

Schedule of Estimated Claims

Third Party Contract Summary Report - Page 1 of 2

Provider **Acenda, Inc**
 Division **DFCP**
 Contract **SF0044**
 Dates **7/1/2023** to **6/30/2024**

Contract Characteristics

Reporting Requirements

- ☐ None
☐ Monthly
☒ Quarterly
☐ Other

Advance Payments

- ☒ None
☐ Monthly

Type of Contract

- ☒ Cost Related
☐ Non-Cost Related

Reimbursement Type

- ☐ Periodic Reported Expenditures
☒ Installments
☐ Provisional
☐ Fixed Rate

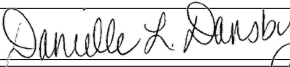
Account and CFDA Information	Amt
1610-169 COVID ARP INFANT FORMULA (21.027)	\$192,500.00
1630-010 EARLY CHILDHOOD SEVICES - GIA	\$1,128,094.00
1630-100 STWIDE UNI NEWB HM NRS VIS PR	\$667,632.00
Grand Total	\$1,988,226.00

Authorized Provider Signature



Date 11/17/2023

DCF Contract Supervisor Signature



Date 11/28/2023

Schedule of Estimated Claims

Third Party Contract Summary Report - Page 2 of 2

Provider **Acenda, Inc**

Division **DFCP**

Contract **SF0044**

Dates **7/1/2023** to **6/30/2024**

Original Contract Ceiling	
\$1,988,226.00	

Contract Modifications	
Mod 1	\$0.00
Mod 2	\$0.00
Mod 3	\$0.00
Mod 4	\$0.00
Mod 5	\$0.00
Mod 6	\$0.00
Mod 7	\$0.00
Mod 8	\$0.00
Mod 9	\$0.00
Mod 10	\$0.00
\$0.00	

Total Contract Ceiling	
\$1,988,226.00	

Total Match Amount	
\$0.00	

Amended Contract Ceiling *	
\$1,988,226.00	

Payments by Month *		
2023	July	\$165,684.00
2023	August	\$165,684.00
2023	September	\$165,684.00
2023	October	\$165,684.00
2023	November	\$165,684.00
2023	December	\$165,684.00
2024	January	\$165,684.00
2024	February	\$165,684.00
2024	March	\$165,684.00
2024	April	\$165,684.00
2024	May	\$165,691.00
2024	June	\$165,695.00
Grand Total		\$1,988,226.00

Payments by State Fiscal Year *		
2024	1630-010	\$1,128,094.00
2024	1630-100	\$667,632.00
2024	1610-169	\$192,500.00
Grand Total		\$1,988,226.00

* Please note, if this SEC contains mortgage repayment(s) those deductions are reflected.

Schedule of Estimated Claims
Third Party Contracts

Provider Name Acenda, Inc

Component Name HV, Nurse Family Partnership (NFP)

Contract Administrator

Division	DFCP	Contract No	SF0044	Contract Start	7/1/2023	Contract End	6/30/2024
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Type of Funding	Annualized		
1630-010 EARLY CHILDHOOD SERVICES - GIA			
	Month	YY	Amount
	July	23	\$47,858.00
Enter Mod # 1 thru 10 above. If new or renewal leave blank	August	23	\$47,858.00
	September	23	\$47,858.00
	October	23	\$47,858.00
	November	23	\$47,858.00
	December	23	\$47,858.00
	January	24	\$47,858.00
	February	24	\$47,858.00
Match Required?	March	24	\$47,858.00
	April	24	\$47,858.00
No	May	24	\$47,858.00
	June	24	\$47,856.00
0.0%	Total		\$574,294.00

Type of Funding	Annualized			
1630-010 EARLY CHILDHOOD SERVICES - GIA				
	Month	YY	Amount	
	July	23	\$3,350.00	
Enter Mod # 1 thru 10 above. If new or renewal leave blank	August	23	\$3,350.00	
	September	23	\$3,350.00	
	October	23	\$3,350.00	
	November	23	\$3,350.00	
	December	23	\$3,350.00	
	January	24	\$3,350.00	
	February	24	\$3,350.00	
	March	24	\$3,350.00	
	Match Required?	April	24	\$3,350.00
	No	May	24	\$3,350.00
0.0%	June	24	\$3,350.00	
	Total		\$40,200.00	

Type of Funding	Annualized		
1630-100 STWIDE UNI NEWB HM NRS VIS PR			
	Month	YY	Amount
	July	23	\$44,746.00
Enter	August	23	\$44,746.00
Mod #	September	23	\$44,746.00
1 thru 10	October	23	\$44,746.00
above.	November	23	\$44,746.00
If new or	December	23	\$44,746.00
renewal	January	24	\$44,746.00
leave	February	24	\$44,746.00
blank	March	24	\$44,746.00
Match	April	24	\$44,746.00
Required?	May	24	\$44,746.00
(enter	June	24	\$44,750.00
Yes/No)		Total	\$536,956.00
0.0%			

Type of Funding	Annualized		
1630-100 STWIDE UNI NEWB HM NRS VIS PR			
	Month	YY	Amount
	July	23	\$3,132.00
Enter Mod # 1 thru 10 above. If new or renewal leave blank	August	23	\$3,132.00
	September	23	\$3,132.00
	October	23	\$3,132.00
	November	23	\$3,132.00
	December	23	\$3,132.00
	January	24	\$3,132.00
	February	24	\$3,132.00
	March	24	\$3,132.00
	April	24	\$3,132.00
	May	24	\$3,132.00
Match Required? (enter Yes/No)	June	24	\$3,134.00
0.0%		Total	\$37,586.00

Type of Funding	1-Time Funding			
1610-169 COVID ARP INFANT FORMULA (21.027)				
	Month	YY	Amount	
	July	23	\$12,705.00	
Enter Mod # 1 thru 10 above. If new or renewal leave blank	August	23	\$12,705.00	
	September	23	\$12,705.00	
	October	23	\$12,705.00	
	November	23	\$12,705.00	
	December	23	\$12,705.00	
	January	24	\$12,705.00	
	February	24	\$12,705.00	
	March	24	\$12,705.00	
	Match Required?	April	24	\$12,705.00
	(enter Yes/No)	May	24	\$12,705.00
0.0%	June	24	\$12,705.00	
		Total	\$152,460.00	

Type of Funding	(enter Type of Funding here from drop-down)		
(enter Account with APU#/Funding Source from drop-down)			
	Month	YY	Amount
Enter			
Mod #			
1 thru 10			
above.			
If new or			
renewal			
leave			
blank			
Match			
Required?			
(enter			
Yes/No)			
0.0%			
	Total		\$0.00

Type of Funding	(enter Type of Funding here from drop-down)		
(enter Account with CFDA from drop-down)			
	Month	YY	Amount
Enter			
Mod #			
1 thru 10			
above.			
If new or			
renewal			
leave			
blank			
Match			
Required?			
(enter			
Yes/No)			
0.0%	Total		\$0.00

Type of Funding	(enter Type of Funding here from drop-down)		
(enter Account with CFDA from drop-down)			
	Month	YY	Amount
Enter			
Mod #			
1 thru 10			
above.			
If new or			
renewal			
leave			
blank			
Match			
Required?			
(enter			
Yes/No)			
0.0%	Total		\$0.00

Type of Funding	(enter Type of Funding here from drop-down)		
(enter Account with CFDA from drop-down)			
	Month	YY	Amount
Enter			
Mod #			
1 thru 10			
above.			
If new or			
renewal			
leave			
blank			
Match			
Required?			
(enter			
Yes/No)			
0.0%	Total		\$0.00

Component Match Percentage	0.00%
Component Match Amount	\$0.00
Original Component Ceiling	\$1,341,496.00
Modifications to Component Ceiling	\$0.00
Total Component Ceiling	\$1,341,496.00

Mod 1	\$0.00	Mod 6	\$0.00
Mod 2	\$0.00	Mod 7	\$0.00
Mod 3	\$0.00	Mod 8	\$0.00
Mod 4	\$0.00	Mod 9	\$0.00
Mod 5	\$0.00	Mod 10	\$0.00

NOTES:

1630-010 and 1630-100 FY24 Funds from these APUs must both be shown in its own columns on the Annex B budget for each contracted program it supports.
21-1610-169 FY21 one-time funding, breakdown by County- Cumberland \$70,000 Specific assistance to Clients and up to \$7,000 to administer gift cards, Gloucester \$43,400 Specific assistance to Clients and up to \$4,340 to administer gift cards, and Salem \$25,200 Specific assistance to Clients and up to \$2,520 to administer gift cards. This funding is not eligible for the COLA.

7% COLA \$40,200 and \$37, 586



Component

1B

SEC - ver 07/24/23

Schedule of Estimated Claims
Third Party Contracts

Provider Name Acenda, Inc

Component Name HV, Nurse Family Partnership (NFP)

Contract Administrator

Division	DFCP	Contract No	SF0044	Contract Start	7/1/2023	Contract End	6/30/2024
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Type of Funding	Annualized			
1630-010 EARLY CHILDHOOD SERVICES - GIA				
	Month	YY	Amount	
	July	23	\$20,000.00	
Enter Mod # 1 thru 10 above. If new or renewal leave blank	August	23	\$20,000.00	
	September	23	\$20,000.00	
	October	23	\$20,000.00	
	November	23	\$20,000.00	
	December	23	\$20,000.00	
	January	24	\$20,000.00	
	February	24	\$20,000.00	
	Match Required?	March	24	\$20,000.00
No	April	24	\$20,000.00	
	May	24	\$20,000.00	
	June	24	\$20,000.00	
0.0%		Total	\$240,000.00	

Type of Funding	Annualized		
1630-010 EARLY CHILDHOOD SERVICES - GIA			
	Month	YY	Amount
	July	23	\$1,400.00
Enter	August	23	\$1,400.00
Mod #	September	23	\$1,400.00
1 thru 10	October	23	\$1,400.00
above.	November	23	\$1,400.00
If new or	December	23	\$1,400.00
renewal	January	24	\$1,400.00
leave	February	24	\$1,400.00
blank	March	24	\$1,400.00
Match	April	24	\$1,400.00
Required?	May	24	\$1,400.00
(enter	June	24	\$1,400.00
Yes/No)		Total	\$16,800.00
0.0%			

Type of Funding	Annualized			
1630-010 EARLY CHILDHOOD SERVICES - GIA				
	Month	YY	Amount	
Enter Mod # 1 thru 10 above. If new or renewal leave blank	July	23	\$20,000.00	
	August	23	\$20,000.00	
	September	23	\$20,000.00	
	October	23	\$20,000.00	
	November	23	\$20,000.00	
	December	23	\$20,000.00	
	January	24	\$20,000.00	
	February	24	\$20,000.00	
	March	24	\$20,000.00	
	April	24	\$20,000.00	
Match Required? (enter Yes/No)	May	24	\$20,000.00	
	June	24	\$20,000.00	
	Total		\$240,000.00	
0.0%				

Type of Funding	Annualized			
1630-010 EARLY CHILDHOOD SERVICES - GIA				
	Month	YY	Amount	
Enter Mod # 1 thru 10 above. If new or renewal leave blank	July	23	\$1,400.00	
	August	23	\$1,400.00	
	September	23	\$1,400.00	
	October	23	\$1,400.00	
	November	23	\$1,400.00	
	December	23	\$1,400.00	
	January	24	\$1,400.00	
	February	24	\$1,400.00	
	March	24	\$1,400.00	
	April	24	\$1,400.00	
Match Required? (enter Yes/No)	May	24	\$1,400.00	
	June	24	\$1,400.00	
0.0%		Total	\$16,800.00	

Type of Funding	Annualized		
1630-100 STWIDE UNI NEWB HM NRS VIS PR			
	Month	YY	Amount
	July	23	\$7,250.00
Enter Mod # 1 thru 10 above. If new or renewal leave blank	August	23	\$7,250.00
	September	23	\$7,250.00
	October	23	\$7,250.00
	November	23	\$7,250.00
	December	23	\$7,250.00
	January	24	\$7,250.00
	February	24	\$7,250.00
	March	24	\$7,250.00
Match Required?	April	24	\$7,250.00
(enter	May	24	\$7,250.00
Yes/No)	June	24	\$7,250.00
0.0%		Total	\$87,000.00

Type of Funding	Annualized		
1630-100 STWIDE UNI NEWB HM NRS VIS PR			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank	July	23	\$507.00
	August	23	\$507.00
	September	23	\$507.00
	October	23	\$507.00
	November	23	\$507.00
	December	23	\$507.00
	January	24	\$507.00
	February	24	\$507.00
	March	24	\$507.00
	April	24	\$507.00
Match Required? (enter Yes/No)	May	24	\$510.00
0.0%	June	24	\$510.00
	Total		\$6,090.00

Type of Funding	1-Time Funding		
1610-169 COVID ARP INFANT FORMULA (21.027)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank	July	23	\$3,336.00
	August	23	\$3,336.00
	September	23	\$3,336.00
	October	23	\$3,336.00
	November	23	\$3,336.00
	December	23	\$3,336.00
	January	24	\$3,336.00
	February	24	\$3,336.00
	March	24	\$3,336.00
	April	24	\$3,336.00
Match Required? (enter Yes/No)	May	24	\$3,340.00
0.0%	June	24	\$3,340.00
	Total		\$40,040.00

Type of Funding	(enter Type of Funding here from drop-down)		
(enter Account with CFDA from drop-down)			
	Month	YY	Amount
Enter			
Mod #			
1 thru 10			
above.			
If new or			
renewal			
leave			
blank			
Match			
Required?			
(enter			
Yes/No)			
0.0%	Total		\$0.00

Type of Funding	(enter Type of Funding here from drop-down)		
(enter Account with CFDA from drop-down)			
	Month	YY	Amount
Enter			
Mod #			
1 thru 10			
above.			
If new or			
renewal			
leave			
blank			
Match			
Required?			
(enter			
Yes/No)			
0.0%		Total	\$0.00

Component Match Percentage	0.00%
Component Match Amount	\$0.00
Original Component Ceiling	\$646,730.00
Modifications to Component Ceiling	\$0.00
Total Component Ceiling	\$646,730.00

Mod 1	\$0.00	Mod 6	\$0.00
Mod 2	\$0.00	Mod 7	\$0.00
Mod 3	\$0.00	Mod 8	\$0.00
Mod 4	\$0.00	Mod 9	\$0.00
Mod 5	\$0.00	Mod 10	\$0.00

NOTES:

1630-010 and 1630-100 FY24 Funds from these APUs must both be shown in its own columns on the Annex B budget for each contracted program it supports.
21-1610-169 FY21 one-time funding, breakdown by County- Atlantic \$23,800 Specific assistance to Clients and up to \$2,380 to administer gift cards and Cape May \$12,600 Specific assistance to Clients and up to \$1,260 to administer gift cards. This funding is not eligible for the COLA.

7% COLA \$16,800, \$16,800, and \$6,090.

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT INFORMATION FORM
PAGE 1 OF 29

Agency: Acenda, Inc.
Address: 42 Delsea Drive S.
Glassboro, NJ 08028
Phone: 844-422-3632
Chief Executive Officer: Anthony DiFabio, Psy. D.

Prepared By: _____

Date: 11/28/2023

Agency Federal ID#: _____
Charities Registration #: _____
☒ Non-Profit Agency ☐ For-Profit Agency ☐ Public Agency
Agency Fiscal Year End: December
Schedules Completed: 1 2 3 4 5 6
☐ Cash Basis ☒ Accrual Basis


Budget Period: 7/1/2023 - 6/30/2024

Contracting Division	Contract #	Column # and Program Name	Reimbursable Ceiling	Type of Service	Contract Type	Payment Method	Division Contact Person	Provider Agency Contact Person and Telephone #
DFCP	SF0048	#2- HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-010)	\$ 187,638	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0048	#3- HV Healthy Families America (HFA) Cumber/Glouc/Salem (1610-039)	\$ 20,756	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0048	#4- HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-100)	\$ 432,505	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0048	#5- TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	\$ 71,202	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0048	#6- TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	\$ 213,603	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0048	#7- TANF-TIP/Initiative for Parents (93.558) (1630-040) Jul-Sep	\$ 63,008	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0048	#8- TANF-TIP/Initiative for Parents (93.558) (1630-040) Oct-Jun	\$ 189,026	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0048	#9- Title IV (93.556) (1610-062) Jul-Sep	\$ 74,130	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0048	#10- Title IV (93.556) (1610-062) Oct-Jun	\$ 222,387	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0048	#11- COVID ARP Infant Formula (21.027) (1610-169) Cumber	\$ 138,600	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0048	#12- COVID ARP Infant Formula (21.027) (1610-169) Glouc	\$ 63,140	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0048	#13- COVID ARP Infant Formula (21.027) (1610-169) Salem	\$ 55,440	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0044	#14- HV, Nurse Family Partnership (NFP) (1630-010) Cumberland, Gloucester & Salem	\$ 614,494	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0044	#15- HV, Nurse Family Partnership (NFP) (1630-100) Cumberland, Gloucester & Salem	\$ 574,542	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0044	#16- COVID ARP Infant Formula (21.027) (1610-169) Cumberland	\$ 77,000	CORE	Cost Related	Scheduled Installments	_____	_____
DFCP	SF0044	#17- COVID ARP Infant Formula (21.027) (1610-169) Gloucester	\$ 47,740	CORE	Cost Related	Scheduled Installments	_____	_____

Division Use Only

Contract # _____
Effective Dates _____ to _____
Division _____

Budget: I certify that the cost data used to prepare this contract budget is current, complete, and in accordance with the governing principles for determining costs.



Agency Authorized Signatory

Expenditure Report: I certify that the expenditures reported herein are current, accurate, and in accordance with the contract budget and the governing principles for determining costs.


Fiscal Officer

Agency: **Acenda, Inc.**
Address: 42 Delsea Drive S.
Glassboro, NJ 08028
Phone: 844-422-3632
ive Officer: Anthony DiFabio, Psy. D.

