

STATE OF NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES
P1.10 CONTRACT MODIFICATION FORM

Provider Agency Name: **Center for Hope and Safety** Modification # 1 Fiscal-Year End: **2023**

Contract Term: **7/1/2022 to 6/30/2023**

Contract # **23ADBW** Cognizant Contract: Yes ☒ No ☐

Division(s) affected by the Modification **DOW**

Date of most recently approved Contract Modification: Requested effective date for this Contract Modification: Check applicable area(s) for modification:

- 1) ☒ Change to the Reimbursable Ceiling: from \$ **405,654.00** to \$ **653,571.00**
- 2) ☐ Increase in Total Cost: from _____ to _____
- 3) ☐ Change in the Contract term: currently from ____ / ____ / ____ to ____ / ____ / ____ to the revised term ____ / ____ / ____
- 4) ☐ Change exceeding the Flexible Limits.
- 5) ☐ Transfer of budgeted cost across DCF Contracts or Clusters. (check this)
- 6) ☐ Transfer of federal and/or other revenue across DCF Contracts or Clusters.
- 7) ☐ Change to the method of allocating G&A, the indirect cost rate and/or its application.
- 8) ☐ Addition or deletion of an entire Budget category (A through M individually).
- 9) ☐ Addition of Line Items within Budget Category (B) Consultants and Professional Fees.
- 10) ☐ Equipment not in approved budget above \$5,000 per item.
- 11) ☐ Change in payment methodology.
- 12) ☐ Change in the payment rate(s)
- 13) ☐ Change in target population
- 14) ☐ Change in contracted performance standards
- 15) ☐ Change in contracted level of service
- 16) ☐ Change in contracted staff/client ratios.
- 17) ☐ Change of Subcontractors providing direct services or change to subcontracted direct services.

MOD 1 - Component name has been changed to Res, Shelter, Domestic Violence Direct Service. One-time VOCA funds in the amount of \$22,917.00 APU: 1630-014 added to component. Funds must be expended by 8/31/22. (FA# 23-06 dated 8/31/2022). The mod also adds one-time FVPSA ARP funds in the amount of \$225,000. Funds are to be expended by 9/30/2025. (APU: 1630-101 & CFDA: 93.671 / FA# 23-20 dated 8/31/2022).

This contract modification includes the allocation and expenditure of COVID-19 Recovery Funds, and it is covered by Executive Order No. 166 ("EO 166"), 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). EO 166 also applies to the previously executed Standard Language Document For Social Service and Training Contract and other contract documents from which this contract modification originated.

Attachments included with this Modification:

- Notice of Executive Order 166
- Schedule of Estimated Claims (SEC)" for Modification
- Annex B for Modification
- September 2022 Notice of Standard Contract Requirements
- Annex A - Application

This form, its attachments and/or revised section(s) of the programmatic Annex A and/or the revised itemized Annex B Budget, constitute this entire Contract Modification. The persons whose signatures appear below agree to this Contract Modification.

BY: _____

(Type name)

BY: _____

(Signature)

Title: Executive Director

Provider
Agency: Center for Hope and Safety

Date: 12/14/2022

Title: Acting Business Manager

Departmental
Component: DCF

Date: 12/23/2022

DATE EFFECTIVE:
(To be completed by the Department)



Schedule of Estimated Claims

Third Party Contract Summary Report - Page 1 of 2

Provider Center for Hope and Safety, Inc.
Division DOW
Contract 23ADBW
Dates 7/1/2022 to 6/30/2023

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 1
☐ Provisional
☐ Fixed Rate

Account and CFDA Information	Amt
1630-014 DOMESTIC -ST AID GRTS	\$428,571.00
1630-101 FVPSA ARP DV (93.671)	\$225,000.00
Grand Total	\$653,571.00

Authorized Provider Signature

Date

12/14/2022

DCF Contract Supervisor Signature

Date

12/23/2022

Schedule of Estimated Claims

Third Party Contract Summary Report - Page 2 of 2

Provider Center for Hope and Safety, Inc.

