersey Conflicts of Interest Law (N.J.S.A. 52:13D-12 et seq.);
- g) New Jersey Department of Treasury regulations, policies, and procedures; and
- h) DCF policies and procedures (See Section 3.05 of this Agreement);
- i) New Jersey Law Against Discrimination (LAD) (N.J.S.A. 10:5-1 et seq.)
- j) The Americans With Disabilities Act (ADA) (42 U.S.S. 12101 et seq.)
- k) The State Equal Employment Opportunity (N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27)

Failure to comply with the laws, rules, regulations, policies, and procedures referenced above shall be grounds to terminate this Agreement.

If any provision of this Agreement conflicts with any federal or State law(s) or shall have the effect of causing the State of New Jersey to be ineligible for federal financial participation in payment for Agreement services, the specific Agreement provision shall be considered amended or nullified to conform with such law(s). All other Agreement provisions shall remain unchanged and shall continue in full force and effect.

Section 3.04 Audit. At any time during the Agreement term and up to 7 years after Expiration or Termination of the Agreement, the Contracted State Agency's compliance with specific Agreement provisions and the operations of any assignees or subcontractors engaged by the State Agency under Section 5.03 Assignment and Subcontracts may be subject to audit by the Departmental Component or by any appropriate unit or agency of State or federal government.

Whether or not such audits are conducted during the Agreement term, a final financial and compliance audit of Agreement operations, including the relevant operations of any assignees or subcontractors, may be conducted after Agreement Termination or Expiration. If any audit has been started but not completed or resolved before the end of the 7 year period, the Contracted State Agency continues to be subject to such audit until it is completed and resolved.

Section 3.05 Department Policies and Procedures. In the administration of this Agreement the Contracted State Agency, unless otherwise noted in this Agreement, shall comply with all applicable policies and procedures issued by the Department of Children and Families including, but not limited to, the policies and procedures contained in the Department's Contract Reimbursement Manual (as from time to time amended) and the Department's

Contract Policy and Information Manual (as from time to time amended). Failure to comply with these policies and procedures shall be grounds to terminate this Agreement.

IV. TERMINATION

This Agreement may be terminated or suspended in accordance with the sections listed below.

Section 4.01 Termination for Convenience by the Departmental Component or Contracted State Agency. The Departmental Component or Contracted State Agency may terminate this Agreement upon 60 Days' written advance Notice to the other party for any reason whatsoever, including lack of funding by the Departmental Component.

The parties expressly recognize and agree that the Departmental Component's ability to honor the terms and conditions of this Agreement is contingent upon receipt of federal funds and/or appropriations of the State legislature. If during the term of this Agreement, therefore, the federal and/or the State government reduce its allocation to the Departmental Component, the Departmental Component reserves the right, upon Notice to the Contracted State Agency, to reduce or terminate the Agreement.

Section 4.02 Default and Termination for Cause. If the Contracted State Agency fails to fulfill or comply with any of the terms or conditions of the Agreement, in whole or in part, the Departmental Component may by Notice place the Contracted State Agency in default status, and take any action(s) listed in accordance with Policy P9.05, Contract Default located in the Department's Contract Policy and Information Manual. Notice shall follow the procedures established in the Policy.

Section 4.03 Termination Settlement. When an Agreement is terminated under any of the terms of this Agreement, the Contracted State Agency shall be prohibited from incurring additional obligations of Agreement funds. The Departmental Component may allow costs which the Contracted State Agency could not reasonably avoid during the Termination process to the extent that said costs are determined to be necessary and reasonable.

The Contracted State Agency and Departmental Component shall settle or adjust all accounts in a manner specified by the Department and shall be subject to a final audit under Section 3.04 Audit.

V. ADDITIONAL PROVISIONS

Section 5.01 Records. The Contracted State Agency must maintain adequate books and records, supporting documents, statistical records, and all other records pertinent to the Agreement. The Contracted State Agency shall retain all such books and records for 7 years after the Expiration or Termination of the Agreement.