Date: 11/16/2023

Budget Period: 7/1/2023 - 6/30/2024

<u>Division Use Only</u>	
Contract #	
Effective Dates	_____ to _____
Division	_____


Agency Authorized Signatory

Fiscal Officer

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE SUMMARY
PAGE 2 OF 43

Agency: Acenda, Inc.
Contract#: SF0048, SF0044

	INT	FISCAL Y	RFINAL
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16
17	17	17	17
18	18	18	18
19	19	19	19
20	20	20	20
21	21	21	21
22	22	22	22
23	23	23	23
24	24	24	24
25	25	25	25
26	26	26	26
27	27	27	27
28	28	28	28
29	29	29	29
30	30	30	30
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33	33	33	33
34	34	34	34
35	35	35	35
36	36	36	36
37	37	37	37
38	38	38	38
39	39	39	39
40	40	40	40
41	41	41	41
42	42	42	42
43	43	43	43
44	44	44	44
45	45	45	45
46	46	46	46
47	47	47	47
48	48	48	48
49	49	49	49
50	50	50	50
51	51	51	51
52	52	52	52
53	53	53	53
54	54	54	54
55	55	55	55
56	56	56	56
57	57	57	57
58	58	58	58
59	59	59	59
60	60	60	60
61	61	61	61
62	62	62	62
63	63	63	63
64	64	64	64
65	65	65	65
66	66	66	66
67	67	67	67
68	68	68	68
69	69	69	69
70	70	70	70
71	71	71	71
72	72	72	72
73	73	73	73
74	74	74	74
75	75	75	75
76	76	76	76
77	77	77	77
78	78	78	78
79	79	79	79
80	80	80	80
81	81	81	81
82	82	82	82
83	83	83	83
84	84	84	84
85	85	85	85
86	86	86	86
87	87	87	87
88	88	88	88
89	89	89	89
90	90	90	90
91	91	91	91
92	92	92	92
93	93	93	93
94	94	94	94
95	95	95	95
96	96	96	96
97	97	97	97
98	98	98	98
99	99	99	99
100	100	100	100

PURPOSE

✓	BUDGET PREPARATION
	MODIFICATION BUDGET
	EXPENDITURE REPORT

PERIOD COVERED 7/1/2023 - 6/30/2024[illegible]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE SUMMARY
PAGE 3 OF 43**

Agency: Acenda, Inc.
Contract#: SF0048, SF0044

4

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
4 OF 43

Agency: Acenda, Inc.
Contract#: SF0048, SF0044

PURPOSE
☒ BUDGET PREPARATION
☐ MODIFICATION BUDGET
☐ EXPENDITURE REPORT
PERIOD COVERED 7/1/2023 - 6/30/2024

A	BUDGET CATEGORY: PERSONNEL																		
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	SF0048 HV Healthy Families America (HFA) Cumberland/Glouce/Salem	SF0048 HV Healthy Families America (HFA) Cumberland/Glouce/Salem	SF0048 HV Healthy Families America (HFA) Cumberland/Glouce/Salem	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.556) (1610-062) Jul-Sep	SF0048 Title IV (93.556) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumberland	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Glouce	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland
1	Director of Risk Mitigation/██████████	1	4/18/05	40	\$ 94,604	\$ 323	\$ 36	\$ 697	\$ 123	\$ 368	\$ 109	\$ 326	\$ 128	\$ 383				\$ 648	\$ 606
2	Senior Data Analyst/██████████	2	7/1/06	40	\$ 65,551	\$ 224	\$ 25	\$ 483	\$ 85	\$ 255	\$ 75	\$ 226	\$ 89	\$ 266				\$ 449	\$ 419
3	Director of Compliance██████████	3	4/25/16	40	\$ 63,143	\$ 204	\$ 23	\$ 439	\$ 77	\$ 232	\$ 68	\$ 205	\$ 81	\$ 242				\$ 409	\$ 382
4	EHR System Administrator/██████████	4	6/23/97	40	\$ 53,519	\$ 183	\$ 20	\$ 394	\$ 69	\$ 208	\$ 61	\$ 184	\$ 72	\$ 217				\$ 366	\$ 342
5	Quality Coordinator/██████████	5	7/22/19	40	\$ 47,748	\$ 164	\$ 18	\$ 352	\$ 62	\$ 186	\$ 55	\$ 165	\$ 65	\$ 194				\$ 327	\$ 306
6	Compliance Clerk/██████████	6	5/10/19	40	\$ 38,947	\$ 133	\$ 15	\$ 287	\$ 51	\$ 152	\$ 45	\$ 134	\$ 53	\$ 158				\$ 267	\$ 249
7	Administrative Assistant/Records Clerk/ Vacant	7		40	\$ 33,421	\$ 114	\$ 13	\$ 246	\$ 43	\$ 130	\$ 38	\$ 115	\$ 45	\$ 135				\$ 229	\$ 214
8	Director of IT Infrastructure and Systems/██████████	8	9/24/07	40	\$ 75,778	\$ 259	\$ 29	\$ 558	\$ 98	\$ 295	\$ 87	\$ 261	\$ 102	\$ 307				\$ 519	\$ 485
9	Senior Software Engineer/██████████	9	7/29/19	40	\$ 78,295	\$ 268	\$ 30	\$ 576	\$ 102	\$ 305	\$ 90	\$ 270	\$ 106	\$ 317				\$ 536	\$ 501
10	IT Technical Specialist/██████████	10	1/10/22	40	\$ 38,568	\$ 132	\$ 15	\$ 284	\$ 50	\$ 150	\$ 44	\$ 133	\$ 52	\$ 156				\$ 264	\$ 247
11	Program Director██████████	11	9/4/12	40	\$ 65,880	\$ 6,119	\$ 677	\$ 13,182	\$ 2,322	\$ 6,966	\$ 2,055	\$ 6,165	\$ 2,418	\$ 7,253				\$ -	\$ -
12	Program Supervisor/██████████	12	4/22/16	40	\$ 60,862	\$ 7,898	\$ 874	\$ 17,014	\$ 2,997	\$ 8,991	\$ 2,652	\$ 7,956	\$ 3,120	\$ 9,360				\$ -	\$ -
13	Program Supervisor/██████████	13	3/30/15	40	\$ 52,728	\$ 6,842	\$ 757	\$ 14,740	\$ 2,596	\$ 7,789	\$ 2,298	\$ 6,893	\$ 2,703	\$ 8,110				\$ -	\$ -
14	Program Supervisor/██████████	14	11/5/18	40	\$ 54,271	\$ 7,043	\$ 779	\$ 15,171	\$ 2,672	\$ 8,017	\$ 2,365	\$ 7,095	\$ 2,782	\$ 8,347				\$ -	\$ -
15	Administrative Support██████████	15	8/10/09	10	\$ 7,820	\$ 1,015	\$ 112	\$ 2,186	\$ 385	\$ 1,155	\$ 341	\$ 1,022	\$ 401	\$ 1,203				\$ -	\$ -
16	Family Support Worker/██████████	16	8/10/09	40	\$ 48,842	\$ 6,338	\$ 701	\$ 13,654	\$ 2,405	\$ 7,215	\$ 2,128	\$ 6,385	\$ 2,504	\$ 7,512				\$ -	\$ -
17	Family Support Worker/██████████	17	8/23/10	40	\$ 48,759	\$ 6,327	\$ 700	\$ 13,630	\$ 2,401	\$ 7,203	\$ 2,125	\$ 6,374	\$ 2,500	\$ 7,499				\$ -	\$ -
18	Family Support Worker██████████	18	3/14/11	40	\$ 49,803	\$ 6,463	\$ 715	\$ 13,922	\$ 2,452	\$ 7,357	\$ 2,170	\$ 6,511	\$ 2,553	\$ 7,660				\$ -	\$ -
19	Family Support Worker/████████████████████	19	10/15/18	40	\$ 45,910	\$ 5,957	\$ 659	\$ 12,834	\$ 2,261	\$ 6,782	\$ 2,000	\$ 6,002	\$ 2,354	\$ 7,061				\$ -	\$ -
20	Family Support Worker/████████████████████	20	11/11/19	40	\$ 45,266	\$ 5,874	\$ 650	\$ 12,654	\$ 2,229	\$ 6,687	\$ 1,972	\$ 5,917	\$ 2,321	\$ 6,962				\$ -	\$ -
21	Family Support Worker/████████████████████	21	10/28/19	40	\$ 45,245	\$ 5,871	\$ 649	\$ 12,648	\$ 2,228	\$ 6,684	\$ 1,972	\$ 5,915	\$ 2,320	\$ 6,958				\$ -	\$ -
22	Family Support Worker/██████████	22	9/4/18	40	\$ 42,601	\$ 5,528	\$ 612	\$ 11,909	\$ 2,098	\$ 6,293	\$ 1,856	\$ 5,569	\$ 2,184	\$ 6,552				\$ -	\$ -
23	Family Support Worker██████████	23	3/2/20	40	\$ 43,101	\$ 5,593	\$ 619	\$ 12,049	\$ 2,122	\$ 6,367	\$ 1,878	\$ 5,634	\$ 2,210	\$ 6,629				\$ -	\$ -
	SUBTOTAL(pg. 1)				\$ 1,200,662	\$ 78,872	\$ 8,728	\$ 169,909	\$ 29,928	\$ 89,787	\$ 26,484	\$ 79,457	\$ 31,163	\$ 93,481	\$ -	\$ -	\$ -	\$ 4,014	\$ 3,751

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
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Agency: Acenda, Inc.
Contract#: SF0048, SF0044

A	BUDGET CATEGORY: PERSONNEL				¹⁶ SF0044 COVID ARP Infant Formula (21.027) (1610-169)	¹⁷ SF0044 COVID ARP Infant Formula (21.027) (1610-169)	¹⁸ SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	¹⁹ SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	²⁰ SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	²¹ SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May &	²² SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	²³ SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape	²⁴	²⁵	²⁶	²⁷ OTHER SERVICES	²⁸ UNALLOWABLE COSTS	²⁹ GENERAL AND ADMINISTRATIVE COSTS
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week														
1	Director of Risk Mitigation/	1	4/18/05	40				\$ 271	\$ 271	\$ 98						\$ 81,102	\$ 152	\$ 8,963
2	Senior Data Analyst/	2	7/1/06	40				\$ 187	\$ 187	\$ 68						\$ 56,200	\$ 105	\$ 6,208
3	Director of Compliance/	3	4/25/16	40				\$ 171	\$ 171	\$ 62						\$ 54,628	\$ 96	\$ 5,653
4	EHR System Administrator/	4	6/23/97	40				\$ 153	\$ 153	\$ 55						\$ 45,889	\$ 85	\$ 5,068
5	Quality Coordinator/	5	7/22/19	40				\$ 137	\$ 137	\$ 50						\$ 40,932	\$ 76	\$ 4,522
6	Compliance Clerk/	6	5/10/19	40				\$ 111	\$ 111	\$ 40						\$ 33,391	\$ 62	\$ 3,688
7	Administrative Assistant/Records Clerk/ Vacant	7		40				\$ 96	\$ 96	\$ 35						\$ 28,654	\$ 53	\$ 3,165
8	Director of IT Infrastructure and Systems/	8	9/24/07	40				\$ 217	\$ 217	\$ 79						\$ 64,967	\$ 122	\$ 7,176
9	Senior Software Engineer/	9	7/29/19	40				\$ 224	\$ 224	\$ 81						\$ 67,125	\$ 126	\$ 7,414
10	IT Technical Specialist/	10	1/10/22	40				\$ 110	\$ 110	\$ 40						\$ 33,068	\$ 61	\$ 3,652
11	Program Director/	11	9/4/12	40				\$ -	\$ -	\$ -						\$ 18,723	\$ -	\$ -
12	Program Supervisor/	12	4/22/16	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
13	Program Supervisor/	13	3/30/15	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
14	Program Supervisor/	14	11/5/18	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
15	Administrative Support/	15	8/10/09	10				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
16	Family Support Worker/	16	8/10/09	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
17	Family Support Worker/	17	8/23/10	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
18	Family Support Worker/	18	3/14/11	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
19	Family Support Worker/	19	10/15/18	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
20	Family Support Worker/	20	11/11/19	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
21	Family Support Worker/	21	10/28/19	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
22	Family Support Worker/	22	9/4/18	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
23	Family Support Worker/	23	3/2/20	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
	SUBTOTAL(pg. 1)				\$ -	\$ -	\$ -	\$ 1,677	\$ 1,677	\$ 608	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 524,679	\$ 938	\$ 55,509

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
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A	BUDGET CATEGORY: PERSONNEL																		
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Sal	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Sal	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Sal	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.556) (1610-062) Jul-Sep	SF0048 Title IV (93.556) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumber	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Glouc	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland
24	Family Support Worker/ [REDACTED]	24	4/17/23	40	\$ 38,714	\$ 5,024	\$ 556	\$ 10,822	\$ 1,906	\$ 5,719	\$ 1,687	\$ 5,061	\$ 1,985	\$ 5,954				\$ -	\$ -
25	Family Support Worker/ [REDACTED]	25	5/15/23	40	\$ 38,714	\$ 5,024	\$ 556	\$ 10,822	\$ 1,906	\$ 5,719	\$ 1,687	\$ 5,061	\$ 1,985	\$ 5,954				\$ -	\$ -
26	Family Support Worker/ [REDACTED]	26	10/18/10	40	\$ 48,676	\$ 6,317	\$ 699	\$ 13,607	\$ 2,397	\$ 7,191	\$ 2,121	\$ 6,363	\$ 2,495	\$ 7,486				\$ -	\$ -
27	Family Support Worker [REDACTED]	27	8/21/23	40	\$ 41,834	\$ 5,429	\$ 600	\$ 11,694	\$ 2,060	\$ 6,180	\$ 1,823	\$ 5,469	\$ 2,145	\$ 6,434				\$ -	\$ -
28	Program Director/ [REDACTED]	28	6/24/09	40	\$ 96,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 32,878	\$ 30,741
29	Program Supervisor/Admin Assist Eff 1/1/24/ [REDACTED]	29	3/19/18	40	\$ 84,295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 28,845	\$ 26,970
30	Nurse [REDACTED]	30	1/6/14	40	\$ 85,121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 29,128	\$ 27,234
31	Nurse/ [REDACTED]	31	11/26/18	40	\$ 82,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 28,213	\$ 26,379
32	Nurse [REDACTED]	32	3/25/19	40	\$ 82,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 28,213	\$ 26,379
33	Nurse/ Vacant	33		40	\$ 80,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 27,588	\$ 25,794
34	Nurse/ Vacant	34		40	\$ 77,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 26,520	\$ 24,796
35	Nurse/ Awogbamila, [REDACTED]	35	3/1/21	40	\$ 78,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 26,931	\$ 25,180
36	Nurse/ [REDACTED]	36	6/1/21	40	\$ 78,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 26,931	\$ 25,180
37	Nurse Home Visitor/ Vacant	37		40	\$ 77,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 26,520	\$ 24,796
38	Nurse Home Visitor/ Vacant	38		40	\$ 77,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 26,520	\$ 24,796
39	Nurse Home Visitor/ Vacant	39		40	\$ 77,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 26,520	\$ 24,796
40	Nurse Home Visitor/ Vacant	40		40	\$ 77,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 26,520	\$ 24,796
41	Administrative Assistant [REDACTED]	41	11/28/22	40	\$ 32,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 11,140	\$ 10,416
42	Senior Director of Marketing and Development/ [REDACTED]	42	1/10/11	40	\$ 75,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
43	President and CEO/ [REDACTED]	43	8/8/05	40	\$ 509,739	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
44	Chief Operating Officer/ [REDACTED]	44	12/12/16	40	\$ 275,838	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
45	Chief Financial Officer/ [REDACTED]	45	8/31/09	40	\$ 219,601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
46	Chief Business & Government Relations Officer/ [REDACTED]	46	9/25/20	40	\$ 193,244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
47	Medical Director PT/ [REDACTED]	47	1/1/15	15	\$ 147,067	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
	SUBTOTAL(pg. 2)				\$ 2,677,090	\$ 21,794	\$ 2,411	\$ 46,945	\$ 8,269	\$ 24,809	\$ 7,318	\$ 21,954	\$ 8,610	\$ 25,828	\$ -	\$ -	\$ -	\$ 372,467	\$ 348,253

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
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A	BUDGET CATEGORY: PERSONNEL																	
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	¹⁶ SF0044 COVID ARP Infant Formula (21.027) (1610-169)	¹⁷ SF0044 COVID ARP Infant Formula (21.027) (1610-169)	¹⁸ SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	¹⁹ SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	²⁰ SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	²¹ SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May &	²² SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	²³ SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape	²⁴	²⁵	²⁶	²⁷ OTHER SERVICES	²⁸ UNALLOWABLE COSTS	²⁹ GENERAL AND ADMINISTRATIVE COSTS
24	Family Support Worker/ [REDACTED]	24	4/17/23	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
25	Family Support Worker [REDACTED]	25	5/15/23	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
26	Family Support Worker/ [REDACTED]	26	10/18/10	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
27	Family Support Worker/ [REDACTED]	27	8/21/23	40				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
28	Program Director/ [REDACTED]	28	6/24/09	40				\$ 13,740	\$ 13,740	\$ 4,981						\$ -	\$ -	\$ -
29	Program Supervisor/Admin Assist Eff 1/1/24/ [REDACTED]	29	3/19/18	40				\$ 12,055	\$ 12,055	\$ 4,370						\$ -	\$ -	\$ -
30	Nurse/ [REDACTED]	30	1/6/14	40				\$ 12,173	\$ 12,173	\$ 4,413						\$ -	\$ -	\$ -
31	Nurse/ [REDACTED]	31	11/26/18	40				\$ 11,790	\$ 11,790	\$ 4,274						\$ -	\$ -	\$ -
32	Nurse [REDACTED]	32	3/25/19	40				\$ 11,790	\$ 11,790	\$ 4,274						\$ -	\$ -	\$ -
33	Nurse/ Vacant	33		40				\$ 11,529	\$ 11,529	\$ 4,179						\$ -	\$ -	\$ -
34	Nurse/ Vacant	34		40				\$ 11,083	\$ 11,083	\$ 4,018						\$ -	\$ -	\$ -
35	Nurse [REDACTED]	35	3/1/21	40				\$ 11,255	\$ 11,255	\$ 4,080						\$ -	\$ -	\$ -
36	Nurse/ [REDACTED]	36	6/1/21	40				\$ 11,255	\$ 11,255	\$ 4,080						\$ -	\$ -	\$ -
37	Nurse Home Visitor/ Vacant	37		40				\$ 11,083	\$ 11,083	\$ 4,018						\$ -	\$ -	\$ -
38	Nurse Home Visitor/ Vacant	38		40				\$ 11,083	\$ 11,083	\$ 4,018						\$ -	\$ -	\$ -
39	Nurse Home Visitor/ Vacant	39		40				\$ 11,083	\$ 11,083	\$ 4,018						\$ -	\$ -	\$ -
40	Nurse Home Visitor/ Vacant	40		40				\$ 11,083	\$ 11,083	\$ 4,018						\$ -	\$ -	\$ -
41	Administrative Assistant/ [REDACTED]	41	11/28/22	40				\$ 4,656	\$ 4,656	\$ 1,688						\$ -	\$ -	\$ -
42	Senior Director of Marketing and Development/ [REDACTED]	42	1/10/11	40						\$ -						\$ -	\$ 75,198	\$ -
43	President and CEO/ [REDACTED]	43	8/8/05	40						\$ -							\$ -	\$ 509,739
44	Chief Operating Officer/ [REDACTED]	44	12/12/16	40						\$ -						\$ 13,791	\$ -	\$ 262,047
45	Chief Financial Officer/ [REDACTED]	45	8/31/09	40						\$ -						\$ 10,209	\$ -	\$ 209,392
46	Chief Business & Government Relations Officer/ [REDACTED]	46	9/25/20	40						\$ -						\$ -	\$ -	\$ 193,244
47	Medical Director PT/ [REDACTED]	47	1/1/15	15						\$ -						\$ 139,714	\$ -	\$ 7,353
	SUBTOTAL(pg. 2)				\$ -	\$ -	\$ -	\$ 155,658	\$ 155,658	\$ 56,429	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,714	\$ 75,198	\$ 1,181,775