Division DOW

Contract 23ADBW

Dates 7/1/2022 to 6/30/2023

Original Contract Ceiling
\$405,654.00

Contract Modifications
Mod 1 \$247,917.00
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
\$247,917.00

Total Contract Ceiling
\$653,571.00

Total Match Amount
\$0.00

Amended Contract Ceiling *
\$653,571.00

Payments by Month *
2022 July \$45,261.00
2022 August \$45,262.00
2022 September \$33,803.00
2022 October \$258,803.00
2022 November \$33,803.00
2022 December \$33,803.00
2023 January \$33,803.00
2023 February \$33,803.00
2023 March \$33,803.00
2023 April \$33,803.00
2023 May \$33,803.00
2023 June \$33,821.00
Grand Total \$653,571.00

Payments by State Fiscal Year *
2023 1630-014 \$428,571.00
2023 1630-101 \$225,000.00
Grand Total \$653,571.00

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



Component
1
Schedule of Estimated Claims
Third Party Contracts

SEC - ver 08/23/22

Provider Name Center for Hope and Safety, Inc.

Component Name Res, Shelter, Domestic Violence Direct Services

Contract Administrator

Division DOW

Contract No 23ADBW

Contract Start 7/1/2022

Contract End

6/30/2023

Type of Funding	1-Time Funding			
	1630-014 DOMESTIC -ST AID GRTS			
	Month	YY	Amount	
	July	22	\$4,836.00	
Enter Mod #	August	22	\$4,836.00	
1 thru 10 above.	September	22	\$4,836.00	
If new or renewal leave blank	October	22	\$4,836.00	
	November	22	\$4,836.00	
	December	22	\$4,836.00	
	January	23	\$4,836.00	
	February	23	\$4,836.00	
Match Required?	March	23	\$4,836.00	
No	April	23	\$4,836.00	
	May	23	\$4,836.00	
	June	23	\$4,840.00	
0.0%	Total		\$58,036.00	

Type of Funding	Annualized			
	1630-014 DOMESTIC -ST AID GRTS			
	Month	YY	Amount	
	July	22	\$14,099.00	
Enter Mod #	August	22	\$14,099.00	
1 thru 10 above.	September	22	\$14,099.00	
If new or renewal leave blank	October	22	\$14,099.00	
	November	22	\$14,099.00	
	December	22	\$14,099.00	
	January	23	\$14,099.00	
	February	23	\$14,099.00	
Match Required?	March	23	\$14,099.00	
No	April	23	\$14,099.00	
	May	23	\$14,099.00	
	June	23	\$14,106.00	
0.0%	Total		\$169,195.00	

Type of Funding	Annualized			
	1630-014 DOMESTIC -ST AID GRTS			
	Month	YY	Amount	
	July	22	\$14,868.00	
Enter Mod #	August	22	\$14,868.00	
1 thru 10 above.	September	22	\$14,868.00	
If new or renewal leave blank	October	22	\$14,868.00	
	November	22	\$14,868.00	
	December	22	\$14,868.00	
	January	23	\$14,868.00	
	February	23	\$14,868.00	
Match Required?	March	23	\$14,868.00	
No	April	23	\$14,868.00	
	May	23	\$14,868.00	
	June	23	\$14,875.00	
0.0%	Total		\$178,423.00	

Type of Funding	1-Time Funding			
	1630-014 DOMESTIC -ST AID GRTS			
	Month	YY	Amount	
	July	22	\$11,458.00	
Enter Mod #	August	22	\$11,459.00	
1 thru 10 above.	September	22		
If new or renewal leave blank	October	22		
	November	22		
	December	22		
	January	23		
	February	23		
Match Required?	March	23		
No	April	23		
	May	23		
	June	23		
0.0%	Total		\$22,917.00	

Type of Funding	1-Time Funding			
	1630-101 FVPSA ARP DV (93.671)			
	Month	YY	Amount	
	July	22		
Enter Mod #	August	22		
1 thru 10 above.	September	22		
If new or renewal leave blank	October	22	\$225,000.00	
	November	22		
	December	22		
	January	23		
	February	23		
Match Required?	March	23		
No	April	23		
	May	23		
	June	23		
0.0%	Total		\$225,000.00	

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	\$405,654.00
Modifications to Component Ceiling	\$247,917.00
Total Component Ceiling	\$653,571.00
Mod 1	\$247,917.00
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

NOTES:

PREVIOUS CONTRACT 22ADBW

CA changed to 2/28/2022

Per OCA (in preparation of SAGE) all DOW contracts convert to single component contracts effective 7/1/2022. Component 1 retained the original contract number.

MOD 1 - Component name has been changed to Res, Shelter, Domestic Violence Direct Service. One-time VOCA funds in the amount of \$22,917.00 APU: 1630-014 added to component. Funds must be expended by 8/31/22. (FA# 23-06 dated 8/31/2022). The mod also adds one-time FVPSA ARP funds in the amount of \$225,000. Funds are to be expended by 9/30/2025. (APU: 1630-101 & CFDA: 93.671 / FA# 23-20 dated 8/31/2022).

DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT INFORMATION FORM
PAGE 1 OF 31

Agency: Center for Hope and Safety
Address: [REDACTED]
Phone: [REDACTED]
Chief Executive Officer: [REDACTED]
Prepared By: [REDACTED]

Agency Federal ID: [REDACTED]
 Charities Registration #: [REDACTED]
☒ Non-Profit Agency ☐ For-Profit Agency ☐ Public Agency
 Agency Fiscal Year End: 30-Jun
 Schedules Completed: 1 2 3 4 5 6
☐ Cash Basis ☒ Accrual Basis
 Budget Period: July 1 2022 - June 30 2023

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 #
DCF/DOW	23ADBW	#2 Res. Shelter, Domestic, Violence Direct	\$ 405,654	DV Core/Shelter	CR	Installment	[REDACTED]	Executive Director [REDACTED]
DCF/DOW	23OQBW	#3 DV Core	\$ 79,304	DV Core/Shelter	CR	Installment	[REDACTED]	Executive Director [REDACTED]
DCF/DOW	23ONBW	#4 DV Liaisons	\$ 168,000	DV Core/Shelter	CR	Installment	[REDACTED]	Executive Director [REDACTED]
DCF/DOW	23OPBW	#5 PALS	\$ 475,156	Children Services	CR	Installment	[REDACTED]	Executive Director [REDACTED]
DCF/DOW	23OQBW	#6 Family Violence Prevention Svcs Act	\$ 22,727	FVPSA	CR	Installment	[REDACTED]	Executive Director [REDACTED]
DCF/DOW	23ADBW	#7 Family Violence Prevention Svcs Act ARP DV - Round 2	\$ 226,000	FVPSA ARP DV - Round 2	CR	Installment	[REDACTED]	Executive Director [REDACTED]
DCF/DOW	23ADBW	#8 FY2022 DV One Time 2-Month Budget State Legislative Allocation Funding to Offset VOCA Loss Funding	\$ 22,917	DV Core/Shelter	CR	Installment	[REDACTED] (973) 629-3604	Executive Director [REDACTED]
PLEASE NOTE: Annex B includes all agency costs								
Costs included in the DV Core Services columns are for shelter and non residential services (outreach, follow-up) and community education.								
The agency raises approximately \$2,350,000 to cover the need for all programs including DV Core Services not funded by DCF/DOW.								

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.

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.