The Contracted State Agency's books, records and facilities must be available to the Department or an agent of the State or federal government for the purposes of visitation, inspection, evaluation or audit. Such visitations, inspections, evaluations and audits, may be at any time and may be announced or unannounced.

If any litigation, claim, negotiation, audit or other action involving the records has not been resolved, the records must be retained until after such resolution.

Section 5.02 Application of New Jersey Law. This Agreement shall be governed, construed and interpreted in accordance with the laws of the State of New Jersey including the New Jersey Contractual Liability Act (N.J.S.A. 59:13-1 et seq.).

Section 5.03 Assignment and Subcontracts. No rights or obligations of the Contracted State Agency under this Agreement, in whole or in part, may be assigned or subcontracted to another entity for any reason without the prior written approval of the Departmental Component. Such consent shall not relieve the Contracted State Agency of its full responsibilities under this Agreement. Consent to the subcontracting of any part of the services shall not be construed to be an approval of said subcontract or any of its terms, but shall operate only as an approval of the Contracted State Agency's request for the making of a subcontract between the Contracted State Agency and its chosen subcontractor. All approved assignments and subcontracts shall become part of this Agreement, and the Contracted State Agency shall bear full responsibility, without recourse to the Departmental Component, for its performance. The Contracted State Agency shall forward copies of all assignment and subcontract documents to the Departmental Component and shall retain copies of them on file together with this Agreement.

Section 5.04 Client Fees. Other than as provided for in the Annex(es) and/or Departmental Component specific policies, the Contracted State Agency shall impose no fees or any other types of charges of any kind upon recipients of Agreement services.

Section 5.05 Modifications and Amendments. If both parties to this Agreement decide to amend or supplement this Agreement, any and all such amendments or supplements shall be in writing, dated and signed by both parties. The amendment or supplement shall incorporate the entire Agreement by reference and will not serve to contradict, amend or supplement the Agreement except as specifically expressed in the amendment or supplement. A modification form(s) shall be supplied by the Departmental Component.

Section 5.06 Exercise of Rights. A failure or a delay on the part of the Departmental Component or the Contracted State Agency in exercising any right, power or privilege under this Agreement shall not waive that right, power or privilege. Moreover, a single or a partial exercise shall not prevent another or a further exercise of that or of any other right, power or privilege.

Section 5.07 Copyrights. The Department reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use any work or materials developed under a Department or federally funded contract or subcontract. The Department also

reserves the right to authorize others to reproduce, publish or otherwise use any work or materials developed under said contract or subcontract.

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

Annex A
PROGRAM DESCRIPTION
Section 2.2

Infant/Early Childhood Mental Health
(Iecmh) Education In Community-Based
Early Care And Education Settings

Program Name: _____

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:

1. 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 development of a skilled and emotionally healthy infant and early childhood workforce is the foundation of healthy development in all domains, and is considered the base upon which the Pyramid Model approach to early care and education is built. This effective workforce recognizes the critical importance of responsive and attuned relationships in building healthy brains and minds, and recognizes the developmental progress that begins with early self-regulation, and proceeds through the development of social engagement, reciprocity, development of communicative and representation capacities and promotes the development of emotionally and intellectually meaningful interpersonal growth and shared development. These functional capacities are the foundation of intellectual growth, and are built through a community of responsive relationships that include infant and early childhood care and education staff, but particularly involve the parents and other familial and close relationships. Central to parental capacities to provide these kinds of nurturing relationships that are associated with infant and child emotional and intellectual well-being as well as the reduction of child maltreatment are the 5 protective factors identified by the Center for the Study of Social Policy and expressed in the Strengthening Families Initiative through Early Care and Education. Effective infant and early childhood mental health services are a cornerstone of the five Protective Factors that promote positive infant/child social-emotional health and development, nurture positive parent-child relationships, facilitate parent resilience, build social/community connections, and provide linkages to needed resources and supports. These services have been shown to improve maternal and child health, family functioning and stability, child/family well-being, and prevent child neglect and abuse.