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
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STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
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A	BUDGET CATEGORY: PERSONNEL																	
		Position Number	Date Employed	Hours /Week	¹⁶ SF0044 COVID ARP Infant Formula (21.027) (1610-169)	¹⁷ SF0044 COVID ARP Infant Formula (21.027) (1610-169)	¹⁸ SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	¹⁹ SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	²⁰ SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	²¹ SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May &	²² SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	²³ SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape	²⁴	²⁵	²⁶	²⁷ OTHER SERVICES	²⁸ UNALLOWABLE COSTS	²⁹ GENERAL AND ADMINISTRATIVE COSTS
48	Senior Vice President of Programs/ ██████████ Chief Development and Marketing Officer/ ██████████	48	12/5/11	40												\$ 7,479	\$ -	\$ 142,093
49	██████████	49	1/4/16	40												\$ 7,447	\$ -	\$ 141,501
50	Senior Vice-President of Adminstrative Operations/ ██████████	50	9/11/19	40												\$ 6,239	\$ -	\$ 118,557
51	Senior Vice President of Programs ██████████	51	9/3/19	40												\$ 50,325	\$ -	\$ 69,324
52	Vice-President of HR and Administrative Operations/ Va	52		40												\$ 2,712	\$ -	\$ 105,737
53	Vice President of Programs/ ██████████	53	1/16/92	40												\$ 84,272	\$ -	\$ 28,090
54	Associate Vice-President of Revenue Cycle Mgmt/ ██████	54	10/11/21	40												\$ -	\$ -	\$ 100,424
55	Director of Financial Reporting/ ██████████ Senior Director of Information Technology/ ██████	55	8/3/20	40													\$ -	\$ 90,572
56	██████████	56	7/26/99	40												\$ -	\$ -	\$ 88,611
57	Budget & Contract Manager/ ██████████	57	6/21/22	40													\$ -	\$ 79,440
58	Director of Human Resources/ ██████████	58	9/25/20	40													\$ -	\$ 79,409
59	Executive Assistant/ ██████████	59	11/16/16	40												\$ -	\$ -	\$ 67,734
60	Environmental Director ██████████	60	4/9/18	40													\$ -	\$ 66,865
61	Operations Coordinator/ ██████████	61	11/5/18	40												\$ -	\$ -	\$ 63,902
62	Billing Manager/ ██████████	62	9/25/20	40													\$ -	\$ 60,789
63	Human Resources Generalist/ Vacant	63		40													\$ -	\$ 60,048
64	Human Resources Specialist/ ██████████	64	10/8/77	40													\$ -	\$ 59,736
65	Human Resources Coordinator/ Vacant	65		40													\$ -	\$ 55,702
66	Accounting Specialist/ ██████████	66	9/25/20	40													\$ -	\$ 54,165
67	Budget Analyst/ ██████████	67	10/29/18	40													\$ -	\$ 53,942
68	Human Resources Generalist/ Vacant	68	12/6/21	40													\$ -	\$ 53,563
69	Accountant/ ██████████ Communications and Development Manger/ ██████	69	4/11/22	40													\$ -	\$ 52,405
70	██████████	70	10/3/16	40													\$ -	\$ 52,003
71	Billing Supervisor/ Vacant	71	6/25/12	40													\$ -	\$ 51,433
72	Accountant/ ██████████	72	2/3/20	40													\$ -	\$ 51,269
73	Billing Supervisor/ ██████████	73	3/13/00	40													\$ -	\$ 50,562
74	Payroll Coordinator/ ██████████	74	7/8/19	40													\$ -	\$ 50,399
	SUBTOTAL(pg. 3)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,474	\$ -	\$ 1,948,275

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
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A	BUDGET CATEGORY: PERSONNEL				1	SF0048 HV Healthy Families America (HFA) Cumberland/Gloucester/Salem	SF0048 HV Healthy Families America (HFA) Cumberland/Gloucester/Salem	SF0048 HV Healthy Families America (HFA) Cumberland/Gloucester/Salem	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.556) (1610-062) Jul-Sep	SF0048 Title IV (93.556) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumberland	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Gloucester	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL														
75	Budget Analyst/ Vacant	75		40	\$ 49,286														
76	Credentialing Specialist/ [REDACTED]	76	8/7/00	40	\$ 48,884														
77	Development & Community Coordinator/ Vacant	77		40	\$ 46,684														
78	Marketing Strategist/ [REDACTED]	78	6/21/21	40	\$ 45,832														
79	Environmental Maintenance Technician [REDACTED]	79	9/4/19	40	\$ 45,453														
80	Accounting Specialist/ [REDACTED]	80	11/13/95	40	\$ 44,940														
81	Accountant/ [REDACTED]	81	7/8/19	40	\$ 44,584														
82	Program Supervisor/ Vacant	82		40	\$ 46,800														
83	Environmental Coordinator/ [REDACTED]	83	6/12/06	40	\$ 41,242														
84	Billing Specialist/ [REDACTED]	84	4/11/22	40	\$ 41,219														
85	Billing Specialist/ [REDACTED]	85	10/24/22	40	\$ 41,219														
86	Environmental Maintenance Technician/ Vacant	86		40	\$ 40,618														
87	Accounting Specialist/ [REDACTED]	87	8/14/07	40	\$ 39,660														
88	Billing Specialist/ [REDACTED]	88	10/24/00	40	\$ 38,791														
89	Office Manager [REDACTED]	89	5/2/18	40	\$ 38,635														
90	Billing Specialist I/ Vacant	90		40	\$ 36,774														
91	Intake Specialist/ [REDACTED]	91	2/24/14	40	\$ 35,471														
92	Intake Specialist/ [REDACTED]	92	11/9/20	40	\$ 32,464														
93	Intake Specialist/ Vacant	93		40	\$ 32,308														
94	Environmental Maintenance Technician/ [REDACTED]	94	1/30/12	40	\$ 23,885														
95	Accounting Specialist [REDACTED]	95	5/22/17	20	\$ 22,838														
96	Intake Specialist - PT/ [REDACTED]	96	11/9/20	20	\$ 16,231														
97	Accounting Specialist/ [REDACTED]	97	10/15/19	15	\$ 14,188														
98	Billing Specialist/ [REDACTED]	98	2/28/16	12	\$ 11,932														
99	CPR Instructor/ [REDACTED]	99	1/21/21	10	\$ 11,363														
100	Other Personnel - Additional Sheet Totals				\$ 26,434,383	\$ 5,024	\$ 556	\$ 10,822	\$ 1,906	\$ 5,719	\$ 1,687	\$ 5,061	\$ 1,985	\$ 5,954	\$ -	\$ -	\$ -	\$ 2,738	\$ 2,560
	SUBTOTAL (pg. 4)				\$ 27,325,684	\$ 5,024	\$ 556	\$ 10,822	\$ 1,906	\$ 5,719	\$ 1,687	\$ 5,061	\$ 1,985	\$ 5,954	\$ -	\$ -	\$ -	\$ 2,738	\$ 2,560
	BUDGET CATEGORY A: EMPLOYEE SUBTOTAL				\$ 33,310,185	\$ 105,690	\$ 11,695	\$ 227,676	\$ 40,103	\$ 120,315	\$ 35,489	\$ 106,472	\$ 41,758	\$ 125,263	\$ -	\$ -	\$ -	\$ 379,219	\$ 354,564

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
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A	BUDGET CATEGORY: PERSONNEL				¹⁶ SF0044 COVID ARP Infant Formula (21.027) (1610-169)	¹⁷ SF0044 COVID ARP Infant Formula (21.027) (1610-169)	¹⁸ SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	¹⁹ SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	²⁰ SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	²¹ SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May &	²² SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	²³ SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape	²⁴	²⁵	²⁶	²⁷	²⁸	²⁹
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week												OTHER SERVICES	UNALLOWABLE COSTS	GENERAL AND ADMINISTRATIVE COSTS
75	Budget Analyst/ Vacant	75		40													\$ -	\$ 49,286
76	Credentialing Specialist/ [REDACTED]	76	8/7/00	40													\$ -	\$ 48,884
77	Development & Community Coordinator/ Vacant	77		40													\$ -	\$ 46,684
78	Marketing Strategist [REDACTED]	78	6/21/21	40													\$ -	\$ 45,832
79	Environmental Maintenance Technician/ [REDACTED]	79	9/4/19	40													\$ -	\$ 45,453
80	Accounting Specialist/ [REDACTED]	80	11/13/95	40													\$ -	\$ 44,940
81	Accountant/ [REDACTED]	81	7/8/19	40													\$ -	\$ 44,584
82	Program Supervisor/ Vacant	82		40													\$ -	\$ 46,800
83	Environmental Coordinator/ [REDACTED]	83	6/12/06	40													\$ -	\$ 41,242
84	Billing Specialist/ [REDACTED]	84	4/11/22	40													\$ -	\$ 41,219
85	Billing Specialist/ [REDACTED]	85	10/24/22	40													\$ -	\$ 41,219
86	Environmental Maintenance Technician/ Vacant	86		40													\$ -	\$ 40,618
87	Accounting Specialist/ [REDACTED]	87	8/14/07	40													\$ -	\$ 39,660
88	Billing Specialist/ [REDACTED]	88	10/24/00	40													\$ -	\$ 38,791
89	Office Manager/ [REDACTED]	89	5/2/18	40													\$ -	\$ 38,635
90	Billing Specialist I/ Vacant	90		40													\$ -	\$ 36,774
91	Intake Specialist/ [REDACTED]	91	2/24/14	40													\$ -	\$ 35,471
92	Intake Specialist/ [REDACTED]	92	11/9/20	40													\$ -	\$ 32,464
93	Intake Specialist/ Vacant	93		40													\$ -	\$ 32,308
94	Environmental Maintenance Technician/ [REDACTED]	94	1/30/12	40													\$ -	\$ 23,885
95	Accounting Specialist/ [REDACTED]	95	5/22/17	20													\$ -	\$ 22,838
96	Intake Specialist - PT/ [REDACTED]	96	11/9/20	20													\$ -	\$ 16,231
97	Accounting Specialist [REDACTED]	97	10/15/19	15													\$ -	\$ 14,188
98	Billing Specialist/ [REDACTED]	98	2/28/16	12													\$ -	\$ 11,932
99	CPR Instructor/ [REDACTED]	99	1/21/21	10													\$ -	\$ 11,363
100	Other Personnel - Additional Sheet Totals				\$ -	\$ -	\$ -	\$ 1,144	\$ 1,144	\$ 414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,381,177	\$ -	\$ 6,492
	SUBTOTAL (pg. 4)				\$ -	\$ -	\$ -	\$ 1,144	\$ 1,144	\$ 414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,381,177	\$ -	\$ 897,793
	BUDGET CATEGORY A: EMPLOYEE SUBTOTAL				\$ -	\$ -	\$ -	\$ 158,479	\$ 158,479	\$ 57,451	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,228,044	\$ 76,136	\$ 4,083,352

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
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Agency: Acenda, Inc.
Contract#: SF0048, SF0044

PURPOSE
☐ BUDGET PREPARATION
☐ MODIFICATION BUDGET
☐ EXPENDITURE REPORT
PERIOD COVERED 7/1/2023 - 6/30/2024

BUDGET CATEGORY: PERSONNEL				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
				TOTAL	SF0048 HV Healthy Families America (HFA) Cumber/Glouce/Salem (1630-010)	SF0048 HV Healthy Families America (HFA) Cumber/Glouce/Salem (1610-039)	SF0048 HV Healthy Families America (HFA) Cumber/Glouce/Salem (1630-100)	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.556) (1610-062) Jul-Sep	SF0048 Title IV (93.556) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumber	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Glouc	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland, Gloucester & Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland, Gloucester & Salem	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cumberland	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Gloucester		
Position Title/ Name of Employee				Position Number	Date Employed	Hours /Week																
1	Medical Director Designee		100	9/25/20	4	\$ 6,492																
2	Other Employees		101			\$ 26,381,177																
3	Family Support Worker		102	9/5/23	40	\$ 38,714	\$ 5,024	\$ 556	\$ 10,822	\$ 1,906	\$ 5,719	\$ 1,687	\$ 5,061	\$ 1,985	\$ 5,954							
4	Administrative Assistant		103	7/14/03	15	\$ 8,000											\$ 2,738	\$ 2,560				
5			104			\$ -																
6			105			\$ -																
7			106			\$ -																
8			107			\$ -																
9			108			\$ -																
10			109			\$ -																
11			110			\$ -																
12			111			\$ -																
13			112			\$ -																
14			113			\$ -																
15			114			\$ -																
16			115			\$ -																
17			116			\$ -																
18			117			\$ -																
19			118			\$ -																
20			119			\$ -																
21			120			\$ -																
22			121			\$ -																
23			122			\$ -																
SUBTOTAL(pg. 1)						\$ 26,434,383	\$ 5,024	\$ 556	\$ 10,822	\$ 1,906	\$ 5,719	\$ 1,687	\$ 5,061	\$ 1,985	\$ 5,954	\$ -	\$ -	\$ -	\$ 2,738	\$ 2,560	\$ -	\$ -

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
13 OF 43

Agency: Acenda, Inc.
Contract#: SF0048, SF0044

A BUDGET CATEGORY: PERSONNEL															
				18	19	20	21	22	23	24	25	26	27	28	29
Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May & Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape May				OTHER SERVICES	UNALLOWABLE COSTS	GENERAL AND ADMINISTRATIVE COSTS
1 Medical Director Designee [REDACTED]	100	9/25/20	4											\$ -	\$ 6,492
2 Other Employees	101												\$ 26,381,177		
3 Family Support Worker [REDACTED]	102	9/5/23	40												
4 Administrative Assistant [REDACTED]	103	7/14/03	15		\$ 1,144	\$ 1,144	\$ 414								
5	104														
6	105														
7	106														
8	107														
9	108														
10	109														
11	110														
12	111														
13	112														
14	113														
15	114														
16	115														
17	116														
18	117														
19	118														
20	119														
21	120														
22	121														
23	122														
SUBTOTAL(pg. 1)				\$ -	\$ 1,144	\$ 1,144	\$ 414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,381,177	\$ -	\$ 6,492

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SUBTOTAL(pg. 2)

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[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
16 OF 43

A	BUDGET CATEGORY: PERSONNEL				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	SF0048 HV Healthy Families America (HFA) Cumber/Gloucester/Salem (1630-010)	SF0048 HV Healthy Families America (HFA) Cumber/Gloucester/Salem (1610-039)	SF0048 HV Healthy Families America (HFA) Cumber/Gloucester/Salem (1630-100)	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.556) (1610-062) Jul-Sep	SF0048 Title IV (93.556) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumber	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Glouc	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland, Gloucester & Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland, Gloucester & Salem	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cumberland	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Gloucester
67					\$ -																
68					\$ -																
69					\$ -																
70					\$ -																
71					\$ -																
72					\$ -																
73					\$ -																
74					\$ -																
	SUBTOTAL(pg. 3)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	BUDGET CATEGORY A: EMPLOYEE SUBTOTAL				\$ 26,434,383	\$ 5,024	\$ 556	\$ 10,822	\$ 1,906	\$ 5,719	\$ 1,687	\$ 5,061	\$ 1,985	\$ 5,954	\$ -	\$ -	\$ -	\$ 2,738	\$ 2,560	\$ -	\$ -

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
17 OF 43

A	BUDGET CATEGORY: PERSONNEL														
				18	19	20	21	22	23	24	25	26	27	28	29
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May & Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape May			OTHER SERVICES	UNALLOWABLE COSTS	GENERAL AND ADMINISTRATIVE COSTS
67															
68															
69															
70															
71															
72															
73															
74															
	SUBTOTAL(pg. 3)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	BUDGET CATEGORY A: EMPLOYEE SUBTOTAL				\$ -	\$ 1,144	\$ 1,144	\$ 414	\$ -	\$ -	\$ -	\$ -	\$ 26,381,177	\$ -	\$ 6,492

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
A. PERSONNEL (FRINGE)
PAGE 8 OF 43

Agency: Acenda, Inc.
Contract#: SF0048, SF0044

PURPOSE
☒ BUDGET PREPARATION
☐ MODIFICATION BUDGET
☐ EXPENDITURE REPORT
PERIOD COVERED 7/1/2023 - 6/30/20

BUDGET CATEGORY- A. PERSONNEL--FRINGE		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
LINE ITEM	BASIS FOR ALLOCATION	TOTAL	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-010)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1610-039)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-100)	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.556) (1610-062) Jul-Sep	SF0048 Title IV (93.556) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumber	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Glouc	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland, Gloucester & Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland, Gloucester & Salem
Social Security/Medicare Tax	7.65% of taxable salaries	\$ 2,544,938	\$ 8,014	\$ 887	\$ 17,753	\$ 3,042	\$ 9,124	\$ 2,691	\$ 8,074	\$ 3,166	\$ 9,499				\$ 28,747	\$ 26,878
NJ Disability Tax	0.65% of taxable salaries	\$ 146,622	\$ 535	\$ 59	\$ 1,196	\$ 203	\$ 609	\$ 180	\$ 539	\$ 211	\$ 634				\$ 1,253	\$ 1,171
Unemployment Tax	0.75% of total gross wages	\$ 253,400	\$ 788	\$ 87	\$ 1,730	\$ 299	\$ 897	\$ 264	\$ 794	\$ 311	\$ 934				\$ 2,818	\$ 2,635
Medical, Dental, Life & LTD Benefits	15.85% of Full-Time Salaries	\$ 6,195,589	\$ 20,224	\$ 2,235	\$ 67,139	\$ 7,675	\$ 23,021	\$ 6,789	\$ 20,372	\$ 7,988	\$ 23,969				\$ 40,093	\$ 37,486
401(k) Match	75% of the employee deduction up to 3% of salary	\$ 1,320,760	\$ 3,582	\$ 397	\$ 7,907	\$ 1,359	\$ 4,077	\$ 1,202	\$ 3,608	\$ 1,415	\$ 4,245				\$ 15,230	\$ 14,240
Workers' Comp. Insurance	1.18% for professional staff/ 8.13% for non-professional	\$ 320,789	\$ 998	\$ 111	\$ 2,214	\$ 379	\$ 1,136	\$ 335	\$ 1,005	\$ 395	\$ 1,183				\$ 3,563	\$ 3,331
Temporary Services	Temporary costs of Employee Coverage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Public Donor Agreement	Costs associated with Public Donor Agreement	\$ 76,303														
		\$ -														
		\$ -														
		\$ -														
FRINGE SUBTOTAL		\$ 10,858,401	\$ 34,141	\$ 3,776	\$ 97,939	\$ 12,957	\$ 38,864	\$ 11,461	\$ 34,392	\$ 13,486	\$ 40,464	\$ -	\$ -	\$ -	\$ 91,704	\$ 85,741
BUDGET CATEGORY A. PERSONNEL TOTAL		\$ 44,168,586	\$ 139,831	\$ 15,471	\$ 325,615	\$ 53,060	\$ 159,179	\$ 46,950	\$ 140,864	\$ 55,244	\$ 165,727	\$ -	\$ -	\$ -	\$ 470,923	\$ 440,305

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
A. PERSONNEL (FRINGE)
PAGE 9 OF 43