PURPOSE

BUDGET PREPARATION
✓ MODIFICATION BUDGET - MOD 1
X PENDING REPORT

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
3 OF 33

Agency Center for Hope and Safety
Contract# 23ADBW

3
3
3

A	BUDGET CATEGORY: PERSONNEL				1	2	3	4	5	6	7	8	9	10	11	12
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	23ADBW Res, Shelter, Domestic, Violence Direct	23OGBW DV Core	23ONBW DV Liaisons	23OPBW PALS	23OGBW Family Violence Prevention Svcs Act	23ADBW FVPSA ARP DV Round 2 (7/1/2022 - 9/30/2025)	23ADBW FY2022 DV One Time 2-Month Budget State Legislative				
1	Executive - [REDACTED]	1	12/1/15	40	\$ 132,993	\$ 7,980			\$ 1,291	\$ 1,291						
2	Grants Manager - [REDACTED]	2	6/24/19	35	\$ 77,865	\$ 4,200			\$ 1,500			\$ 645				
3	Director of Finance - [REDACTED]	3	11/4/19	35	\$ 110,982	\$ 4,918			\$ 1,999	\$ 3,279	\$ 11,015					
4	Director of Development - [REDACTED]	4	7/1/21	35	\$ 80,000											
5	Property Manager - [REDACTED]	5	7/29/15	35	\$ 54,846	\$ 5,220			\$ 2,610							
6	Bookkeeper - [REDACTED]	6	11/19/20	35	\$ 51,251	\$ 4,500			\$ 2,250		\$ 4,805					
7	Senior Bookkeeper - [REDACTED]	7	7/2/13	35	\$ 59,442	\$ 5,061			\$ 2,531		\$ 5,749					
8	Receptionist - [REDACTED]	8	7/6/15	20	\$ 17,015							\$ 250				
9	Receptionis - [REDACTED]	9	11/12/19	20	\$ 15,612							\$ 241				
10	Executive Admin. Assistant - [REDACTED]	10		35	\$ 44,746	\$ 2,685										
11	Development Specialist - [REDACTED]	11	2/9/16	35	\$ 47,165	\$ 4,668										
12	Director of Programs - [REDACTED] MS, LMHC	12	10/2/17	35	\$ 99,312	\$ 33,064		\$ 1,754	\$ 5,124		\$ 10,166	\$ 1,455				
13	HR Generalist - [REDACTED]	13	3/11/19	20	\$ 42,952	\$ 1,884										
14	SH Residential Counselor - TBD	14	5/19/15	35	\$ 35,799	\$ 15,525	\$ 15,525									
15	Director of Children Svcs/Art Therapy - [REDACTED]	15	9/12/05	35	\$ 62,729	\$ 5,756										
16	TH Bil. Life Skills Case Manager - [REDACTED]	16	6/7/14	35	\$ 39,130											
17	Supervisor of Community Svcs. - [REDACTED]	17	10/13/20	35	\$ 66,850							\$ 6,850				
18	Jr. Safe House Clinical Case Manager - [REDACTED]	18	8/7/20	35	\$ 77,900	\$ 21,902	\$ 10,500				\$ 31,887					
19	Comm. Svcs. Bilingual Case Mgr. - [REDACTED]	19	12/18/20	35	\$ 40,000											
20	Residential Assistant - [REDACTED]	20	1/6/20	12	\$ 10,508	\$ 4,768				\$ 2,384						
21	Residential Assistant - [REDACTED]	21	8/14/17	7	\$ 6,563	\$ 6,563										
22	Family Caseworker & Activities Specialist - [REDACTED]	22	11/16/20	35	\$ 45,991	\$ 12,153	\$ 4,451									
23	Per Diem Residential Assistant - [REDACTED]	23	11/8/21	6	\$ 4,368	\$ 2,184				\$ 2,184						
	SUBTOTAL (pg. 1)				\$ 1,224,019	\$ 143,031	\$ 30,476	\$ 1,754	\$ 17,305	\$ 9,138	\$ 63,622	\$ 9,441	\$ -	\$ -	\$ -	\$ -

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
4 OF 33

Agency Center for Hope and Safety
Contract# 23ADBW

PURPOSE
BUDGET PREPARATION
MODIFICATION BUDGET - MOD 1
EXPENDITURE REPORT
PERIOD COVERED July 1, 2022 - June 30, 2023

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
5 OF 33

Agency Center for Hope and Safety
Contract# 23ADBW

A	BUDGET CATEGORY: PERSONNEL					29
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	GENERAL AND ADMINISTRATIVE COSTS	
1	Executive Director, [REDACTED] PhD	1	12/1/15	40	\$	77,471
2	Grants Manager [REDACTED]	2	6/24/19	35	\$	34,300
3	Director of Finance - [REDACTED]	3	11/4/19	35	\$	43,441
4	Director of Development - [REDACTED]	4	7/1/21	35	\$	36,000
5	Property Manager - [REDACTED]	5	7/29/15	35	\$	8,875
6	Bookkeeper - [REDACTED]	6	11/19/20	35	\$	18,000
7	Senior Bookkeeper - [REDACTED]	7	7/2/13	35	\$	20,245
8	Receptionist - [REDACTED]	8	7/6/15	20	\$	4,359
9	Receptionist - [REDACTED]	9	11/12/19	20	\$	4,212
10	Executive Admin. Assistant - TBD	10		35	\$	28,637
11	Development Specialist - [REDACTED]	11	2/9/16	35	\$	31,732
12	Director of Programs - [REDACTED] MS, LMHC	12	10/2/17	35	\$	4,133
13	HR Generalist - [REDACTED]	13	3/11/19	20	\$	18,837
14	SH Residential Counselor - TBD	14	5/19/15	35		
15	Director of Children Svcs/Art Therapy - [REDACTED]	15	9/12/05	35		
16	TH Bil. Life Skills Case Manager - [REDACTED]	16	6/7/14	35		
17	Supervisor of Community Svcs. - [REDACTED]	17	10/13/20	35		
18	Jr. Safe House Clinical Case Manager - [REDACTED]	18	8/7/20	35		
19	Comm. Svcs. Bilingual Case Mgr. - [REDACTED]	19	12/18/20	35		
20	Residential Assistant - [REDACTED]	20	1/6/20	12		
21	Residential Assistant - [REDACTED]	21	8/14/17	7		
22	Family Caseworker & Activities Specialist - [REDACTED]	22	11/16/20	35		
23	Per Diem Residential Assistant - [REDACTED]	23	11/8/21	6		
	SUBTOTAL(pg. 1)				\$	330,242