The Center for Autism and Early Childhood Mental Health (CAECMH) at Montclair State University (MSU) will work with DCF and other state partners to develop a training and implementation plan; and will work with DCF and state and local partners to reach early care and education settings in the 10 counties hardest hit by Superstorm Sandy to:

- Address continuing education needs of providers and front line staff on disaster recovery/ psychological first aid

Program Description cont.

- Assess infant/early childhood training needs in the designated counties; and develop an infant/early childhood training network that can readily provide professional education and staff training to at least 500 front line worker serving these populations in the target counties
 - Promote assessment, early identification and referral using a standardized developmental screening tool, e.g. Ages & Stages Questionnaire (ASQ), M-CHAT, and social-emotional screening tools (ASQ:SE)
 - Promote the use of evidence-based practices and support development of the New Jersey Infant Mental Health Endorsement (IMH-E), and the Pyramid Model/Center on the Social and Emotional Foundations for Early Learning (CSEFEL) in appropriate settings
 - Provide training and preparation, including reflective supervision, for at least 500 infant/early childhood professionals (estimate of 50 per county over two years) for completion of Level 1 or Level 2 of the NJ IMH Endorsement process
 - Provide links for infant/early childhood mental health consultation, as needed
 - Participate in efforts to provide technical support to promote quality improvement in early care and education settings
- *The long-range goal is to integrate proven practices and curricula into these settings after the grant funds end on 9/30/15.

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.**

The CAECMH at MSU will work with state and local partners to provide a network of professional education and training support to promote Infant/Early Childhood Mental Health (IECMH) services and evidence-based practices in community-based settings that target young children, birth to age eight, and their parents, families and/or other caregivers. Through this initiative, NJ will build the capacity of local programs/staff in the field of IECMH in a variety of early childhood community settings in the ten-county area impacted by Superstorm Sandy. Early care settings may include: childcare centers, family childcare providers, Early Head Start/Head Start, home visiting programs, preschools, elementary schools, family outreach programs, Parent Linking Programs, Project TEACH sites, Family Success Centers, child welfare offices and other related settings. The primary focus for these funds will be limited to the ten counties most directly impacted by Superstorm Sandy—Atlantic, Bergen, Cape May, Cumberland, Essex, Hudson, Middlesex, Monmouth, Ocean, and Union.

MSU brings expertise in the field of infant/early childhood mental health, and prior experience in implementing training models that build program and staff capacity for providers/workers in a variety of early childhood settings. For this initiative, MSU will be expected to support the development of New Jersey's Infant Mental Health Endorsement (IMH-E) and the Pyramid Model/Center on the Social and Emotional Foundations for Early Learning (CSEFEL), and help to identify other relevant evidence-based infant/early childhood mental health models or curricula.

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

The overall service objective is to reach a minimum of 10,000 children (birth to age 8) in the ten-county region over the two year period of the grant. Through this initiative, at least 500 direct service staff/caregivers will expand their knowledge base and develop stronger skills for applying evidence-based practices and principles in their work with infants, young children and their families. This will be accomplished through a network of Infant/Early Childhood Mental Health training, coaching and consultation across key early care and education settings. In addition, this contract will also provide training and preparation, including reflective supervision, for at least 500 infant/early childhood professionals for completion of Level 1 or Level 2 of the newly established New Jersey IMH Endorsement process (estimate of 50 staff per county over two years).

DCF will work with MSU to develop specific process/outcome indicators to measure the progress and impacts of this initiative. MSU will be required to track data on the numbers of children and families reached, and other key service indicators within the ten-county target area as designated by DCF.