Agency: Acenda, Inc.
Contract#: SF0048, SF0044

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BUDGET CATEGORY- A. PERSONNEL-- FRINGE		16	17	18	19	20	21	22	23	24	25	26	27	28	29
LINE ITEM	BASIS FOR ALLOCATION	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cumberland	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Gloucester	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May & Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape May	0	0	0	OTHER SERVICES	UNALLOWABLE COSTS	GENERAL AND ADMINISTRATIVE COSTS
Social Security/Medicare Tax	7.65% of taxable salaries				\$ 12,014	\$ 12,014	\$ 4,355						\$ 2,079,021	\$ 5,822	\$ 313,837
NJ Disability Tax	0.65% of taxable salaries				\$ 524	\$ 524	\$ 190						\$ 115,999	\$ 232	\$ 22,563
Unemployment Tax	0.75% of total gross wages				\$ 1,178	\$ 1,178	\$ 427						\$ 207,721	\$ 571	\$ 30,768
Medical, Dental, Life & LTD Benefits	15.85% of Full-Time Salaries				\$ 16,752	\$ 16,752	\$ 6,074						\$ 5,113,663	\$ 22,993	\$ 762,364
401(k) Match	75% of the employee deduction up to 3% of salary				\$ 6,365	\$ 6,365	\$ 2,307						\$ 1,039,546	\$ 3,793	\$ 205,122
Workers' Comp. Insurance	1.18% for professional staff/ 8.13% for non- professional				\$ 1,489	\$ 1,489	\$ 540						\$ 260,873	\$ 724	\$ 41,024
Temporary Services	Temporary costs of Employee Coverage				\$ -	\$ -	\$ -						\$ -	\$ -	\$ -
Public Donor Agreement	Costs associated with Public Donor Agreement												\$ 76,303		
FRINGE SUBTOTAL		\$ -	\$ -	\$ -	\$ 38,322	\$ 38,322	\$ 13,893	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,893,126	\$ 34,135	\$ 1,375,678
BUDGET CATEGORY A. PERSONNEL TOTAL		\$ -	\$ -	\$ -	\$ 196,801	\$ 196,801	\$ 71,344	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,121,170	\$ 110,271	\$ 5,459,030

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
B. CONSULTANTS AND PROFESSIONAL FEES
PAGE 10 OF 43**

Agency: Acenda, Inc.
Contract#: SF0048, SF0044

PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET
EXPENDITURE REPORT

PERIOD COVERED 7/1/2023 - 6/30/2024

BUDGET CATEGORY- B. CONSULTANTS AND PROFESSIONAL FEES																	
LINE ITEM	BASIS FOR ALLOCATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
			SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-010)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1610-039)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-100)	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.556) (1610-062) Jul-Sep	SF0048 Title IV (93.556) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumber	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Glouc	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland, Gloucester & Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland, Gloucester & Salem	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cumberland
Audit/tax return & Legal fees	Allocated across audited programs	\$ 209,720	\$ 99	\$ 11	\$ 213	\$ 38	\$ 113	\$ 33	\$ 100	\$ 39	\$ 117				\$ 261	\$ 244	
Deferred Comp./Pension Report/Other Benefit Fees	Fees per participant allocated by FTE's	\$ 64,822	\$ 181	\$ 20	\$ 391	\$ 69	\$ 207	\$ 61	\$ 183	\$ 72	\$ 215				\$ 389	\$ 364	
IT Consultants	PCS Monthly Agreement for IT services allocated by FTE's	\$ 357,361	\$ 1,224	\$ 135	\$ 2,636	\$ 464	\$ 1,393	\$ 411	\$ 1,233	\$ 483	\$ 1,450				\$ 2,693	\$ 2,518	
Other-Consultants	Direct costs for drug screening & outsourced HR services	\$ 811,223	\$ 4	\$ -	\$ 9	\$ 2	\$ 5	\$ 1	\$ 4	\$ 2	\$ 5				\$ 124	\$ 115	
Psychiatric/Therapeutic Services	Costs for Psychiatric/Allied Therapy Services allocated by FTE's	\$ 2,245,464	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	
Leveraged Professional Services	In-kind services provided by community supporters	\$ -															
NSO Professional Fees	NSO Program support and nurse consultation fees	\$ 50,686													\$ 17,344	\$ 16,217	
		\$ -															
		\$ -															
		\$ -															
		\$ -															
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		\$ -															
		\$ -															
		\$ -															
		\$ -															
		\$ -															
BUDGET CATEGORY B. TOTAL		\$ 3,739,276	\$ 1,508	\$ 166	\$ 3,249	\$ 573	\$ 1,718	\$ 506	\$ 1,520	\$ 596	\$ 1,787	\$ -	\$ -	\$ -	\$ 20,811	\$ 19,458	\$ -

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
B. CONSULTANTS AND PROFESSIONAL FEES
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Agency: Acenda, Inc.
Contract#: SF0048, SF0044

BUDGET CATEGORY- B. CONSULTANTS AND PROFESSIONAL FEES														
		17	18	19	20	21	22	23	24	25	26	27	28	29
LINE ITEM	BASIS FOR ALLOCATION	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Gloucester	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May & Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape May	0	0	0	OTHER SERVICES	UNALLOWABLE COSTS	GENERAL AND ADMINISTRATIVE COSTS
Audit/tax return & Legal fees	Allocated across audited programs			\$ 109	\$ 109	\$ 40						\$ 33,194	\$ -	\$ 175,000
Deferred Comp./Pension Report/Other Benefit Fees	Fees per participant allocated by FTE's			\$ 163	\$ 163	\$ 59						\$ 38,980	\$ 80	\$ 23,225
IT Consultants	PCS Monthly Agreement for IT services allocated by FTE's			\$ 1,125	\$ 1,125	\$ 408						\$ 221,623	\$ 451	\$ 117,989
Other-Consultants	Direct costs for drug screening & outsourced HR services			\$ 51	\$ 51	\$ 19						\$ 760,617	\$ 2	\$ 50,212
Psychiatric/Therapeutic Services	Costs for Psychiatric/Allied Therapy Services allocated by FTE's			\$ -	\$ -	\$ -						\$ 2,245,464	\$ -	\$ -
Leveraged Professional Services	In-kind services provided by community supporters													
NSO Professional Fees	NSO Program support and nurse consultation fees			\$ 7,249	\$ 7,249	\$ 2,627								
BUDGET CATEGORY B. TOTAL		\$ -	\$ -	\$ 8,697	\$ 8,697	\$ 3,153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,299,878	\$ 533	\$ 366,426

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
C. MATERIALS AND SUPPLIES
PAGE 1 OF 2

Agency: Acenda, Inc.
Contract#: SF0048, SF0044

PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET
EXPENDITURE REPORT

PERIOD COVERED 7/1/2023 - 6/30/20

BUDGET CATEGORY- C. MATERIALS AND SUPPLIES		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
LINE ITEM	BASIS FOR ALLOCATION	TOTAL	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-010)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1610-039)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-100)	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.556) (1610-062) Jul-Sep	SF0048 Title IV (93.556) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumber	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Glouc	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland, Gloucester & Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland, Gloucester & Salem
Office Supplies	Paper, pens, staples, paperclips, post-it notes, file folders, binders, etc.	\$ 186,056	\$ 1,375	\$ 152	\$ 2,962	\$ 522	\$ 1,565	\$ 462	\$ 1,385	\$ 543	\$ 1,629				\$ 2,162	\$ 2,021
Equipment/ Copier Rental	Copy Machines	\$ 231,882	\$ 199	\$ 22	\$ 428	\$ 75	\$ 226	\$ 67	\$ 200	\$ 78	\$ 235				\$ 503	\$ 470
Program Expense/ Events	Direct cost of supplies for recreational and Center Activities	\$ 196,944	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Household Supplies	Direct cost for program	\$ 4,584	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Medical Supplies	Direct Cost for program	\$ 6,237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Food (Clients)	Direct Cost for program	\$ 132,334	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Printing and Publishing	Direct cost for program printing	\$ 1,703	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Public Donor Agreement	Costs associated with Public Donor Agreement	\$ 4,500														
		\$ -														
		\$ -														
		\$ -														
		\$ -														
		\$ -														
		\$ -														
		\$ -														
		\$ -														
BUDGET CATEGORY C. TOTAL		\$ 764,240	\$ 1,574	\$ 174	\$ 3,390	\$ 597	\$ 1,791	\$ 529	\$ 1,585	\$ 621	\$ 1,864	\$ -	\$ -	\$ -	\$ 2,665	\$ 2,491

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
C. MATERIALS AND SUPPLIES
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BUDGET CATEGORY- C. MATERIALS AND SUPPLIES		16	17	18	19	20	21	22	23	24	25	26	27	28	29
LINE ITEM	BASIS FOR ALLOCATION	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cumberland	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Gloucester	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May & Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape May	0	0	0	OTHER SERVICES	UNALLOWABLE COSTS	GENERAL AND ADMINISTRATIVE COSTS
Office Supplies	Paper, pens, staples, paperclips, post-it notes, file folders, binders, etc.				\$ 904	\$ 904	\$ 328						\$ 130,851	\$ 256	\$ 38,035
Equipment/ Copier Rental	Copy Machines				\$ 210	\$ 210	\$ 76						\$ 144,745	\$ 105	\$ 84,033
Program Expense/ Events	Direct cost of supplies for recreational and Center Activities						\$ -						\$ 196,944	\$ -	\$ -
Household Supplies	Direct cost for program						\$ -						\$ 4,584	\$ -	\$ -
Medical Supplies	Direct Cost for program						\$ -						\$ 6,237	\$ -	\$ -
Food (Clients)	Direct Cost for program						\$ -						\$ 132,334	\$ -	\$ -
Printing and Publishing	Direct cost for program printing						\$ -						\$ -	\$ -	\$ 1,703
Public Donor Agreement	Costs associated with Public Donor Agreement												\$ 4,500		
BUDGET CATEGORY C. TOTAL		\$ -	\$ -	\$ -	\$ 1,114	\$ 1,114	\$ 404	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 620,195	\$ 361	\$ 123,771

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PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET
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PERIOD COVERED 7/1/2023 - 6/30/2024

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STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
D. FACILITY COSTS
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Agency: Acenda, Inc.
Contract#: SF0048, SF0044

BUDGET CATEGORY D. FACILITY COSTS		16	17	18	19	20	21	22	23	24	25	26	27	28	29
LINE ITEM	BASIS FOR ALLOCATION	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cumberland	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Gloucester	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May & Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape May	0	0	0	OTHER SERVICES	UNALLOWABLE COSTS	GENERAL AND ADMINISTRATIVE COSTS
Depreciation	Cost per Square Foot of office space used by this program				\$ 177	\$ 177	\$ 64						\$ 208,204	\$ 2,023	\$ 357,553
Rent	Cost per Square Foot of office space used by this program				\$ 213	\$ 213	\$ 77						\$ 510,411	\$ -	\$ -
Real Estate Taxes	Cost per Square Foot of office space used by this program				\$ 9	\$ 9	\$ 3						\$ 7,036	\$ -	\$ 8,087
Building Maintenance	Cost per Square Foot of office space used by this program				\$ 215	\$ 215	\$ 78						\$ 774,991	\$ 669	\$ 307,855
Utilities	Cost per Square Foot of office space used by this program				\$ 71	\$ 71	\$ 26						\$ 380,667	\$ 906	\$ 209,401
Insurance	Cost per Square Foot of office space used by this program				\$ 160	\$ 160	\$ 58						\$ 300,560	\$ 655	\$ 128,670
Mortgage Interest	Cost per Square Foot of office space used by this program				\$ 27	\$ 27	\$ 10						\$ 31,224	\$ 37	\$ 90,364
Telephone	Cost per Square Foot of office space used by this program				\$ 497	\$ 497	\$ 180						\$ 133,964	\$ 242	\$ 12,338
Lower Cape May Regional School - In-kind Facility and Maintenance	Cost per Square Foot of office space used by this program												\$ 91,381		
Cape May County Technical School District - In-kind Facility and Maintenance	Cost per Square Foot of office space used by this program														
BUDGET CATEGORY D. TOTAL		\$ -	\$ -	\$ -	\$ 1,369	\$ 1,369	\$ 496	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,438,438	\$ 4,532	\$ 1,114,268

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
E. SPECIFIC ASSISTANCE
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PURPOSE
BUDGET PREPARATION
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PERIOD COVERED 7/1/2023 - 6/30/2024

BUDGET CATEGORY E. SPECIFIC ASSISTANCE TO CLIENTS																
LINE ITEM	BASIS FOR ALLOCATION	TOTAL	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-010)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1610-039)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-100)	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.556) (1610-062) Jul-Sep	SF0048 Title IV (93.556) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumber	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Glouc	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland, Gloucester & Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland, Gloucester & Salem
Client Engaging	Items used to promote program participation and client enagement (i.e. baby items, books, educational toys, etc.)	\$ 131,518	\$ 1,038	\$ 115	\$ 2,236	\$ 394	\$ 1,182	\$ 349	\$ 1,046	\$ 410	\$ 1,230				\$ 1,027	\$ 960
Wrap-Around Services/ Enrichment	Purchased services to provide enrichment to client and/ or family respite	\$ 103,843	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Allowances/ Incentives	Cost to provide allowances/ incentives to promote client participation and success within the program.	\$ 104,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Recreation	Cost to provide recreational activities to promote client participation and success within the program.	\$ 6,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Family Conference/ Groups	Cost to provide light refreshments and supplies for family group meetings.	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Other Specific Assistance to Clients	Cost to provide assistance to clients unrelated to the other listed categories	\$ 728,490	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
COVID ARP Infant Formula Assistance	100% to this program	\$ 469,000										\$ 126,000	\$ 57,400	\$ 50,400		
		\$ -														
		\$ -														
		\$ -														
		\$ -														
		\$ -														
		\$ -														
		\$ -														
		\$ -														
BUDGET CATEGORY E. TOTAL		\$ 1,544,501	\$ 1,038	\$ 115	\$ 2,236	\$ 394	\$ 1,182	\$ 349	\$ 1,046	\$ 410	\$ 1,230	\$ 126,000	\$ 57,400	\$ 50,400	\$ 1,027	\$ 960

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
E. SPECIFIC ASSISTANCE
PAGE 2 OF 2

Agency: Acenda, Inc.
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BUDGET CATEGORY E. SPECIFIC ASSISTANCE TO CLIENTS															
LINE ITEM	BASIS FOR ALLOCATION	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cumberland	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Gloucester	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May & Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape May	0	0	0	OTHER SERVICES	UNALLOWABLE COSTS	GENERAL AND ADMINISTRATIVE COSTS
Client Engaging	Items used to promote program participation and client engagement (i.e. baby items, books, educational toys, etc.)				\$ 429	\$ 429	\$ 156						\$ 120,517	\$ -	\$ -
Wrap-Around Services/ Enrichment	Purchased services to provide enrichment to client and/ or family respite				\$ -	\$ -	\$ -						\$ 103,843	\$ -	\$ -
Allowances/ Incentives	Cost to provide allowances/ incentives to promote client participation and success within the program.				\$ -	\$ -	\$ -						\$ 104,100	\$ -	\$ -
Recreation	Cost to provide recreational activities to promote client participation and success within the program.				\$ -	\$ -	\$ -						\$ 6,550	\$ -	\$ -
Family Conference/ Groups	Cost to provide light refreshments and supplies for family group meetings.				\$ -	\$ -	\$ -						\$ 1,000	\$ -	\$ -
Other Specific Assistance to Clients	Cost to provide assistance to clients unrelated to the other listed categories				\$ -	\$ -	\$ -						\$ 728,490	\$ -	\$ -
COVID ARP Infant Formula Assistance	100% to this program	\$ 70,000	\$ 43,400	\$ 25,200				\$ 23,800	\$ 12,600				\$ 60,200		
BUDGET CATEGORY E. TOTAL		\$ 70,000	\$ 43,400	\$ 25,200	\$ 429	\$ 429	\$ 156	\$ 23,800	\$ 12,600	\$ -	\$ -	\$ -	\$ 1,124,700	\$ -	\$ -

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
F. OTHER
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Agency: Acenda, Inc.
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PURPOSE
BUDGET PREPARATION
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BUDGET CATEGORY F. OTHER		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
LINE ITEM	BASIS FOR ALLOCATION	TOTAL	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-010)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1610-039)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-100)	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.556) (1610-062) Jul-Sep	SF0048 Title IV (93.556) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumber	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Glouc	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland, Gloucester & Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland, Gloucester & Salem
Mileage Reimbursement	Direct cost of operating vehicles for program travel@\$.535/mile	\$ 334,622	\$ 1,840	\$ 202	\$ 3,959	\$ 698	\$ 2,094	\$ 619	\$ 1,853	\$ 727	\$ 2,180				\$ 2,045	\$ 1,923
Vehicle Maintenance	Direct cost of maintaining vehicles for program travel	\$ 376,597	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 1,874	\$ 1,752
Depreciation and Interest - Vehicles	Direct cost for program vehicles	\$ 198,749	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 2,664	\$ 2,491
Lease - Vehicles	Direct cost of leasing vehicles for program travel	\$ 13,876	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Insurance - Vehicle	Direct cost of insuring vehicles for program travel	\$ 390,538	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 7,359	\$ 6,880
Tolls	Direct cost of providing tolls for program travel	\$ 50,931	\$ 91	\$ 10	\$ 197	\$ 35	\$ 104	\$ 31	\$ 92	\$ 36	\$ 108				\$ 317	\$ 296
Communications	Cell Phone and Internet Connectivity	\$ 358,821	\$ 964	\$ 107	\$ 2,078	\$ 366	\$ 1,098	\$ 324	\$ 972	\$ 381	\$ 1,143				\$ 2,351	\$ 2,198
Postage	Postage costs	\$ 9,778	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Training	Direct cost for staff education	\$ 387,607	\$ 660	\$ 73	\$ 1,422	\$ 250	\$ 751	\$ 222	\$ 665	\$ 261	\$ 782				\$ 9,000	\$ 8,415
Student Stipend	Direct cost of student provided	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Employee Recruitment	Advertising and Employee Recruitment	\$ 50,361	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 559	\$ 523
Insurance - Other	Cyber Liab. & Volunteer Insurance allocated by FTE's	\$ 272,208	\$ 499	\$ 55	\$ 1,075	\$ 189	\$ 568	\$ 168	\$ 503	\$ 197	\$ 592				\$ 1,075	\$ 1,005
Affiliation/Accreditation/Registration Fees	Annual fees required by program	\$ 118,623	\$ 1,585	\$ 175	\$ 3,414	\$ 601	\$ 1,804	\$ 532	\$ 1,596	\$ 626	\$ 1,878				\$ 21	\$ 19
Marketing/Advertising	Direct expenses incurred from marketing/advertising costs	\$ 190,312	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 171	\$ 160
Bank/ Other Charges	Direct fees related to bank accounts	\$ 43,078	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Fundraising Expenses	Direct expenses incurred from fundraising costs	\$ 63,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Business Meetings	Direct costs from staging meetings for business purposes	\$ 16,909	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -
Technology	software) and SaaS (i.e E.H.R., HR platform, etc.) costs allocated by FTE's	\$ 1,368,459	\$ 5,836	\$ 646	\$ 12,572	\$ 2,215	\$ 6,644	\$ 1,960	\$ 5,879	\$ 2,306	\$ 6,917				\$ 11,814	\$ 11,046
Professional Liability Insurance	.42% of Direct Service Staff Salaries	\$ 109,727	\$ 453	\$ 50	\$ 977	\$ 172	\$ 516	\$ 152	\$ 457	\$ 179	\$ 537				\$ 884	\$ 826
Public Donor Agreement	Costs associated with Public Donor Agreement	\$ 12,916														
Substance Abuse Prevention Education Kits	Direct cost for Program	\$ -														
NCFAS License	Direct fees related to NCFAS License	\$ -														
NFP Training	Direct costs for NFP Training	\$ -														
Administrative Fee	Cost of Managing Funds	\$ 46,900										\$ 12,600	\$ 5,740	\$ 5,040		
		\$ -														
		\$ -														
		\$ -														
BUDGET CATEGORY F. TOTAL		\$ 4,427,137	\$ 11,928	\$ 1,318	\$ 25,694	\$ 4,526	\$ 13,579	\$ 4,008	\$ 12,017	\$ 4,713	\$ 14,137	\$ 12,600	\$ 5,740	\$ 5,040	\$ 40,134	\$ 37,534