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
6 OF 33

A	BUDGET CATEGORY: PERSONNEL				1	2	3	4	5	6	7	8	9	10	11	12
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	23ADBW Res, Shelter, Domestic, Violence Direct	23OGBW DV Core	23ONBW DV Liaisons	23OPBW PALS	23OGBW Family Violence Prevention Svcs Act	23ADBW FVPSA ARP DV Round 2 (7/1/2022 - 9/30/2025)	23ADBW FY2022 DV One Time 2-Month Budget State Legislative				
24	Per Diem Residential Assistant - [REDACTED]	24	4/6/21	15	\$ 11,700	\$ 6,581				\$ 3,290						
25	TH Clinical Case Manager - [REDACTED]	25	3/4/19	35	\$ 60,219							\$ 4,632				
26	HouseKeeper/Maintenance - [REDACTED]	26	11/9/20	20	\$ 21,091	\$ 13,520	\$ 1,040									
27	Residential Asst./CM Support Staff - [REDACTED]	27	9/24/21	35	\$ 28,288	\$ 13,650				\$ 3,412						
28	Residential Assistant - [REDACTED]	28	7/3/18	16	\$ 14,868	\$ 8,060										
29	Domestic Violence Liaison - [REDACTED]	29	2/1/07	35	\$ 62,087			\$ 62,087								
30	Domestic Violence Liaison - [REDACTED]	30	6/12/06	35	\$ 59,130			\$ 59,130								
31	SH Clinical Case Manager - TBD	31	10/25/18	35	\$ 95,211	\$ 19,683	\$ 25,750				\$ 38,973					
32	Residential Assistant - TBD	32		14	\$ 10,920	\$ 4,868										
33	SH Operations Coordinator - [REDACTED]	33		35	\$ 103,857	\$ 24,887					\$ 48,857					
34	Senior DV Staff Attorney - [REDACTED] Esq.	34	2/15/16	35	\$ 84,647											
35	Legal Program Administrator [REDACTED]	35	5/8/19	35	\$ 39,003											
36	Family Law Attorney - [REDACTED] Esq.	36	3/12/18	35	\$ 65,764											
37	Jr. DV Staff Attorney - [REDACTED] Esq.	37	11/1/21	35	\$ 57,000											
38	TH/RRH Clinical Case Manager - TBD	38		35	\$ 60,000											
39	Director of Project Child - [REDACTED]	39	2/27/02	35	\$ 66,275				\$ 66,275							
40	Bilingual Program Assistant - TBD	40		20	\$ 16,640				\$ 16,640							
41	Parent Clinician - [REDACTED]	41	9/7/21	35	\$ 56,000				\$ 56,000							
42	Clinical Superv.; Creative Arts Therapist - [REDACTED] Gr	42	7/1/05	35	\$ 63,660				\$ 63,660							
43	Creative Arts Therapist [REDACTED]	43	5/1/02	25	\$ 44,863				\$ 44,863							
44	Creative Arts Therapist -TBD	44		20	\$ 33,280				\$ 33,280							
45	Driver/Child Care - TBD	45		15	\$ 14,040				\$ 14,040							
46	Career Counselor - [REDACTED]	46	2/2/21	21	\$ 27,486											
47	Job Developer - TBD	47		14	\$ 20,000											
	SUBTOTAL(pg. 2)				\$ 1,116,029	\$ 91,249	\$ 26,790	\$ 121,217	\$ 294,758	\$ 6,702	\$ 87,830	\$ 4,632	\$ -	\$ -	\$ -	\$ -