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

The CAECMH will conduct training for implementation of evidence-based practices/curricula promoting infant/early childhood mental health in community-based settings in the ten affected counties. The project will integrate early childhood mental health prevention education and consultation for at least 500 early childhood workers in community settings that include: home visiting programs, childcare centers, Early Head Start/Head Start, preschools, elementary schools, Family Outreach Program, Parent Linking Programs, Project TEACH, Family Success Centers and child welfare offices. The selected training programs will have an estimated reach of 10,000 infants/young in New Jersey's affected communities. In addition, this contract will also provide training and preparation, including reflective supervision, for at least 500 infant/early childhood professionals for completion of Level 1 or Level 2 of the NJ Infant Mental Health Endorsement process (estimate of 50 staff per county over two years). Through this project, an expected 10,000 children will be reached state-wide.

The project will consist of three training sequences, all taking place for 3 hours over 10 sessions, for a total of 30 hours of in-service training, and an additional 24 hours of reflective supervision offered in 2 hour sessions over the course of the project.

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**

I/ECMH training and support services will specifically target all providers, professionals, children and families in the following ten counties: Bergen, Essex, Hudson, Middlesex, Monmouth, Union, Atlantic, Cape May, Cumberland, and Ocean.

Program Description cont.

Information about this professional development project and its goals will be promulgated through existing infrastructure within each county, including:

- 1) CCRR = Child Care Resource & Referral (Also oversees registered Family Child Care Providers)
- 2) DCPD= Division of Child Protection & Permanency
- 3) HS = Head Start
- 4) EHS = Early Head Start
- 5) EBHV= Evidence Based Home Visitation (NFP, Healthy Families, PAT, HIPPY)
- 6) CSS = County School Superintendents
- 7) EI = Early Intervention

Priority populations will include providers/agencies (cited in the prior section) that specialize in working directly with parents and families of infants and young children that: (a) reside in the counties/ communities that were directly impacted by Super Storm Sandy; (b) are at a low to moderate income level—e.g. families utilizing subsidized childcare, publically-funded preschool programs, WIC, etc. (c) have parents/caregivers with special health/behavioral health needs that include trauma/toxic stress, depression, substance abuse, or domestic violence; (d) have children with developmental delays, disabilities or other special health needs; (e) are families with a history of child abuse or neglect, or have current or prior involvement with child welfare services; and (f) children/families that demonstrate additional needs, e.g. military families.

6. **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.**

Trainings will occur in regionally accessible locations within a reasonable geographic distance from various provider agencies within the 10 counties identified. I/ECMH training and support services will specifically target all providers, professionals, children and families in the following ten counties: Bergen, Essex, Hudson, Middlesex, Monmouth, Union, Atlantic, Cape May, Cumberland, and Ocean.

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

Because this project is aimed at providers, the participants of this program will be provided the CAECMH contact information, where they can reach the Director and Associate Director, and the direct lines for the Project Developer and the Curriculum and Training Coordinator. The CAECMH is open from 8:30-7:30 M-TH and from 8:30-4:30 on Fridays. The CAECMH is not open on the weekends, but the general MSU operating number can field any emergency calls, and while the member agencies will be the primary source of emergency support for the staff who participate in the trainings, the CAECMH project staff will provide emergency 24 hour/7 day a week cell, text and email contact information..

8. **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.**

Program Description cont.

- **Indicate how the information was captured and measured.**

This is the first contract period for this project.

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

**Annex A
PROGRAM PERSONNEL INFORMATION
Section 2.4**

Program Name: Infant/Early Childhood Mental Health Education In
Community-Based Early Care And Education
Settings