STATE OF NEW JERSEY
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ANNEX B: CONTRACT EXPENSE DETAIL
F. OTHER
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Contract#: SF0048, SF0044

BUDGET CATEGORY F. OTHER															
LINE ITEM	BASIS FOR ALLOCATION	16 SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cumberland	17 SF0044 COVID ARP Infant Formula (21.027) (1610-169) Gloucester	18 SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	19 SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	20 SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	21 SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May & Atlantic	22 SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	23 SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape May	24 0	25 0	26 0	27 OTHER SERVICES	28 UNALLOWABLE COSTS	29 GENERAL AND ADMINISTRATIVE COSTS
Mileage Reimbursement	Direct cost of operating vehicles for program travel@\$.535/mile				\$ 858	\$ 858	\$ 312						\$ 289,548	\$ -	\$ 24,906
Vehicle Maintenance	Direct cost of maintaining vehicles for program travel				\$ 783	\$ 783	\$ 284						\$ 312,222	\$ -	\$ 58,899
Depreciation and Interest - Vehicles	Direct cost for program vehicles				\$ 1,113	\$ 1,113	\$ 404						\$ 179,934	\$ -	\$ 11,030
Lease - Vehicles	Direct cost of leasing vehicles for program travel				\$ -	\$ -	\$ -						\$ -	\$ -	\$ 13,876
Insurance - Vehicle	Direct cost of insuring vehicles for program travel				\$ 3,075	\$ 3,075	\$ 1,115						\$ 345,258	\$ -	\$ 23,776
Tolls	Direct cost of providing tolls for program travel				\$ 132	\$ 132	\$ 48						\$ 46,882	\$ 41	\$ 2,379
Communications	Cell Phone and Internet Connectivity				\$ 983	\$ 983	\$ 356						\$ 317,061	\$ 19	\$ 27,437
Postage	Postage costs				\$ -	\$ -	\$ -						\$ 848	\$ -	\$ 8,930
Training	Direct cost for staff education				\$ 3,761	\$ 3,761	\$ 1,363						\$ 167,695	\$ 313	\$ 188,213
Student Stipend	Direct cost of student provided				\$ -	\$ -	\$ -						\$ 13,000	\$ -	\$ -
Employee Recruitment	Advertising and Employee Recruitment				\$ 234	\$ 234	\$ 85						\$ 28,033	\$ 55	\$ 20,638
Insurance - Other	Cyber Liab. & Volunteer Insurance allocated by FTE's				\$ 449	\$ 449	\$ 163						\$ 111,253	\$ 219	\$ 153,749
Affiliation/Accreditation/Registration Fees	Annual fees required by program				\$ 9	\$ 9	\$ 3						\$ 69,404	\$ -	\$ 36,947
Marketing/Advertising	Direct expenses incurred from marketing/advertising costs				\$ 72	\$ 72	\$ 26						\$ 48,062	\$ 54,475	\$ 87,274
Bank/ Other Charges	Direct fees related to bank accounts				\$ -	\$ -	\$ -						\$ 6,048	\$ -	\$ 37,030
Fundraising Expenses	Direct expenses incurred from fundraising costs				\$ -	\$ -	\$ -						\$ -	\$ 63,125	\$ -
Business Meetings	Direct costs from staging meetings for business purposes				\$ -	\$ -	\$ -						\$ -	\$ 4,224	\$ 12,685
Technology	software) and SaaS (i.e E.H.R., HR platform, etc.) costs allocated by FTE's				\$ 4,938	\$ 4,938	\$ 1,790						\$ 1,119,480	\$ 2,142	\$ 167,336
Professional Liability Insurance	.42% of Direct Service Staff Salaries				\$ 369	\$ 369	\$ 134						\$ 103,453	\$ 199	\$ -
Public Donor Agreement	Costs associated with Public Donor Agreement												\$ 12,916		
Substance Abuse Prevention Education Kits	Direct cost for Program														
NCFAS License	Direct fees related to NCFAS License														
NFP Training	Direct costs for NFP Training														
Administrative Fee	Cost of Managing Funds	\$ 7,000	\$ 4,340	\$ 2,520				\$ 2,380	\$ 1,260				\$ 6,020		
BUDGET CATEGORY F. TOTAL		\$ 7,000	\$ 4,340	\$ 2,520	\$ 16,776	\$ 16,776	\$ 6,083	\$ 2,380	\$ 1,260	\$ -	\$ -	\$ -	\$ 3,177,117	\$ 124,812	\$ 875,105

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
G. GENERAL AND ADMINISTRATIVE COST ALLOCATION
PAGE 24 OF 43

Agency: Acenda, Inc.
Contract#: SF0048, SF0044

PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED 7/1/2023 - 6/30/2024

BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	TOTAL	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-010)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1610-039)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-100)	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.558) (1610-062) Jul-Sep	SF0048 Title IV (93.558) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumber	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Glouc	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland, Gloucester &	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland, Gloucester &
Total: Categories A-F	\$ 58,255,854	\$ 161,757	\$ 17,893	\$ 372,849	\$ 61,381	\$ 184,141	\$ 54,316	\$ 162,954	\$ 63,907	\$ 191,713	\$ 138,600	\$ 63,140	\$ 55,440	\$ 538,837	\$ 503,811
General and Administrative Costs	>>>>>>>>	\$ 25,881	\$ 2,863	\$ 59,656	\$ 9,821	\$ 29,462	\$ 8,692	\$ 26,072	\$ 10,223	\$ 30,674				\$ 86,214	\$ 80,610
BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION CONTINUED	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cumberland	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Gloucester	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May & Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape May	0	0	0	OTHER SERVICES	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS	
Total: Categories A-F	\$ 77,000	\$ 47,740	\$ 27,720	\$ 225,186	\$ 225,186	\$ 81,636	\$ 26,180	\$ 13,860	\$ -	\$ -	\$ -	\$ 46,781,498	\$ 240,509	\$ 7,938,600	
General and Administrative Costs				\$ 36,030	\$ 36,030	\$ 13,062						\$ 7,444,829	\$ 38,481	\$ (7,938,600)	

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 1-COST ALLOCATION DATA
PAGE 25 OF 43**

Agency: Acenda, Inc.
Contract#: SF0048, SF0044

PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED 7/1/2023 - 6/30/2024

[illegible]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 1-COST ALLOCATION DATA
PAGE 26 OF 43**

Agency: **Acenda, Inc.**
Contract#: **SF0048, SF0044**

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 2-REVENUE
PAGE 27 OF 43

THIS SCHEDULE
Agency: Acenda, Inc.
Contract#: SF0048, SF0044

PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED 7/1/2023 - 6/30/2024

DESCRIPTION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	TOTAL	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-010)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1610-039)	SF0048 HV Healthy Families America (HFA) Cumber/Glouc/Salem (1630-100)	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Jul-Sep	SF0048 TANF Early Start Kids Needs (93.558) (1630-039) Oct-Jun	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Jul-Sep	SF0048 TANF-TIP/Initiative for Parents (93.558) (1630-040) Oct-Jun	SF0048 Title IV (93.556) (1610-062) Jul-Sep	SF0048 Title IV (93.556) (1610-062) Oct-Jun	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Cumber	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Glouc	SF0048 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cumberland, Gloucester & Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cumberland, Gloucester & Salem
Other Agency Funds	\$ 54,536,193													\$ 10,557	\$ 9,879
	\$ -														
	\$ -														
	\$ -														
	\$ -														
	\$ -														
	\$ -														
	\$ -														
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Total K. Revenue	\$ 54,536,193	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,557	\$ 9,879

Supporting documentation is required to substantiate the allocations.

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 2-REVENUE
PAGE 28 OF 43**

Agency: Acenda, Inc.

Contract#: SF0048, SF0044

	16	17	18	19	20	21	22	23	24	25	26	27	28	29
DESCRIPTION	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cumberland	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Gloucester	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Salem	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Cape May	SF0044 HV, Nurse Family Partnership (NFP) (1630-010) Atlantic	SF0044 HV, Nurse Family Partnership (NFP) (1630-100) Cape May & Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Atlantic	SF0044 COVID ARP Infant Formula (21.027) (1610-169) Cape May	0	0	0	OTHER SERVICES	UNALLOWABLE COSTS	GENERAL AND ADMINISTRATIVE COSTS
Other Agency Funds				\$ 4,416	\$ 4,416	\$ 1,608						\$ 54,226,327	\$ 278,990	
Total K. Revenue	\$ -	\$ -	\$ -	\$ 4,416	\$ 4,416	\$ 1,608	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,226,327	\$ 278,990	\$

Supporting documentation is req

Agency: Acenda, Inc.
Contract#: SF0048, SF0044
☐ THIS SCHEDULE IS NOT

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 3-APPLICABLE CREDITS
PAGE 25 OF 29

PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED

7/1/2023 - 6/30/2024

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

Contract# SF0048, SF0044

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PERIOD COVERED

7/1/2023 - 6/30/2024

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Agency: Acenda, Inc.

Contract#: SF0048, SF0044

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B

PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET
EXPENDITURE REPORT

PERIOD COVERED 7/1/2023 - 6/30/2024[illegible]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 6-COST OF EQUIPMENT
PAGE 33 OF 43**

Agency: **Acenda, Inc.**
Contract#: **SF0048, SF0044**

PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED 7/1/2023 - 6/30/2024

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STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 6-COST OF EQUIPMENT
PAGE 34 OF 43

Agency: **Acenda, Inc.**
Contract#: **SF0048, SF0044**

[illegible]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
NOTICE OF STANDARD CONTRACT REQUIREMENTS,
PROCESSES AND POLICIES
FOR SOCIAL SERVICE AND TRAINING CONTRACTS
(Revised September 16, 2022)**

I. Organizations awarded contracts are required to comply with:

- A. the terms and conditions of the Department of Children and Families' (DCF) contracting rules and regulations as set forth in the appropriate agreement, as determined by DCF, which is either the Standard Language Document (SLD), or the Individual Provider Agreement (IPA), or the Department Agreement with a State Entity. Contractors may view these items on the internet at: <https://www.nj.gov/dcf/providers/contracting/forms/>
- B. the terms and conditions of the policies of the Contract Reimbursement Manual and the Contract Policy and Information Manual. Contractors may review these items on the internet at: <https://www.nj.gov/dcf/providers/contracting/manuals>
- C. all applicable State and Federal laws and statutes, assurances, certifications, and regulations.
- D. the Equal Employment Opportunity (EEO) requirements of the State Affirmative Action Policy, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
- E. the laws relating to Anti-Discrimination, including N.J.S.A 10:2-1, Discrimination in Employment on Public Works.
- F. the confidentiality rules and regulations related to the recipients of contracted services including, but not limited to:
 - 1. Complying with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
 - 2. Maintaining client specific and patient personal health information (PHI) and other sensitive and confidential information in accordance with all applicable New Jersey and Federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
 - 3. Safeguarding the confidentiality of case information as mandated by N.J.S.A 9:6-8.10a, with the understanding that the release of any such information may be in violation of State law and may result in disciplinary, civil, or criminal actions pursuant to N.J.S.A. 9:6-8.10b.
 - 4. Ensuring the content of every contractor's web site protects the confidentiality of, and avoids misinformation about, the youth served and provides visitors with a mechanism for contacting upper administrative staff quickly and seamlessly.

- G. the terms of Executive Order No. 291 (EO 291) issued March 7, 2022, and DCF Administrative Order 14 titled Limitations on Activity Involving Russia, Belarus, and Ukraine, prohibiting the use of DCF funds to knowingly procure goods or services from any entity owned by, or closely tied to, the governments of Russia or Belarus, their instrumentalities, or companies investing directly in the same. In addition, every entity contracting with the State must submit to DCF a copy of a signed certification that it is not engaged in prohibited activities in Russia or Belarus, as defined in L.2022, c.3 (S1889). The certification is available at: [Certification.on.Non-Involvement.Prohibited.Activites.in.Russia.or.Belarus.pdf \(nj.gov\)](https://www.nj.gov/dcf/certification-on-non-involvement-prohibited-activities-in-russia-or-belarus.pdf)
- H. the requirement of N.J.S.A. 52:34-15 to warrant, by signing this document, that no person or selling agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business. If a breach or violation of this section occurs, the State shall have the right to terminate the contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage, or contingent fee.
- I. the requirement of N.J.S.A. 52:15C-14(d) to provide, upon request by the State Comptroller, prompt access to all relevant documents and information as a condition of the contract and receipt of public monies, and the requirement of N.J.A.C. 17:44-2.2 to maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment.

II. Organizations awarded contracts are advised:

- A. As noted in Section 5.12 of the SLD, or in Section 5.03 of the IPA, the initial provision of funding and the continuation of such funding under this contract is expressly dependent upon the availability to DCF of funds appropriated by the State Legislature and the availability of resources. Funds awarded under this contract program may not be used to supplant or duplicate existing funding. If any scheduled payments are authorized under this contract, they will be subject to revision based on any audit or audits required by Section 3.13 Audit of the Standard Language Document (SLD) and the contract close-out described in: [Contract Closeout - CON-I-A-7-7.01.2007 \(nj.gov\)](#)
- B. Any software purchased in connection with the proposed project must receive prior approval from the New Jersey Office of Information Technology.
- C. Any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

- D. Contractors shall maintain a financial management system consistent with all the requirements of Section 3.12 of the SLD or the IPA.
- E. As defined in N.J.S.A. 52:32-33, contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320 b-8 to serve in this State.
- F. DCF endorsed the Prevent Child Abuse of New Jersey's (PCANJ) Sexual Abuse Safe-Child Standards (Standards) as a preventative tool for contractors working with youth and children to reference when implementing policies and procedures to minimize the risks of the occurrence of child sexual abuse. The Standards are available on the internet at: <https://www.nj.gov/dcf/SafeChildStandards.pdf>
- G. NJ Rev Stat § 9.6-8.10f (2017) requires DCF to conduct a check of its child abuse registry for each person who is seeking employment in any facility or program that is licensed, contracted, regulated, or funded by DCF to determine if the person is included on the child abuse registry as a substantiated perpetrator of child abuse or neglect. Contractors are to utilize the Child Abuse Record Information (CARI) Online Application to set-up a facility account by visiting: <https://www.njportal.com/dcf/cari>
- H. DCF staff may conduct site visits to monitor the progress and problems of its contractors in conforming to all contract requirements and in accomplishing its responsibilities. The contractor may receive a written report of the site visit findings and may be expected to submit a plan of correction, if necessary, for overcoming any problems found. Corrective Action Plan (CAP) requirements, timeframes and consequences are explained in the DCF policy found on the internet at: https://www.nj.gov/dcf/policy_manuals/CON-I-A-8-8.03_issuance.shtml
- I. Contractors must have the ability to maintain the full operational census specified in the contract, and to submit timely service reports for Contracted Level of Service (CLOS) utilization in the format and at the time DCF requests.
- J. Contractors awarded contracts must have the ability to achieve full operational census within the time DCF specifies. Extensions may be available by way of a written request to the Contract Administrator, copied to the DCF Director managing the contracted services.
- K. As noted in Section 4.01 of the SLD or the IPA, DCF or the contractor may terminate this contract upon 60 days written advance notice to the other party for any reason whatsoever.
- L. DCF will advise contractors of the documents and reports in support of this contract that they must either timely submit or retain on-site as readily available upon request. The contractor also shall submit all required programmatic and financial reports in the

format and within the timeframes that DCF specifies as required by Section 3.02 of the SLD or IPA. Changes to the information in these documents and reports must be reported to DCF. Contractors are under a continuing obligation, through the completion of any contract with the State, to renew expired forms filed with the NJ Department of Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms. Failure to timely submit updated documentation and required reports may result in the suspension of payments and other remedies including termination.

III. Organizations awarded contracts for the provision of certain types of services additionally shall be aware of the following:

- A. If services are provided at licensed sites, contractors must meet all DCF, and other applicable Federal, Licensure Standards.
- B. If services are paid with Medicaid funds, contractors must have the demonstrated ability, experience, and commitment to enroll in NJ Medicaid, and subsequently submit claims for reimbursement through NJ Medicaid and its established fiscal agent, within prescribed times.
- C. If services are paid with federal funds (including Medicaid funds), contractors must adhere to the provisions set forth in the Rider for Purchases funded in whole or in part, by federal funds. <https://www.nj.gov/dcf/providers/contracting/forms/RIDER-For-Purchases-Funded-by-Federal-Funds.pdf>
- D. If services are provided by programs licensed, contracted, or regulated by DCF to individuals with developmental disabilities, contractors must comply with:
 - 1. the Central Registry of Offenders against individuals with Developmental Disabilities law, N.J.S.A 30:6D-73 et seq. (Individuals on the Central Registry are barred from working in DCF-funded programs for persons with developmental disabilities. If you are not registered to access the Central Registry, DCF will facilitate the qualified applicant's registration into this system after the award of a contract.); and
 - 2. Danielle's Law:
(<https://www.state.nj.us/humanservices/dds/documents/fireprocurement/ddd/Danielle%27s%20Law.pdf>)
- E. If services are to be administered by the Contracted System Administrator (CSA), contractors must conform with, and provide services under, protocols that include required documentation and timeframes established by DCF and managed by the CSA. The CSA is the single point of entry for these services and facilitates service access, linkages, referral coordination, and monitoring of CSOC services across all child-serving systems. Contractors of these services will be required to utilize "Youth Link",

the CSOC web-based out-of-home referral/bed tracking system process to manage admissions and discharge after being provided training.