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
8 OF 33

A	BUDGET CATEGORY: PERSONNEL				29
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	GENERAL AND ADMINISTRATIVE COSTS
24	Per Diem Residential Assistant - [REDACTED]	24	4/6/21	15	
25	TH Clinical Case Manager - [REDACTED]	25	3/4/19	35	
26	HouseKeeper/Maintenance - [REDACTED]	26	11/9/20	20	
27	Residential Asst./CM Support Staff - [REDACTED]	27	9/24/21	35	
28	Residential Assistant - [REDACTED]	28	7/3/18	16	
29	Domestic Violence Liaison - [REDACTED]	29	2/1/07	35	
30	Domestic Violence Liaison - [REDACTED]	30	6/12/06	35	
31	SH Clinical Case Manager - TBD	31	10/25/18	35	
32	Residential Assistant - TBD	32		14	
33	SH Operations Coordinator - [REDACTED]	33		35	
34	Senior DV Staff Attorney - [REDACTED] Esq.	34	2/15/16	35	
35	Legal Program Administrator - [REDACTED]	35	5/8/19	35	
36	Family Law Attorney - [REDACTED] Esq.	36	3/12/18	35	
37	Jr. DV Staff Attorney - [REDACTED] Esq.	37	11/1/21	35	
38	TH/RRH Clinical Case Manager - TBD	38		35	
39	Director of Project Child - [REDACTED]	39	2/27/02	35	
40	Bilingual Program Assistant - TBD	40		20	
41	Parent Clinician - Ada Sang-Mata	41	9/7/21	35	
42	Clinical Superv.; Creative Arts Therapist - [REDACTED]	42	7/1/05	35	
43	Creative Arts Therapist - [REDACTED]	43	5/1/02	25	
44	Creative Arts Therapist - TBD	44		20	
45	Driver/Child Care - TBD	45		15	
46	Career Counselor - [REDACTED]	46	2/2/21	21	
47	Job Developer - TBD	47		14	
	SUBTOTAL(pg. 2)				\$ -

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
9 OF 33

A	BUDGET CATEGORY: PERSONNEL				1	2	3	4	5	6	7	8	9	10	11	12
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	23ADBW Res. Shelter, Domestic, Violence Direct	23OOBW DV Core	23ONBW DV Liaisons	23OPBW PALS	23OQBW Family Violence Prevention Svcs Act	23ADBW FVPSA ARP DV Round 2 (7/1/2022 - 9/30/2025)	23ADBW FY2022 DV One Time 2-Month Budget State Legislative				
48	Comm Engagement Coord. - TBD	48		35	\$ 35,000											
49	Overnight Residential Assist. - TBD	49		40	\$ 35,360	\$ 1,768										
50	Residential Assist. - ██████████	50	3/19/20	35	\$ 31,031	\$ 1,552										
51	Per Diem Residential Assist. - ██████████	51	3/31/22	8	\$ 6,240	\$ 312										
52	Overnight Residential Assist. - TBD	52		40	\$ 35,360	\$ 1,768										
53	Career Counselor - TBD	53		14	\$ 21,840											
54	Housing Counselor - TBD	54		35	\$ 46,200											
55	TH/RRH Life Skills Case Manager - TBD	55		35	\$ 45,000											
56	Residential Assistant/Food Specialist - ██████████	56	4/6/21	35	\$ 32,760					\$ 2,048						
57	Teacher - ██████████	57	9/2/21	3	\$ 4,680											
58	Jr. Bookkeeper - TBD	58		21	\$ 21,840	\$ 2,184			\$ 1,092							
59	Residential Assistant - TBD	59		14	\$ 10,920	\$ 546										
60	N/A - Raises				\$ 60,815											
61					\$ -											
62					\$ -											
63					\$ -											
64					\$ -											
65					\$ -											
66					\$ -											
67					\$ -											
68					\$ -											
69					\$ -											
70					\$ -											
71					\$ -											
72					\$ -											
73					\$ -											
74					\$ -											
	SUBTOTAL(pg. 3)				\$ 387,046	\$ 8,130	\$ -	\$ -	\$ 1,092	\$ 2,048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	BUDGET CATEGORY A EMPLOYEE SUBTOTAL				\$ 2,727,094	\$ 242,410	\$ 57,266	\$ 122,971	\$ 313,155	\$ 17,888	\$ 151,452	\$ 14,073	\$ -	\$ -	\$ -	\$ -

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
11 OF 33

A	BUDGET CATEGORY: PERSONNEL				29
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	GENERAL AND ADMINISTRATIVE COSTS
48	Comm Engagement Coord. - TBD	48		35	\$ 35,000
49	Overnight Residential Assist. - TBD	49		40	
50	Residential Assist. -	50	3/19/20	35	
51	Per Diem Residential Assist. -	51	3/31/22	8	
52	Overnight Residential Assist. - TBD	52		40	
53	Career Counselor - TBD	53		14	
54	Housing Counselor - TBD	54		35	
55	TH/RRH Life Skills Case Manager - TBD	55		35	
56	Residential Assistant/Food Specialist -	56	4/6/21	35	
57	Teacher -	57	9/2/21	3	
58	Jr. Bookkeeper - TBD	58		21	
59	Residential Assistant - TBD	59		14	
60	N/A - Raises				
61					
62					
63					
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
	SUBTOTAL(pg. 3)				\$ 35,000
	BUDGET CATEGORY A EMPLOYEE SUBTOTAL				\$ 365,242