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		% OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
<input type="checkbox"/> FT <input checked="" type="checkbox"/> PT	Director	Dr. Gerard Costa	as needed		10%	Ph.D., Licensed Psychologist, DIR-C, IMH-E IV-Clinical	The Director will be responsible for overseeing the entire project and supervising the Curriculum & Training Coordinator and the Project Developer. The Director will be involved in oversight of the project, developing the professional development curriculum, supervise staff on the project, and will participate in providing reflective supervision to participants.
<input type="checkbox"/> FT <input checked="" type="checkbox"/> PT	Associate Director	Kaillin Mulcahy	as needed		10%	M.A., Licensed Professional Counselor, IMH-E IV-Clinical	The Associate Director will be responsible for closely involved in developing the curriculum for the trainings, along with the Curriculum and Training Coordinator, for providing reflective supervision to participants, and for managing all internal fiscal responsibilities.
<input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	Project Developer	Adam Dibella	8:30	4:30	100%	M.S.	The Project Developer will serve as the principal liaison to the coordinating and service systems in each county, will oversee the development and implementation of informational and recruitment materials and efforts, identification of training sites and logistics, and develop and record data and evaluations systems of the project. This

<input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	Curriculum And Training Coordinator	Lori Sullivan	8:30	4:30	100%	M.A. Certified: K-8, TSD, preschool	<p>position will work closely with the Curriculum and Training Coordinator, and will also serve as a trainer in delivering the professional development programs.</p> <p>The Curriculum and Training Coordinator will oversee the development of the training modules, serve as lead trainer of the curriculum, and supervise consulting trainers.</p>
<input type="checkbox"/> FT <input type="checkbox"/> PT							
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<input type="checkbox"/> FT <input type="checkbox"/> PT							
<input type="checkbox"/> FT <input type="checkbox"/> PT							

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

ORIGINAL
 MOD#

DIVISION: DFCP ORG CODE: 1630

PROVIDER NAME: MONTCLAIR STATE UNIVERSITY CONTRACT NO.: 14NUGZ CONTRACT PERIOD: 10/1/13 TO 06/30/2014

SERVICE PERIOD	COMPONENT # 1 FAMILY CLNT S. REC-1 APU:1630-059	COMPONENT # FAMILY CLNT S. REC-2 APU:	COMPONENT # EDUCATION APU:	COMPONENT # [ENTER Program Name] APU:	COMPONENT # [ENTER Program Name] APU:	COMPONENT # [ENTER Program Name] APU:	ESTIMATED CLAIM	
							MONTHLY	YTD
OCT 13	\$40,000.00						\$40,000.00	\$40,000.00
NOV 14	\$40,000.00						\$40,000.00	\$80,000.00
DEC 14	\$40,000.00						\$40,000.00	\$120,000.00
JAN 14	\$40,000.00						\$40,000.00	\$160,000.00
FEB 14	\$40,000.00						\$40,000.00	\$200,000.00
MAR 14	\$40,000.00						\$40,000.00	\$240,000.00
APR 14	\$40,000.00						\$40,000.00	\$280,000.00
MAY 14	\$40,000.00						\$40,000.00	\$320,000.00
JUNE 14	\$40,000.00						\$40,000.00	\$360,000.00
TOTALS	\$360,000.00						\$360,000.00	\$360,000.00

ORIGINAL CONTRACT CEILING \$360,000.00 MOD# 1 MOD# 2 MOD# 3 MOD# 4

AUTHORIZED PROVIDER SIGNATURE: [Signature] DATE: 12-8-13

CONTRACT SUPERVISOR SIGNATURE: [Signature] DATE: 12/30/13

APPENDIX SUMMARY: NONE MONTHLY QUARTERLY OTHER
 COST RELATED NON COST RELATED ADVANCE PAYMENT: NONE MONTHLY

REIMBURSEMENT: PERIODIC REPORTED EXPENDITURES REIMBURSABLE CONTRACT CEILING: \$360,000.00

INSTALLMENTS
 PROVISIONAL
 FIXED RATE
 FY: 2014 AMOUNT: \$360,000 FY: 2015 AMOUNT:



State of New Jersey
DEPARTMENT OF CHILDREN AND FAMILIES

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

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

September 27, 2013

Gerard Costa, Ph.D., Director
Center for Autism and Early Childhood Mental Health
College of Education and Human Services
Montclair State University
14 Normal Avenue
Montclair, New Jersey 07043

Dear Dr. Costa:

The Department of Children and Families' (DCF) Division of Family and Community Partnership (FCP) has been awarded federal Social Service Block Grant (SSBG) funding through September 30, 2015 to support DCF's disaster recovery work following the impact of Superstorm Sandy. DCF is utilizing these funds to increase service capacity in the ten impacted counties—Atlantic, Bergen, Cape May, Cumberland, Essex, Hudson, Middlesex, Monmouth, Ocean and Union.