- F. If services are to be provided to youth and families who have an open child welfare case due to allegations of abuse and neglect, then contractors shall deliver these services in a manner consistent with the DCF Case Practice Management Plan (CPM) and the requirements for Solution Based Casework (SBC), an evidence-based, family centered practice model that seeks to help the family team organize, prioritize, and document the steps they will take to enhance safety, improve well-being, and achieve permanency for their children. SBC provides a common conceptual map for child welfare case workers, supervisors, leadership, and treatment providers to focus their efforts on clear and agreed upon outcomes. DCF may require contractors to participate in DCF sponsored SBC training, and to be involved in developing plans with the consensus of other participants, incorporating the elements of the plans into their treatment, participating in Family Team Meetings, and documenting progress and outcomes by race, age, identified gender, and other criteria DCF deems relevant and appropriate.
- G. If services provided under a DCF contract are for mental health, behavioral health, or addictions services by a contractor with at least 10 regular full-time or regular part-time employees who principally work for the contractor to provide those services, then P.L. 2021, c.1 (N.J.S.A. 30:1-1.2b) requires the contractor to:
 - 1. submit no later than 90 days after the effective date of the contract an attestation: (a) signed by a labor organization, stating that it has entered into a labor harmony agreement with such labor organization; or (b) stating that its employees are not currently represented by a labor organization and that no labor organization has sought to represent its employees during the 90-day period following the initiation or renewal of the contract; or (c) signed by a labor organization, stating that it has entered into an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (N.J.S.A. 30:1-1.2c). The required attestation is submitted to ensure the uninterrupted delivery of services caused by labor-management disputes and is a condition of maintaining a DCF contract. The failure to submit it shall result in DCF's issuance of a financial recovery and a Corrective Action Plan (CAP). Should the contractor not adhere to the terms of the CAP, DCF shall cancel or not renew the contract upon obtaining a replacement contractor to assume the contract or otherwise provide the services. An extension of the 90-day deadline shall be warranted if a labor organization seeks to represent a contractor's employees after the contract is renewed or entered into, but within the 90-day period following the effective date of the contract. The Commissioner of DCF may review any interested person's report of a failure by the contractor to adhere to these requirements and upon finding that a covered contractor failed to adhere to the requirements shall take corrective action which may include a CAP, financial recovery, and cost recoupment, and

cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and

2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients until the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. The Commissioner of DCF shall take into account, prior to awarding or renewing any contract, any prior failures reported by any interested party to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered contractor's employees or service recipients and require at a minimum the submission of a CAP to contain, limit, or mitigate the spread of COVID-19 cases. Should the contractor fail to implement a plan or repeatedly fail to demonstrate good faith efforts to contain, limit, or mitigate the spread of COVID-19, the Commissioner shall act, including financial penalties or cancellation or non-renewal of the contract.

H. If a contract includes the allocation and expenditure of COVID-19 Recovery Funds, then it is covered by Executive Order No. 166 (EO166), which was signed by Governor Murphy on July 17, 2020. The Office of the State Comptroller ("OSC") is required to make all such contracts available to the public by posting them on the New Jersey transparency website developed by the Governor's Disaster Recovery Office (GDRO Transparency Website), and by subjecting them to possible review by an Integrity Monitor.

By my signature below, I hereby confirm I am authorized to sign this document on behalf of my organization. I have read, understand, and have the authority to ensure my organization will comply with the terms and conditions of providing services under my contracts with DCF as described in the text and referenced documents above. The terms set forth in this document govern all executed contracts with DCF and contracts to be entered into with DCF in the future.

Signature:  _____

Printed Name: Anthony DiFabio, Psy.D.

Title: President & CEO

Provider: Acenda, Inc.

Date:

2/20/2024



Attachment 1 STATE OF NEW JERSEY RIDER FOR PURCHASES FUNDED, IN WHOLE OR IN PART, BY FEDERAL FUNDS (REVISED 11/12/2020)

The provisions set forth in this Rider apply to all contracts funded, in whole or in part, by Federal funds as required by 2 CFR 200.317.

I. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.

Pursuant to 2 CFR 200.321, the State must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Accordingly, if subawards are to be made the Contractor shall:

- (1) Include qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and,
- (5) Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

II. DOMESTIC PREFERENCE FOR PROCUREMENTS

Pursuant to 2 CFR 200.322, where appropriate, the State has a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). If subawards are to be made the Contractor shall include a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). For purposes of this section:

- (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- (2) "Manufactured products" means items and construction materials composed in whole or in part of nonferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

III. PROCUREMENT OF RECOVERED MATERIALS

Where applicable, in the performance of contract, pursuant to 2 CFR 200.323, the contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$ 10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

To the extent that the scope of work or specifications in the contract requires the contractor to provide recovered materials the scope of work or specifications are modified to require that as follows.

- i. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
 1. Competitively within a timeframe providing for compliance with the contract performance schedule;
 2. Meeting contract performance requirements; or
 3. At a reasonable price.
- ii. Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- iii. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."

IV. EQUAL EMPLOYMENT OPPORTUNITY

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal

Employment Opportunity, Department of Labor." See 2 CFR Part 200, Appendix II, para. C. During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- (4) The contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States. The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for

securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

V. DAVIS-BACON ACT, 40 U.S.C. 3141-3148, AS AMENDED

When required by Federal program legislation, all prime construction contracts in excess of \$2,000 shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable. Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors are required to pay wages not less than once a week.

VI. COPELAND ANTI KICK-BACK ACT

Where applicable, the Contractor must comply with Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

- a. Contractor. The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into the OGS centralized contract.
- b. Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- c. Breach. A breach of the clauses above may be grounds for termination of the OGS centralized contract, and for debarment as a Contractor and subcontractor as provided in 29 C.F.R. § 5.12.

VII. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT, 40 U.S.C. 3701-3708

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

- (1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. The unauthorized user shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

VIII. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

IX. CLEAN AIR ACT, 42 U.S.C. 7401-7671Q, AND THE FEDERAL WATER POLLUTION CONTROL ACT, 33 U.S.C. 1251-1387, AS AMENDED

Where applicable, Contract and subgrants of amounts in excess of \$150,000, must comply with the following:

Clean Air Act

1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The contractor agrees to report each violation to the Division of Purchase and Property and understands and agrees that the Division of Purchase and Property will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

1. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The contractor agrees to report each violation to the Division of Purchase and Property and understands and agrees that the Division of Purchase and Property will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

X. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689)

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by the State or authorized user. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State or authorized user, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

XI. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. 1352

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

XII. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

- (a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
- (1) Procure or obtain;
 - (2) Extend or renew a contract to procure or obtain; or
 - (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in *Public Law 115–232*, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
 - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Notice of Executive Order 166 Requirement for Posting of Winning Proposal
and Contract Documents

Principal State departments, agencies and independent State authorities must include the following notice in any solicitation:

Pursuant to Executive Order No. 166, signed by Governor Murphy on July 17, 2020, the Office of the State Comptroller ("OSC") is required to make all approved State contracts for the allocation and expenditure of COVID-19 Recovery Funds available to the public by posting such contracts on an appropriate State website. Such contracts will be posted on the New Jersey transparency website developed by the Governor's Disaster Recovery Office (GDRO Transparency Website).

The contract, as modified, is subject to the requirements of Executive Order No. 166. Accordingly, the OSC will post a copy of the contract, as modified, and other related contract documents on the GDRO Transparency website.

In submitting its proposal, a bidder/proposer may designate specific information as not subject to disclosure. However, such bidder must have a good faith legal or factual basis to assert that such designated portions of its proposal: (i) are proprietary and confidential financial or commercial information or trade secrets; or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided. A Bidder's/Proposer's failure to designate such information as confidential in submitting a bid/proposal shall result in waiver of such claim.

The State reserves the right to make the determination regarding what is proprietary or confidential and will advise the winning bidder/proposer accordingly. The State will not honor any attempt by a winning bidder/proposer to designate its entire proposal as proprietary or confidential and will not honor a claim of copyright protection for an entire proposal. In the event of any challenge to the winning bidder's/proposer's assertion of confidentiality with which the State does not concur, the bidder /proposer shall be solely responsible for defending its designation.

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

**Annex A
PROGRAM DESCRIPTION
Section 2.2**

Program Name: HV, Nurse Family Partnership (NFP)

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 Nurse-Family Partnership (NFP) model is an evidenced-based home visitation program (EBHV) that provides in-home health and parenting education, and supportive services to at-risk low income, first-time pregnant women and their families. NFP identifies eligible families through a systematic screening and assessment process conducted during pregnancy. Families enrolled in the program are offered intensive, long-term home visitation services from pregnancy to age two. Services are strength-based and rely on parent/family input and active involvement. Participation in NFP is voluntary.

Specially trained nurse home visitors educate families on important issues that impact on the health and well-being of the mother/parents and infant. Nurse home visitors follow a standard set of written guidelines issued by the NFP National Service Office (NSO) for pregnancy, infancy and toddlerhood; and a core parenting curriculum, Partners in Parenting Education. Home visits help parents/families to develop protective factors in five domains (program content areas):

- My Health (Personal Health)—nutrition, exercise, tobacco/alcohol/other drug use, mental health.
- My Home (Environmental Health)—healthy and safe homes, work, schools and neighborhoods.
- My Life (Life Course Development)—childbirth planning, education and finding employment.
- My Child/Taking Care of My Child (Maternal/Parental Role)—promoting infant/toddler health, development and security.
- My Family & Friends (Family & Friends)—healthy supportive relationships to meet family/childcare needs.

In addition, home visitors work within all domains to link families with available health, social services, and other resources that will help to address family needs.

All DCF funded sites must adhere to the NFP model elements and program guidelines set forth by the NSO and operate under the terms of their contracts with NSO . The NFP Model Elements provide a framework for program development, implementation, and quality assurance; and are closely aligned with the *NJ Standards for Prevention*. The NFP model is strength-based and emphasizes the importance of focusing on the *Protective Factors* in its work with families. Program staffing, supervision and training must be in keeping with the NFP program standards as set forth in the contract between the implementing agency, DCF and the NSO.

2. Identify the target population served by this program/component (i.e. individuals who have been unemployed for the past 6-12 months).

NFP is available to families from pregnancy up to age two. Criteria for enrollment is limited to pregnant women in the first or second trimester of pregnancy (no later than 28 weeks gestation).

Potential clients are screened for a variety of risk factors, including but not limited to first-time live birth (includes women with a prior miscarriage or fetal death), teen pregnancy, low income, unstable housing, social isolation, depression, substance use, domestic violence and other indicators that place an infant/child at risk of abuse and neglect.

For MIECHV funded programs:

EBHV grantees must give priority in providing services to the following:

- Eligible families who reside in communities in need of such services, as identified in the statewide needs assessment required under subsection 511(b)(1)(A), taking into account the staffing, community resources, and other requirements to operate at least one approved model of home visiting and demonstrate improvements for eligible families;
- Low-income eligible families;
- Eligible families with pregnant women who have not attained age 21;
- Eligible families that have a history of child abuse or neglect or have had interactions with child welfare services;
- Eligible families that have a history of substance abuse or need substance abuse treatment;
- Eligible families that have users of tobacco products in the home;
- Eligible families that are or have children with low student achievement;
- Eligible families with children with developmental delays or disabilities; and
- Eligible families that include individuals who are serving or formerly served in the Armed Forces, including such families that have members of the Armed Forces who have had multiple deployments outside of the United States

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

EBHV programs are designed to promote the protective factors that support the health and well being of pregnant women, parents/families and their infants and young children. Nurse Home Visitors work closely with families to develop a trusting relationship with the goals of improving prenatal health, child health and development, and economic self-sufficiency. Nurse Home Visitors assess parent/family strengths and promote a better understanding of the essential role of the parent (mothers, fathers and other responsible caregivers) in providing a nurturing, healthy and safe environment for their children. A major focus of NFP is the prevention of child maltreatment. To this end, the program addresses key factors that are known (evidence-based) to contribute to child neglect and abuse--prenatal health, infant/child health, child growth and development, parenting skills/anticipatory guidance, parent-child bonding and interaction, early learning/school readiness, family/social support and adult relationships, education/employment, and linkages to needed treatment services, childcare and/or other community resources. Home visits are the key service delivery vehicle, and home visitors must adhere to the recommended schedule of visits to ensure that participating families benefit from the full impact of the program.

Data, Evaluation, and Reporting:

EBHV grantees must participate in the statewide evaluation and research study being conducted by Johns Hopkins University and any other approved research projects in response to funding requirements. EBHV grantees must inform their DCF/DFCP Administrator and/or DFCP HV Program Specialist of their participation in any additional research/evaluation studies.

NFP sites are required to record visit information and track specified data using the web-based NFP data collection and reporting system that has been designed to keep track of family characteristics, needs, services provided, and progress toward accomplishing national objectives. DCF funded NFP sites have access to various data summary reports from the NSO data system. DCF expects sites to use these reports to provide helpful feedback to staff, monitor performance and improve quality of services. To ensure accurate monthly, quarterly, and annual report data, EBHV sites must enter all documentation into the NSO data system by the 10th of the month for the previous month.

Data System:

DCF collaborates with the NJ Dept. of Health (DOH) and Family Health Initiatives (FHI) in regards to the Connecting NJ data system known as CNJ Link (formally PRA/SPECT). The CNJ Link data system is utilized by prenatal providers, Connecting NJ, EBHV grantees, and other core programs and partners. To ensure accurate monthly, quarterly, and annual report data, EBHV grantees must enter all documentation into the CNJ Link database by the 10th of the month for the previous month.

DCF has established a standard quarterly report that is inclusive of a set of performance indicators for all EBHV grantees supported by the department. These EBHV Objectives include three areas of focus--1) process, 2) impacts and 3) outcomes. Grantees are required to collect, review, and analyze program performance data and report to DCF on a quarterly basis.

Effective Date 7/1/23

EBHV Quarterly Progress Report:

All grantees are required to send quarterly report data to the designated DCF Contract Administrator and the FCP HV Program Specialist. The following is the program year for collecting the data required.

- July 1st to September 30th
- October 1st to December 31st
- January 1st to March 31st
- April 1st to June 30th

EBHV Quarterly Progress Reports are due no later than 15 days after the report end date and should accompany the agency's submission of its quarterly Report of Expenditures.

Continuous Quality Improvement (CQI):

CQI is an essential aspect of service delivery. Grantees must demonstrate progress in meeting established program targets, federal MIECHV Benchmark measures and outcomes, and that Continuous Quality Improvement (CQI) practices are utilized. The purpose of continuous quality improvement is to ensure that DCF funded grantees are effective in reaching and supporting families, and helping families to achieve these core program objectives. Through this process, grantees identify areas for performance improvement to reach optimal levels of program functioning. Refer to Section 2.2– subsection #8 for additional CQI requirements specific to the program model.

CQI is initiated throughout the program year and incorporates a systematic data collection and CQI approach that includes a data management component that supports regular data collection. The CQI process will include input/consultation from model developers, grantee agency, DCF staff, DCF Contract Administrator, and other stakeholders/local advisory boards (including parent representatives), as appropriate. A CQI approach can be utilized to address underperformance in the following areas:

- Target Process / Level of Service (LOS) Measures
- DCF EBHV Performance and Outcomes Measures

All grantees should strive to reach the above mentioned measures and benchmarks. As part of the CQI process, grantees respond to the underperformance as part of the EBHV Quarterly Progress Report. Underperformance in any area is reviewed and addressed. When underperformance occurs and is unable to be corrected, DCF initiates the development of a Pre-Corrective Action or Corrective Action Plan. During this time period, DFCP HV Program Specialists, model developers, and grantees identify improvement goals and strategies. Model developers provide intensive technical assistance and support activities to assist the grantee in achieving the identified goals. Pre-Corrective Action and Corrective Action Plans are shared with and/or developed in collaboration with the DCF Contract Administrator. If a program is placed on Corrective Action for underperformance, additional program data reports may be requested more frequently. Note: These targets continue to undergo review and analysis. DCF and/or federal funders may make revisions and further refinements to specific targets, or add additional indicators, after this analysis is complete. All grantees will be required to track data and submit through the EBHV Quarterly Progress Report.

4. Describe the method of service delivery (i.e. in the community, on site, etc.).

NFP services are provided to participating families primarily in the home setting. At times, visits may be conducted in an alternate mutually agreed upon setting, e.g. after school, work or community setting. Visits must be able to accommodate the participant's schedule and may be provided at alternate mutually agreed upon times, i.e. early morning, early evening or on a weekend day. While home visits should be offered in-person, grantees may use an integrated approach combining in-person and virtual services. Programs should follow National Service Office's guidelines for providing virtual and telehealth services.

Referrals and Linkages:

On an ongoing basis, the Nurse Home Visitor will assist participating families with referrals for health, social service, child care or other community supports as needed and mutually agreed upon. EBHV grantee staff are encouraged to link families with additional resources that provide services in the target community, including other DFCP programs (e.g., Family Success Centers, School-Linked Services, DV support, Strengthening Families childcare providers, CCYC, etc.), as appropriate. In addition, grantees shall routinely review and update existing entries in state, county and local resource networks and directories, e.g. DFCP's online directory or NJ's 2-1-1 Partnership Database, to ensure complete, accurate and up-to-date information for families and professionals trying to locate EBHV services.

Infant Formula Purchasing and Assistance Program: Non-MIECHV funded programs:

If the home visiting program is participating in the "Infant Formula Purchasing and Assistance Program", the home visiting program is required to follow the deliverables set forth in the "Infant Formula Purchasing and Assistance Program Deliverables" beginning on page 10 of this Annex A.

Local Community Advisory Board:

HV grantees shall establish and/or maintain alignment with the local County Council for Young Children (CCYC) to form an active advisory board.

The advisory board must be an organized active body, which meets at least quarterly to advise/govern the activities of planning, implementation, and assessment of program services. This includes but is not limited to a review of program practices, policies, quarterly/annual performance measures, Continuous Quality Improvement (CQI) efforts, providing input and timely recommendations with respect to program strengths, areas of growth, and improvement. HV grantees are encouraged to integrate and/or develop this advisory role within the broader perinatal and/or early childhood community.

The EBHV grantee Program Supervisor/Manager (or other program representative) and the advisory board must work as an effective team in the planning and developing of program policies and procedures.

EBHV grantees must also identify at least one parent/caregiver from each FTE home visitor to invite to the advisory board and collaborate with the CCYC lead agency and/or members to encourage and facilitate parent/caregiver participation.

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EBHV grantees must provide documentation of advisory board activities, have available meeting notes, and attendance records during site visits or as requested. HV grantees must also refer to the DCF Policy and Procedure: Advisory Boards

Program Compliance:

In an effort to provide effective oversight, optimize enrollment and retention of eligible families in target communities grantees are monitored and assessed by the DFCP HV Program Specialists on an on-going basis. EBHV grantees are expected to participate in the following:

- Evaluative site visits - site visits are conducted separately or in collaboration with the DCF Contract Administrator.
- Quarterly Supervisors' Meetings
- Mandatory model specific trainings and DCF sponsored trainings related to federal benchmarks
- Comply with national and state model specific policies and procedures
- Comply with Office of Early Childhood Services (OECS) policies and procedures, including those contained within New Jersey's OECS Home Visiting Initiative Monitoring and Quality Assurance Practice Summary Manual and revised versions thereafter.

All DCF-funded EBHV grantees must also comply with the following requirements:

- Be active partners with the local Connecting NJ (CNJ) and comply with the business agreements set forth, to ensure easy linkages for eligible pregnant women/parents and families.
- Complete the core training and adhere to the National Service Office policies and procedures.
- Maintain program staffing and supervision in accordance with NSO program standards.
- Agencies are permitted to use supplemental curricula. This EBHV grantee utilizes the following supplemental curricula.
 - Partners in Parenting Education (PIPE)
 - Dyadic Assessment of Natural Caregiving (DANCE)
 - NCAST Keys to Caregiving
- Adhere to the conceptual, practice, and administrative standards as set forth in the Standards for Prevention Programs: Building Success through Family Support developed by the New Jersey Task Force on Child Abuse and Neglect.
- Have knowledge of the Protective Factors Framework.