Agency: Center for Hope and Safety
Contract#: 23ADBW

PURPOSE

☐ BUDGET PREPARATION

☐ MODIFICATION BUDGET - MOD 1

☐ EXPENDITURE REPORT

PERIOD COVERED July 1, 2022 - June 30, 2023

[illegible]

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PURPOSE
BUDGET PREPARATION
X MODIFICATION BUDGET
EXPENDITURE REPORT

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

Agency: Center for Hope and Safety
Contract#: 23ADBW

e 30, 2023

BUDGET CATEGORY- B. CONSULTANTS AND PROFESSIONAL FEES		16	17	18	19	20	21	22	23	24	25	26	27	28	29
LINE ITEM	BASIS FOR ALLOCATION	0	0	0	0	0	0	0	0	0	0	0	0	Non DCF Funds	GENERAL AND ADMINISTRATIVE COSTS
1. Auditor (annual audit fee)	14%DV Core Svcs., 2%DV Core & 13% PALS													\$ 11,216	\$ 1,660
2. Payroll Services Fees with Paylocity	Historical													\$ 2,744	\$ 1,100
3. Computer Services Maint. with PowerSolution.com, LLC	Historical													\$ 25,240	\$ 8,930
4. Legal - Agency Contract Review Fees as needed	N/A													\$ 1,500	
5. Consulting - Community Education, Art Teacher, Org./Grant Consultants as needed - Nurse to visit SH for COVID Testing	Round 2 - Nurse to come to safe house for COVID testing - 154.55 hrs x \$55 per hr = \$8,500.25 rounded to \$8,500													\$ 32,924	\$ 7,326
BUDGET CATEGORY B. TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,624	\$ 19,016

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PURPOSE
BUDGET PREPARATION
X MODIFICATION BUDGET
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STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
C. MATERIALS AND SUPPLIES
PAGE 14 OF 33

Agency: Center for Hope and Safety
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e 30, 2023

[illegible]

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PURPOSE
BUDGET PREPARATION
X MODIFICATION BUDGET
EXPENDITURE REPORT

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
D. FACILITY COSTS
PAGE 16 OF 33

Agency Center for Hope and Safety
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PURPOSE
BUDGET PREPARATION
X MODIFICATION BUDGET
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STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
E. SPECIFIC ASSISTANCE
PAGE 18 OF 33

Agency Center for Hope and Safety
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[illegible]

PURPOSE
BUDGET PREPARATION
X MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED July 1, 2022 - June 30, 2023

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
F. OTHER
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Agency: Center for Hope and Safety
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[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
G. GENERAL AND ADMINISTRATIVE COST ALLOCATION
PAGE 21 OF 33

Agency: Center for Hope and Safety
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PURPOSE
BUDGET PREPARATION
X MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED July 1, 2022 - June 3

BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	TOTAL	23ADBW Res, Shelter, Domestic, Violence Direct	23OOBW DV Core	23ONBW DV Liaisons	23OPBW PALS	23OQBW Family Violence Prevention Svcs Act	23ADBW FVPSA ARP DV Round 2 (7/1/2022 - 9/30/2025)	23ADBW FY2022 DV One Time 2-Month Budget State Legislative Allocation Funding	0	0	0	0	0	0	0
Total: Categories A-F	\$ 4,493,548	\$ 365,089	\$ 71,743	\$ 155,643	\$ 427,644	\$ 25,000	\$ 225,000	\$ 20,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative Costs	>>>>>>>>	\$ 40,565	\$ 7,561	\$ 12,357	\$ 47,514	\$ 2,272	\$ -	\$ 2,292							
BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION CONTINUED	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
	0	0	0	0	0	0	0	0	0	0	0	0	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS	
Total: Categories A-F	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,696,653	\$ 506,151	
General and Administrative Costs													\$ 393,590	\$ (506,151)	

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PURPOSE
BUDGET PREPARATION
X MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED July 1, 2022 - June 30, 2023

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 1-COST ALLOCATION DATA
PAGE 23 OF 33**