This letter is to confirm that Montclair State University's Center for Autism and Early Childhood Mental Health is being awarded a grant from DCF in the amount of \$720,000 for the period from October 1, 2013 to June 30, 2015 to address the social-emotional needs of infants/young children and their families in the affected counties. Specific services include infant/early childhood mental health training, consultation and support to professionals working in key setting that routinely serve young children: child care centers, family child care, home visiting, Early Head Start/Head Start, state-funded preschools, early intervention, CPP Local Offices, Family Resource Homes, and the like.

The level of service requirement for these funds will be to train 1,000 professionals over a 2-year period (estimated at 50 per county/per year), with an expected reach of 10,000 children birth to age eight. You are instructed to work closely with FCP Early Childhood Services to finalize Annex A requirements.

DCF will issue these SSBG funds as a stand-alone contract based on the State Fiscal Year (July 1 to June 30). Your initial contract period will be October 1, 2013 through June 30, 2014. For this period, you will receive a full 12-month allocation of funds in the amount of \$360,000. The DCF Business Office will follow up with you to initiate and finalize the contract process. Be advised that the reporting requirements for these SSBG funds include a monthly submission of expenditure and level of service reports.

Sincerely,

Michelle Rupe, Deputy Director
DCF Family and Community Partnerships

C: Judith Caffiero, Business Manager
Sunday Gustin, Administrator of Early Childhood Services



State of New Jersey
DEPARTMENT OF CHILDREN AND FAMILIES
METROPOLITAN BUSINESS OPERATIONS
283-299 Market Street
2 Gateway Center 8th Floor
Newark NJ 07102
(973)-648-0124

MAR 25 2014

CHRIS CHRISTIE
Governor

KIM GUADANGO
Lt. Governor

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

Frederick Bonato
Montclair State University
Associate Provost for Academic Affairs
1 Normal Ave
Upper Montclair, NJ 07043

Re: Contract #: 14NJGZ

Dear Mr. Bonato,

Enclosed please find the contract between Montclair State University and the Department of Children and Families (DCF), Division of Child Protection and Permanency, for the period 10/01/2013 through 06/30/2014. 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 Manual (5.00 et seq.)

For this Sandy contract, you will be responsible for monthly 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 performed 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
50 East State Street
P.O. Box 717
Trenton, NJ 08625-0717

If you have any questions regarding the contract requirements please contact your Contract Administrator, Anthony Quiles at 973-648-0124 or your Program Lead.

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,


Business Manager

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B
 SCHEDULE 2-REVENUE
 PAGE 28 OF 33

Agency: Montclair State University
 Contract#: 14NJGZ

THIS SCHEDULE IS NOT APPLICABLE

4

DESCRIPTION	15	17	18	19	20	21	22	23	24	25	26	27	28 UNALLOWABLE COSTS	29 GENERAL AND ADMINISTRATIVE COSTS
	0	0	0	0	0	0	0	0	0	0	0	0		
Total K. Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Supporting documentation is req

Agency: Montclair State University
Contract#: 14NJGZ

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 3-APPLICABLE CREDITS
PAGE 29 OF 33

PURPOSE
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT
PERIOD COVERED

THIS SCHEDULE IS NOT APPLICABLE

10/1/2013-60/30/2014

#	DESCRIPTION OF CREDIT/INCOME	AMOUNT	TREATMENT (EXPENSE ITEM OR CATEGORY OFFSET)	EXPLANATORY NOTES
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