For MIECHV funded programs:

- Agencies must maintain records of employee time and effort, including:
 - Assurances that employees are tracking actual time spent on MIECHV rather than just reporting budgeted hours per day
 - Allocations of operationg and/or other costs for employees who are not funded 100% by MIECHV funds.
- Agencies may not use MIECHV funds to support direct medical, dental, mental health or legal services

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- Agencies must adhere to 2 CFR Part 200 and 45 CFR Part 75 et al. as applies due to their sub-recipient designation.
- Agencies must submit quarterly expenditure reports with MIECHV funding broken out by grant period.
- DCF posts the Federal Notices of Award (NOA) to its website to comply with DCF's obligation to notify subrecipients of grant requirements consistent with 45 CFR Part 75. Agencies should review their Schedule of Estimated Claims (SEC) for the MIECHV funded program for the Federal Award Period and CFDA Numbers to identify the applicable Notice of Award (NOA).
- If the MIECHV funded program is receiving MIECHV ARP funding, it must adhere to the criteria set forth on page 12 of this Annex A.

5. Detail how customers access services.

Generally, NFP services are provided in the participant's home. There are no physical limitations that preclude enrollment or participation.

Pregnant women and parents are screened by prenatal care providers, health care providers or other community agencies. HV sites are expected to be active partners with the local Connecting NJ (CNJ) and comply with the business agreements set forth, to ensure easy linkages for eligible pregnant women/parents and families. DFCP HV staff will help to facilitate these relationships with CNJ, as needed.

Once a family is referred to the program they receive an initial contact from the program within three working days and are scheduled for an initial home visit for a nursing assessment and eligible families are offered enrollment into the program.

Families that decline or are ineligible for services are provided with resource information about available/ suitable community services and supports, and are assisted with any essential referrals. Based upon local Business Agreements/Rules, programs should provide a status report and re-route these families back to Connecting NJ for links to alternate services, as appropriate.

Families that meet program eligibility and agree to participate in the program are enrolled and visits are conducted by the assigned nurse home visitor. Visit frequency is determined by the nurse based on the phase of care and the families' needs. Visit guidelines are as follows:

Prenatal - during 1st month of enrollment	Weekly (4 visits)
Prenatal - end of 1st month to delivery	Every other week (8-10 visits)
Infant - from birth to six weeks of age	Weekly (6 visits)
Infant-Toddler - age 8 weeks to 21 months	Every other week (40 visits)
Toddler - age 21 months to 24 months (age 2)	Monthly (3-4 visits)

Families that are enrolled but inactive, i.e. missed three or more consecutive scheduled visits or are lost-to-care, will continue to receive outreach for at least three months.

The nurse and the parent/family collaborate in goal planning (pregnancy, parenting, infant/child, family sustainability). Ongoing progress is documented and new goals are established over the course of home visits. The nurse will assist participating families with referrals for health, social service, child care or other community supports as

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needed and mutually agreed upon. The nurse will assist participating families with referrals for health, social services, child care or other community supports, as needed.

Staffing/Caseload Requirements:

- Each full-time 1.0 FTE nurse home visitor carries a caseload maximum of 25 families.
- The ratio of 1.0 FTE nurse supervisor to direct service staff should not exceed 1:8 FTE
- The ratio of 0.5 FTE nurse supervisor to direct service staff should not exceed 1:4 FTE.
- A ratio of .50 FTE administrative support staff for every 100 families.

Discharge Process:

Ideally a participant remains enrolled in NFP until the child has reached age two and the family has achieved specified health and well-being performance indicators. For a variety of reasons, families may withdraw from the program earlier. Sites are required to track length of participation, reasons for discharge and progress in reaching specified goals and objectives.

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.

EBHV grantees generally provide services in the homes of participating families. The catchment area for this site is Atlantic, Cape May, Cumberland, Gloucester and Salem counties. Public transportation such as NJ Transit provides services in the catchment areas. The Pureland East-West Community Shuttle services Gloucester county. Jitneys are also available in some parts of Atlantic and Cape May Counties. The neighborhoods in the catchment area vary from rural and urban/city like areas. Cape May is now a maternity desert. Some areas are in a food desert.
(Specify county and major at-risk municipalities for your agency)

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

Client and staff safety is an important concern in home visitation programs. All program staff are required to undergo background checks. Field staff carry cell phones and are instructed to remain in regular contact with the office during the course of the day.

In the event of any staff or client emergency, staff are instructed to immediately notify their supervisor. If a client is determined to have a medical emergency or be a danger to themselves or others, staff is to call 911 and refer the client to screening when necessary. In all cases, the supervisor is notified, and an incident report is completed outlining all steps taken to address and mitigate the emergency and ensure all relevant parties are notified.

(briefly summarize key safety policies for your agency)

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Emergency contacts for this agency are: [REDACTED], Senior Vice President of Prevention Youth and Education, [REDACTED] [REDACTED] Program Director, [REDACTED]
[REDACTED], Program Supervisor, [REDACTED]

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.

All NFP grantees must submit at least annually the following to their assigned DCF HV Program Specialist:

- Collaborative Success Plan
- Fidelity Report
- Network Partner Self-Assessment
- Program specific policies and procedures

Furthermore, DFCP/OECS requires the Quarterly Report/Year-End Report to be submitted 15 days after the end of the report period. The Quarterly Reports should include explanations why a program may not be reaching a particular objective and what is the plan to make improvements.

It is recognized by DCF that collection, analysis and reporting of data for these objectives is an ongoing process. As previously, adjustments to performance measures may still be needed and will include the federal MIECHV benchmarks. Adjustments will be made by DCF in consultation with NFP partners, as indicated.

MIECHV Funded Home Visitation Programs

1. In accordance with the American Rescue Plan Act of 2021, the funds are to be used to support MIECHV enrolled families and staff with:
 - a. **Hazard Pay or other staff costs** – offset the costs of technology needed for MIECHV staff to conduct virtual and in-person visit. If the agencies do not need technology, they can propose a one-time retention bonus to support the well-being of MIECHV staff for approval.
 - b. **Technology** – MIECHV funded providers can alleviate families’ accessibility concerns by using ARP awards to provide technology for virtual visits. Most allowable technology purchased with ARP funds will be subject to federal cost considerations for supplies, as outlined in [45 CFR §75.453](#). Providers must have a mechanism for tracking and documenting technology provided to enrolled families.
 - c. **Emergency Supplies** - use to support MIECHV enrolled families with emergency supplies and gas cards/transportation vouchers.
2. Agencies must submit with contract documents, a budget narrative for each category above and a distribution plan that includes policies that detail safeguards against abuse/misuse and assurance of equitable distribution.

Infant Formula Purchasing and Assistance Program Deliverables
Non-MIECHV Funded

Purpose

The New Jersey Department of Community Affairs, Division of Disaster Recovery and Mitigation and the Department of Children and Families entered into an agreement to implement the Infant Formula Program. This program is supported by the American Rescue Plan (ARP) Act- Coronavirus State Fiscal Recovery Fund.

The purpose of American Rescue Plan (ARP) Funds is to support families with the purchase of infant formula and/or help with expenses directly related to providing formula to an infant, such as: transportation, water, baby bottles, bottle nipples, and supplies to clean bottles and bottle nipples. Funds may also be used to support breastfeeding families for the purchase of baby bottles, breast-pumps, and other equipment related to the needs of breastfeeding families.

Evidence-Based Home Visitation Program will implement the above via gift card distribution to eligible families.

Fiscal Overview

- NJ ARP funding is one-time funding issued in State Fiscal Year 24 and must be distributed and expended by 6/30/2024.
- DCF anticipates releasing funding via two payments but may adjust the payment schedule/funding amount in response to programmatic need.
- The funding must be separately identified in its own column on the Annex B.
- This funding does not receive a COLA.
- Up to 10% of the award may be used for direct and/or indirect costs to administer the program, including but not limited to purchasing the gift cards, maintaining an inventory of purchased gift cards, tracking the distribution of gift cards and receipt of signed attestations. The remaining amount is allotted to the budget category Specific Assistance to Clients. *(See Section Gift Cards for additional information)*
- Providers will be required to return unexpended funds to DCF at the end of each funding period.
- The cash value of any unused gift cards that have not been distributed by the end of the funding period must be returned to DCF at the conclusion of the contract just as any other unspent funds would be. Therefore, providers should carefully consider the volume of gift cards they maintain in their inventory.
- Risk Assessment: DCF-FCP will undertake risk assessment of each provider. Providers shall cooperate with the process as needed.

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Eligibility

Families enrolled in the home visiting program with children aged 0-12 months are eligible to receive gift cards. This includes the target child(ren) and siblings of the target child(ren) so long as the siblings are aged 0-12 months.

Gift Cards

- Gift cards are to support families with the purchase of infant formula and/or help with expenses directly related to providing formula to an infant, such as: transportation, water, baby bottles, bottle nipples, and supplies to clean bottles and bottle nipples. Funds may also be used to support breastfeeding families for the purchase of baby bottles, breast-pumps, and other equipment related to the needs of breastfeeding families.
- Families will receive \$200 in gift cards per month per eligible child.
 - Providers may purchase a combination of gift card vendors and values to meet the \$200 allotment per month per eligible child. *For example, a \$100 Uber gift card can be provided to support the family with accessing the store and then a \$100 Shoprite gift card can be provided to support the family in purchasing the formula and expenses directly related to providing formula.*
 - Total monthly gift card values may not exceed or fall below the \$200 per month per eligible child allotment.
- Providers may purchase gift cards to stores such as Walmart, Target, Shoprite, and other stores that are accessible to the families and that offer the items needed to support families with providing formula to their infants and/or support with breastfeeding.
- Providers may purchase gift cards to transportation vendors such as Uber and Lyft to support the family in accessing the stores to purchase formula and expenses directly related to providing formula or to support breastfeeding.
- Providers may purchase gift cards to gas vendors such as Exxon, BP, Wawa, and other gas vendors that are accessible to families to support with transportation costs associated with purchasing formula or expenses directly related to providing formula or to support breastfeeding.
- Providers may purchase Visa gift cards to support the family with transportation costs and/or purchasing items online that assist the family in purchasing formula or expenses directly related to providing formula or to support breastfeeding.
 - Providers should be aware that Visa gift cards may be accompanied by an activation fee. This activation fee should be incorporated into the up to 10% portion of the award that may be allocated to administer the gift cards. Additionally, the activation fee should not be deducted from the eligible child's \$200 monthly allocation.
- Providers are encouraged to identify gift card vendors and issue values based upon each family's unique needs that will best support them with purchasing formula or breastfeeding supplies and accessing the stores that provide them.

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Required Documents and Procedures

- Families must sign the Gift Card Acknowledgment & Attestation Form
(Providers are required to utilize the State approved form available in English and Spanish)
 - Families must be advised that they may be required to submit receipts for the items or services purchased with the gift cards. This statement is also included within the aforementioned required Gift Card Acknowledgment & Attestation Form.
 - Providers must maintain a copy of the Gift Card Acknowledgment & Attestation Form for a period of 5 years from the time of the final contract payment. Providers will also submit copies of the form to DCF as outlined in the Reporting Requirements section.
- Prior to distribution of gift cards to eligible families, the provider must submit to the DCF Program Specialist for review and approval a NJ ARP Purchase and Distribution Plan. This plan must include the following:
 - Budget narrative that details the planned gift card expenditures including the range of gift card vendors and values.
 - Copies of all relevant internal policies regarding the purchase and distribution of gift cards as well as policies that detail the internal controls in place to prevent abuse/misuse and risk of theft.
- Within these policies providers must at minimum adhere to the following procedures and internal controls:
 - A gift card policy that includes step by step instructions on how the cards should be distributed to families.
 - There **should not** be one person handling the distribution and approval of the cards.
 - Gift cards are to be stored in a secured location such as a lock box or upon discretion in a safe. An employee should complete a request form for gift card approval.
 - Request form needs to include the following: Client name, Request: ARP Infant Formula Gift Card, and Dollar amount and the signature of the requesting employee. As well as the approval signature of the supervisor and/or the director. Once the form is completed and approved, it is given to the individual that handles the distribution of the gift cards.
 - Once the form is reviewed, the gift cards are taken out of the lock box/safe, the front and back of the gift cards are copied in case they are lost. Copies are to be attached to the approved request form.
 - The gift cards are given to the requesting employee along with an acknowledgement and attestation form that needs to be completed by the employee and then signed by the client as proof of receipt.
 - After the acknowledgement and attestation form is completed, it is returned to the appropriate individual that handles the gift card distribution.
 - A tracking form must be used with the number of cards on hand, what family the card was given to, the person that gave the card to the family, the amount of the card, and the date that the card was distributed.
 - The log and all documents should be kept together.
 - There should be an electronic and/or hard copy of all gift card approval forms and tracking logs for auditing purposes and as a best practice.
 - At the end of each month, the gift cards should be counted and verified with the general ledger in the accounting system.

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- Maintain electronic and/or hard copy of all gift card forms and tracking logs for auditing purposes for a period of 5 years.

Reporting Requirements

- Providers are required to submit a monthly family demographic and gift card distribution report to their DCF Program Specialist.
 - Reports are due by the 3rd day of the month for the previous month and must be completed on the State approved form.
- Providers must also submit scanned copies of the Gift Card Acknowledgment & Attestation Form to their DCF Program Specialist. Copies are due by the 3rd day of the month for the previous month.
- Providers are required to submit a monthly expenditure report to DCF-FCP.

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**STANDARD LANGUAGE DOCUMENT
FOR SOCIAL SERVICE AND TRAINING CONTRACTS**
(Revised September 13, 2022)

This CONTRACT is effective as of the date recorded on the signature page between the Department and the Provider identified on the signature page.

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 certain social service and training programs, including the program(s) covered by this Contract; and

WHEREAS the Department desires that the Provider provide services and the Provider has agreed to provide services in accordance with the terms and conditions contained in this Contract;

THEREFORE, the Department and the Provider agree as follows:

I. DEFINITIONS

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

Additional Named Insured means an endorsement to an insurance policy extending the coverage to the State of New Jersey against loss in accordance with the terms of the policy. Naming the State as an additional named insured permits the Department to pay the premium should the named insured fail to do so.

Contract means one of the Department's social service or training Contracts with a Provider. Terms and conditions of the Contract are included in the Standard Language Document, in DCF-SAGE, appendices, attachments and Contract Modifications (including any approved assignments and subcontracts) and supporting documents. The Contract constitutes the entire binding agreement between the Department and the Provider.

Days means calendar days.

DCF-SAGE means the contract management database containing programmatic and financial information included as terms and conditions of the Contract.

Department means the New Jersey Department of Children and Families. It means, where appropriate from the context, the Division, Commission, Bureau, Office, Unit or other designated component of the Department of Children and Families responsible for the administration of particular Contract programs.

Departmental Component means the Office of Contract Administration (OCA) as the unit within the Department responsible for the negotiation, administrative review, approval, and monitoring of certain social services and training Contracts or Agreements.

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

Notice means an official written communication between the Department and the Provider. All Notices shall be delivered in person or by certified mail, return receipt requested, and shall be directed to the persons and addresses specified for such purpose in DCF-SAGE or to such other persons 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 Department.

Provider means all for-profit and non-profit private and public entities that have either a Cost Reimbursement or fee for service Contract with the Department, regardless of whether the Department is the State Cognizant Department.

Termination means an official cessation of this Contract, prior to the expiration of its term that results from action taken by the Department or the Provider in accordance with provisions contained in this Contract.

II. BASIC OBLIGATIONS OF THE DEPARTMENT

Section 2.01 Payment. Payment for Contract services delivered shall be based on allowable expenditures or the specified rate per unit of service delivered. Such payment(s) shall be authorized by the Department in accordance with the time frames specified in DCF-SAGE and/or as otherwise specified by the Departmental Component. Total payments shall not exceed the maximum Contract amount. All payments authorized by the Department under this Contract shall be subject to revision on the basis of an audit or audits conducted under Section 3.13 Audit or on the basis of any Department monitoring or evaluation of the Contract.

Section 2.02 Referenced Materials. Upon written request of the Provider, the Department shall make available to the Provider copies of federal and State regulations and other material specifically referenced in this document.

III. BASIC OBLIGATIONS OF THE PROVIDER

Section 3.01 Contract Services. The Provider shall provide services to eligible persons in accordance with all specifications contained in this Contract.

Section 3.02 Reporting. The Provider shall submit to the Department programmatic and financial reports on forms provided by the Department and within the stated time parameters. The reporting frequency and due date(s) are specified and sample forms to be

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used are included in DCF-SAGE, and/or otherwise made available by the Departmental Component.

Section 3.03 Compliance with Laws. The Provider agrees in the performance of this Contract 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 of client information;
- b. The federal Civil Rights Act of 1964 (as amended);
- c. (N.J.S.A. 10:5-31 et seq. and associated executive orders pertaining to affirmative action and nondiscrimination in public contracts;
- d. The New Jersey Law Against Discrimination (LAD) (N.J.S.A. 10:5-1 et seq.)
- e. The federal Equal Employment Opportunity Act;
- f. Section 504 of the federal Rehabilitation Act of 1973 pertaining to non-discrimination on the basis of handicap, and regulations thereunder;
- g. The Americans With Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; and
- h. Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b)

Failure to comply with the laws, rules and regulations referenced above shall be grounds for termination of this Contract for cause.

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

Section 3.04 Business Associate Agreements and State Confidentiality Statutes. DCF is a covered entity pursuant to the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C.A. §1320d et seq. (HIPAA); 45 CFR Parts 160 and 164. Before a Provider obtains or is permitted to access, to create, maintain or store Protected Health Information (PHI) as part of its responsibility under this Contract, the Provider shall first execute a Department of Children and Families Business Associate Agreement (BAA). A Provider, whose work under this Contract does not involve PHI is not required to execute a BAA.

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DCF shall have the sole discretion to determine when a Provider's work will involve PHI. Protected Health Insurance shall have the same meaning as in 45 CFR 160.103.

Provider Agencies that enter any subcontract where the work for the subcontract involves an individual's PHI shall require its subcontractor to execute a BAA that meets all the requirements of HIPAA, including those in 45 CFR 164.504(e). A standard form of BAA is available for a Provider's use from the Department. If the BAA is breached by the Provider, or its subcontractor, the Provider shall notify the Department within 24 hours of the breach. The Department may, in its sole discretion and at any time, request a BAA compliance audit or investigation of the Provider or its subcontractor with which the Provider has entered into a BAA. The Provider shall cooperate with all Department requests for a BAA compliance audit and/or investigation and shall require that its subcontractor cooperate with all Departmental requests for BAA compliance audits and investigations.

In addition to the confidentiality requirements of HIPAA, if applicable, a Provider shall maintain the confidentiality of all certificates, applications, records, and reports ("Records") that directly or indirectly identify any individual and shall not disclose these Records except where disclosure is consistent with applicable Department statute and regulations and the BAA, if any.

Section 3.05 Business Registration.

NOTE: This section does not apply to governmental agencies or non-profit organizations.

The Provider must have a valid Business Registration Certificate (BRC) issued by the Department of Treasury, Division of Revenue prior to the award of a contract in accordance with N.J.S.A. 52:32-44(b). No State Agency may contract with a Provider if the Provider has not filed its annual business registration. Furthermore, no Provider that contracts with the Department shall enter into any subcontract unless the subcontractor can demonstrate that it is incorporated and its annual business registration is current, and follows the provisions prescribed in this Standard Language Document. Failure to comply with this paragraph or the above-referenced citation will result in cause for the Department to terminate this Contract.

Section 3.06 Set-Off for State Tax and Child Support. Pursuant to N.J.S.A. 54:49-19, if the Provider is entitled to payment under the Contract at the same time as it is indebted for any State tax (or is otherwise indebted to the State) or child support, the State Treasurer may set off that payment by the amount of the indebtedness.

Section 3.07 Source Disclosure. N.J.S.A. 52:34-13.2, that codified Public Law 2005, c.92 and Executive Order 129, requires when submitting a Request for Proposals and/or

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Contract, the Provider shall submit as part of their proposal and/or Contract Certification listing where their contracted services will be performed and if the contracted services, or any portion thereof, will be subcontracted and where any subcontracted services will be performed.

Any changes to the information submitted in the Source Disclosure Certification during the term of the Contract must be immediately reported to the Director of the Division of Purchase and Property and to the Departmental Component within the Department for whom the contracted services are being performed. A Provider that shifts its activities outside the United States and its constituent Commonwealths and territories without prior written affirmation by the Director attesting to the fact that extraordinary circumstances required the shift or that the failure to shift the services would result in the infliction of economic hardships to the State of New Jersey, shall be deemed to be in breach of Contract which would be subject to Termination by the Department.

Section 3.08 Provider Certification and Disclosure of Political Contributions.

NOTE: Non-profit organizations are exempted from the requirements of Section 3.08.

N.J.S.A. 19:44A-20.13 to 19:44A-20.25, that codified Public Law 2005, Chapter 51 and Executive Order 134, and Executive Order 117, requires that any for-profit agency that seeks or contracts to provide services in the amount of \$17,500 or more must submit to the Department the Certification and Disclosure of Political Contribution forms. This form includes a certification that the business entity has not, during certain specified time frames, solicited or made any contribution of money, pledge of reportable contributions, including in-kind contributions, to any candidate committee and/or election fund of the Governor or Lieutenant Governor, any legislative leadership committee or any State, county, or municipal political party committee. The form also requires disclosure of any of the above-referenced reportable contributions made by the business entity, its principals, officers, partners, directors, spouses, civil union partners and resident children.

If awarded a Contract, the Provider will, on a continuing basis, continue to report any Contribution it makes during the term of the Contract, and any extension(s) thereof. Failure to do so will result in Termination of the Contract and could result in the debarment from public contracting of the Provider for a period of up to five years.

Section 3.09 Contract Certification and Political Contribution Disclosure Form. The Provider is advised of its responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c.271, section 3 if the Provider receives Contracts in excess of \$50,000 from a public entity in a calendar year. It is the Provider's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial

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penalties by ELEC. Additional information about this requirement is available from ELEC at (888) 313-3532 or at www.elec.state.nj.us/

Section 3.10 Equal Employment Opportunity. Pursuant to N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, during the performance of this Contract, the Provider agrees as follows:

- a. The Provider and any subcontractor(s) will not discriminate against any client, employee, or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex.
- b. Except with respect to affectional or sexual orientation and gender identity or expression, the Provider will take affirmative action to ensure that such applicants are recruited and employed by DCF contracted agencies.
- c. The Provider will ensure that equal opportunity is afforded to all employees in recruitment and employment, and that all employees are treated equally during employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity, disability, nationality, or sex. Such action shall include, but not be limited to the following:
 - Employment;
 - Upgrading;
 - Demotion, or transfer;
 - Recruitment or recruitment advertising;
 - Layoff or termination;
 - Rates of pay or other forms of compensation; and
 - Selection for training, including apprenticeship.
- d. The Provider agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- e. The Provider and subcontractor(s), in all solicitations or advertisements for employees placed by or on behalf of the Provider shall state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- f. The Provider and subcontractor(s) will send a notice to each labor union or representative with which it has a collective bargaining agreement, other contract, or understanding, a notice, to be provided by the agency contracting officer

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advising the labor union or workers' representative of the Provider's commitments under this act and shall post copies of the notices in conspicuous places available to employees and applicants for employment.

- g. The Provider and subcontractor(s) agree to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A.10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.
- h. The Provider or subcontractor agrees to make a good faith attempt to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Division of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.
- i. The Provider or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- j. The Provider or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey, and as established by applicable State and federal law and applicable State and federal court decisions.
- k. The Provider and subcontractor agree to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.
- l. The Provider and its subcontractors shall furnish such reports or other documents to the Department from time to time in order to carry out the purposes of these regulations, and the Department shall furnish such information to the Department of Treasury, Division of Contract Compliance and EEO, as may be requested by the

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DCF for conducting a compliance investigation pursuant to Subchapter 10 of N.J.A.C.17:27.

Section 3.10.1 Anti-Discrimination Provisions. Pursuant to N.J.S.A. 10:2-1, during the performance of this Contract, the Provider agrees as follows:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Section 3.11 Department Policies and Procedures. In the administration of this Contract, the Provider shall comply with all applicable policies and procedures issued by the Department 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 Contract.

Section 3.12 Financial Management System. The Provider's financial management system shall provide for the following:

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- a. Accurate, current, and complete disclosure of the financial results of this Contract and any other contract, grant, program, or other activity administered by the Provider;
- b. Records adequately identifying the source and application of all Provider funds and all funds administered by the Provider. These records shall contain information pertaining to all contract and grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays and income;
- c. Effective internal control structure over all funds, property, and other assets. The Provider shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes;
- d. Comparison of actual outlays with budgeted amounts for this Contract and for any other contract, grant, program, or other activity administered by the Provider;
- e. Accounting records supported by source documentation;
- f. Procedures to minimize elapsed time between any advance payment issued and the disbursement of such advance funds by the Provider; and
- g. Procedures consistent with the provisions of any applicable Departmental policies and procedures for determining the reasonableness, allowability, and allocability of costs under this Contract.

Section 3.13 Audit. The Department requires a Provider that expends within their fiscal year aggregated Federal or State financial assistance from cost reimbursement contracts of \$100,000 or greater, to submit an annual organization-wide audit.

Audits shall be conducted in accordance with the Federal Single Audit Act of 1984, generally accepted auditing standards as specified in the Statements on Auditing Standards issued by the American Institute of Certified Public Accountants and Government Auditing Standards issued by the Comptroller General of the United States.

The Department may require, in its sole discretion, a Provider that expends within their fiscal year aggregated Federal or State financial assistance from cost reimbursement contracts of less than \$100,000, or that expends within their fiscal year any amount of Federal or State financial assistance or Medicaid payments for providing services to Medicaid eligible individuals from fee for service contracts, to submit one of the following:

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- a. An annual program specific audit performed in accordance with the Uniform Guidance Subpart F for each program providing services under a New Jersey contract; or
- b. A copy of an already prepared annual financial statement audit of the organization performed in accordance with Government Auditing Standards (Yellow Book); or
- c. A compilation of certified financial statements that includes an income statement, cash flow statement or balance sheet, prepared in accordance with generally accepted accounting principles and reviewed by a public accountant attesting to their accuracy.

At any time during the Contract term, the Provider's overall operations, its compliance with specific Contract provisions, and the operations of any assignees or subcontractors engaged by the Provider under Section 5.02 Assignment and Subcontracts may be subject to audit or review by the Department, by any other appropriate unit or agency of State or Federal government, and/or by a private firm or firms retained or approved by the Department for such purpose.

Whether or not such audits are conducted during the Contract term, a final financial and compliance audit of Contract operations, including the relevant operations of any assignees or subcontractors, may be conducted after Contract Termination or Expiration. The Provider is subject to audit up to four years after Termination or Expiration of the Contract. If any audit has been started but not completed or resolved before the end of the four-year period, the Provider continues to be subject to such audit until it is completed and resolved.

The Provider shall maintain all documentation related to products, transactions, or services under this Contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Section 3.14 Federal Davis-Bacon Act and New Jersey Prevailing Wage Act. Any Department Contract containing federal funds in excess of \$2,000 utilized for the construction, alteration, renovation, repair, or modification of public works or public buildings to which the federal government is a party or any Contract for similar work on public works financed with federal funds must comply with the federal Davis-Bacon Act, 40 U.S.C. section 276a et seq. The Davis-Bacon Act requires that the Provider must pay the prevailing wages to each designated worker class engaged under the Contract at wage rates determined by the U.S. Secretary of Labor.

Any subsequent Provider, Contract, or subcontract for any public work in excess of \$2,000 State funds of which the Department is a party shall comply with the N.J. Prevailing Wage Act, N.J.S.A. 34:11-56.27. Such Contracts or subcontracts shall contain a provision stating that the prevailing wage rate, as designated by the New Jersey Commissioner of Labor,

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must be paid to all designated classes of workers employed through said Contracts or subcontracts. The Provider must determine if the New Jersey Prevailing Wage Act applies and follow all directives per N.J.S.A. 34:11-56 et seq.

Section 3.15 Contract Closeout. The Provider shall comply with all requirements of Department Policy: DCF.P7.01 Contract Closeout. This includes the prompt submittal of the final Report of Expenditures and any other financial or programmatic reports required by the Department. All required documentation is due within 120 days of Contract Expiration or Termination.

IV. TERMINATION

The Department may Terminate or suspend this Contract in accordance with the sections listed below.

Section 4.01 Termination for Convenience by the Department or Provider. The Department or Provider may Terminate this Contract upon 60 Days written advance Notice to the other party for any reason whatsoever.

The parties expressly recognize and agree that the Department's ability to honor the terms and conditions of this Contract is contingent upon receipt of federal funds and/or appropriations of the State legislature. If during the term of this Contract, therefore, the federal and/or the State government reduces its allocation to the Department, the Department reserves the right, upon Notice to the Provider, to reduce or Terminate the Contract.

Section 4.02 Default and Termination for Cause. If the Provider fails to fulfill or comply with any of the terms or conditions of the Contract, in whole or in part, the Department may by Notice place the Provider in default status and take any action(s) listed in accordance with Department Policy DCF.P9.05, Contract Default. Notice shall follow the procedures established in the policy.

The above notwithstanding, the Department may immediately upon Notice Terminate the Contract prior to its expiration, in whole or in part, whenever it is determined that the Provider has jeopardized the safety and welfare of the Department's clients, materially failed to comply with the terms and conditions of the Contract, or whenever the fiscal or programmatic integrity of the Contract has been compromised. The Notice of Termination shall state the reason for the action(s); the Provider's informal review options, time frames, and procedures; the effective date of the Termination; and the fact that a request for a review of the decision for action(s) does not preclude the determined action(s) from being implemented.

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Section 4.03 Termination Settlement. When a Contract is terminated under any section of Section IV or policy DCF.P9.05, Contract Default, the Provider shall be prohibited from incurring additional obligations of Contract funds. The Department may allow costs which the Provider could not reasonably avoid during the Termination process to the extent that said costs are determined to be necessary and reasonable.

The Provider and Department shall settle or adjust all accounts in a manner specified by the Department and shall be subject to a final audit under Section 3.13 Audit.

V. ADDITIONAL PROVISIONS

Section 5.01 Application of New Jersey Law. This Contract 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.) and the Law Against Discrimination (LAD) (N.J.S.A. 10:5-1 et seq.).

Section 5.02 Assignment and Subcontracts. This Contract, in whole or in part, may not be assigned by the Provider or assumed by another entity for any reason including but not limited to changes in the corporate status of the Provider, without the prior written consent of the Department. Upon prior written notice of a proposed assignment, the Department may:

- a. Approve the assignment and continue the Contract to term;
- b. Approve the assignment conditioned upon the willingness of the assignee to accept all contractual modifications deemed necessary by the Department; or
- c. Disapprove the assignment and either terminate the Contract or continue the Contract with the original Provider.

The Provider may not subcontract any of the services that it has committed to perform or provide pursuant to this Contract without the prior written approval of the Department. Such consent to subcontract shall not relieve the Provider of its full responsibilities under this Contract. Consent to the subcontracting of any part of the services shall not be construed to be an approval of said subcontract or of any of its terms but shall operate only as an approval of the Provider's request for the making of a subcontract between the Provider and its chosen subcontractor. The Provider shall be responsible for all services performed by the subcontractor and all such services shall conform to the provisions of this Contract.

Section 5.03 Client Fees. Other than as provided for in DCF-SAGE and/or Departmental Component specific policies, the Provider shall impose no fees or any other types of charges of any kind upon recipients of Contract services.

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Section 5.04 Indemnification. The Provider shall assume all risk of and responsibility for, and agrees to indemnify, defend and hold harmless the State of New Jersey and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs, and expenses in connection therewith on account of the loss of life, property or injury or damages to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from (1) the work, service or materials provided under this Contract; or (2) any failure to perform the Provider's obligations under this Contract or any improper or deficient performance of the Provider's obligations under this Contract. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this Contract.

Furthermore, the provisions of this indemnification clause shall in no way limit the obligations assumed by the Provider under this Contract, nor shall they be construed to relieve the Provider from any liability nor preclude the State of New Jersey, its Agencies, and/or the Department of Children and Families from taking any other actions available to them under any other provisions of this Contract or otherwise in law.

Section 5.05 Insurance. The Provider shall maintain adequate insurance coverage. The State shall be included as an Additional Named Insured on any insurance policy applicable to this Contract. Should the Provider fail to pay any premium on any insurance policy when due, the Department may Terminate the Contract for Cause.

Section 5.06 Modifications and Amendments. If both parties to this Contract agree to amend or supplement this Contract, any and all such amendments or supplements shall be in writing and signed by both parties. The amendment or supplement shall incorporate the entire Contract by reference and will not serve to contradict, amend, or supplement the Contract except as specifically expressed in the amendment or supplement.

Section 5.07 Statement of Non-Influence. No person employed by the State of New Jersey has been or will be paid any fee, commission, or compensation of any kind or granted any gratuity by the Provider or any representative thereof in order to influence the awarding or administration of this Contract.

Section 5.08 Exercise of Rights. A failure or a delay on the part of the Department or the Provider in exercising any right, power, or privilege under this Contract 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 5.09 Recognition of Cultural Sensitivity. The Provider agrees in the performance of this Contract to be sensitive to the needs of the minority populations (as described in section 3.10a of this policy) of the State of New Jersey. This sensitivity includes the

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employment, if possible, of a culturally diverse staff that can communicate with, and be representative of the entire community it serves.

The Provider shall make programs linguistically appropriate and culturally relevant to underserved minority groups within the community. Appropriate accommodations for services shall be developed and maintained for those minority individuals who are deprived of reasonable access to those services due to language barriers or ethnic, affectional, and cultural differences. In addition, Provider Agencies shall make certain that all programs and services are reflective of the demographic needs of the community, while providing all minorities (as described in section 3.10a of this policy) the opportunity to experience any and all available social services irrespective of their ethnic, affectional, or cultural heritage.

Section 5.10 Copyrights. The Department of Children and Families 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 sole right to authorize others to reproduce, publish, or otherwise use any work or materials developed under said Contract or subcontract.

Section 5.11 Successor Contracts. If an audit or Contract closeout reveals that the Provider has failed to comply with the terms and/or conditions of this Contract, the Department reserves the right to make all financial and/or programmatic adjustments it deems appropriate to any other Contract entered into between the Department and the Provider.

Section 5.12 Sufficiency of Funds. The Provider recognizes and agrees that both the initial provision of funding and the continuation of such funding under the Contract is expressly dependent upon the availability to the Department of funds appropriated by the State Legislature from State and/or Federal revenue or such other funding sources as may be applicable. A failure of the Department to make any payment under its Contract with the Provider or to observe and adhere to its performance obligation under the Contract as a result of the failure of the Legislature to appropriate the funds necessary to do so shall not constitute a breach of the Contract by the Department or default thereunder and the Department shall not be held financially liable, therefore. In addition, future funding shall not be anticipated from the Department beyond the duration of the Contract with the Provider and in no event shall the Contract be construed as a commitment by the Department to expend funds beyond the Termination date set therein.

Section 5.13 Collective Bargaining. State and federal law allows employees to organize themselves into a collective bargaining unit.

Funds provided under this Contract shall not be utilized to abridge the rights of employees to organize themselves into a collective bargaining organization or preclude them from negotiating with Provider management. Funds may be utilized for legitimate and

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reasonable management purposes at the direction of the Provider during the process of collective bargaining organization.

Section 5.14 Independent Employer Status. Employees of Provider Agencies that Contract with the Department of Children and Families are employees of the Provider, not the State.

In accordance with the National Labor Relations Act, 29 U.S.C.A. 152(2) and State law, N.J.S.A. 34:13A-1 et seq., Provider Agencies are independent, private employers with all the rights and obligations of such and are not political subdivisions of the Department of Children and Families. As such, the Provider acknowledges that it is an independent Provider, providing services to the Department of Children and Families, typically through a contract-for-services agreement. As independent contractors, Provider Agencies are responsible for the organization's overall functions that include the overseeing and monitoring of its operations, establishing the salary and benefit levels of its employees, and handling all personnel matters as the employer of its workers. This is also inclusive of any travel allocations the Provider Employee pays to its employees.

The Provider acknowledges its relationship with its employees as that of employer. While the Department has an adjunct role with Provider Agencies through regulatory oversight and ensuring contractual performance, the Provider understands that the Department is not the employer of a Provider's employees.

The Provider further acknowledges that while the Department reimburses Provider Agencies for all allowable costs under the Contract, this funding mechanism does not translate into the Department being responsible for any of the elements of any collective bargaining agreements into which Provider Agencies may enter. Moreover, each Provider understands that it is responsible for funding its own programs and is not limited to the amount of funding provided by the Department, and, in fact, is encouraged to solicit non-State sources of funding, whenever possible.

Section 5.15 Executive Order No. 189. Executive Order No. 189 establishes the expected standard of responsibility for all parties that enter into a Contract with the State of New Jersey. All such parties must meet a standard of responsibility that assures the State and its citizens that such parties will compete and perform honestly in their dealings with the State and avoid conflicts of interest.

In compliance with Paragraph 3 of Executive Order No. 189, no Provider shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b and e, in the Department of the Treasury or any other agency with which such Provider transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i, of any such officer or employee, or any partnership, firm, or corporation with

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which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity, or other thing of value by any State officer or employee or special State officer or employee from any Provider shall be reported in writing forthwith by the Provider to the Attorney General and the Executive Commission on Ethical Standards.

No Provider may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such Provider to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actual, or appearance of a conflict of interest.

No Provider shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

No Provider shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the Provider or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with Provider Agencies under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.


AGREEMENT SIGNATURES AND DATES

The terms set forth in this Standard Language Document (SLD) supersede any prior SLDs. This SLD governs all executed contracts; and contracts to be entered into by my Organization and DCF on or after the SLD's effective date, which is the below date of the provider organization's signature. DCF determines the effective date of any contract governed by this document, which is the date compensable services may begin. Oral evidence tending to contradict, amend or

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supplement the SLD is inadmissible. The SLD has been read and understood by the persons whose signatures appear below and the parties agree to comply with the SLD's terms and conditions.

BY:



(Type)

TITLE:



(Type)

DEPARTMENTAL
COMPONENT:

DCF

DATE:

11/01/2023

BY:



(Signature)

Anthony DiFabio, Psy.D.

(Type)

TITLE:

President & CEO

(Type)

PROVIDER:

Acenda, Inc.

DATE:

10/9/2023