Agency: Center for Hope and
Contract#: 23ADBW

0, 2023

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 2-REVENUE
PAGE 1 OF 33

☐ THIS SCHEDULE
Agency Center for Hope and Safety
Contract# 23ADBW

☐
☐

PURPOSE
BUDGET PREPARATION
X MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED July 1, 2022 - June 30, 2023

DESCRIPTION	1 TOTAL	2 23ADBW Res, Shelter, Domestic, Violence Direct	3 23OGBW DV Core	4 23ONBW DV Liaisons	5 23OPBW PALS	6 23OGBW Family Violence Prevention Svcs	7 23ADBW FVPSA ARP DV Round 2 (7/1/2022 - 6/30/2023)	8 23ADBW FY2022 DV One Time 2- Month Budget	9 0	10 0	11 0	12 0	13 0	14 0	15 0
Shleter Support Grant	\$ -														
Bergen County Contract & Match	\$ 128,209														
HUD TH/RRH Fed Homeless CoC	\$ 677,225														
FEMA Home Grant	\$ 15,000														
Emergency Solutions Grant (ESG)	\$ 54,750														
Dept. of Agriculture Food & Nutrition	\$ 25,080														
HUD - Homeless Con't Care - B2 & E	\$ 38,851														
Victims Assistannce Grant (VAG Legal)	\$ 147,916														
Fed OVW Legal and OVW TH/COM	\$ 383,333														
BC Board of Social Services	\$ 194,000														
BCSS McKinney	\$ 2,250														
Grants	\$ 300,000														
Donations (FVPSA Match - Personnel)	\$ 170,500					\$ 4,545									
Fundraising	\$ 461,000														
Client Housing Fees/ Investment Income	\$ 139,000														
Fed Congressional (Sen. Booker)	\$ 112,500														
Adjusted Grant Changes & Available Restricted Funds	\$ 245,174														
Total K. Revenue	\$ 3,094,788	\$ -	\$ -	\$ -	\$ -	\$ 4,545	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Supporting documentation is required to substantiate the allocations.

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

☐ THIS SCHEDULE
Agency Center for Hope and Safi
Contract# 23ADBW

0, 2023

	16	17	18	19	20	21	22	23	24	25	26	27	28	29
DESCRIPTION	0	0	0	0	0	0	0	0	0	0	0	0	Non DCF Funds	GENERAL AND ADMINISTRATIVE COSTS
Shleter Support Grant														
Bergen County Contract & Match													\$ 128,209	
HUD TH/RRH Fed Homeless CoC													\$ 677,225	
FEMA Home Grant													\$ 15,000	
Emergency Solutions Grant (ESG)													\$ 54,750	
Dept. of Agriculture Food & Nutrition													\$ 25,080	
HUD - Homeless Con't Care - B2 & E													\$ 38,851	
Victims Assistannce Grant (VAG Legal)													\$ 147,916	
Fed OVW Legal and OVW TH/COM													\$ 383,333	
BC Board of Social Services													\$ 194,000	
BCSS McKinney													\$ 2,250	
Grants													\$ 300,000	
Donations (FVPSA Match - Personnel)													\$ 165,955	
Fundraising													\$ 461,000	
Client Housing Fees/ Investment Income													\$ 139,000	
Fed Congressional (Sen. Booker)													\$ 112,500	
Adjusted Grant Changes & Available Restricted Funds													\$ 245,174	
Total K. Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,090,243	\$ -

Supporting documentation is req

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Contract#: 23ADBW

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July 1, 2022 - June 30, 2023

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Contract#: 23ADBW

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PERIOD COVERED

July 1, 2022 - June 30, 2023

[illegible]

Contract# 23ADBW

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PURPOSE
BUDGET PREPARATION
X MODIFICATION BUDGET
EXPENDITURE REPORT

PERIOD COVERED July 1, 2022 - June 30, 2023[illegible]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 6-COST OF EQUIPMENT
PAGE 28 OF 33**

☐ THIS SCHEDULE
Agency Center for Hope and Safety
Contract# 23ADBW

PURPOSE
BUDGET PREPARATION
X MODIFICATION BUDGET
EXPENDITURE REPORT
PERIOD COVERED July 1, 2022 - June 30, 2023

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STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 6-COST OF EQUIPMENT
PAGE 29 OF 33

☐ THIS SCHEDULE
Agency Center for Hope and Safety
Contract# 23ADBW

0, 2023

[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.Activities.in.Russia.or.Belarus.pdf \(nj.gov\)](#)
- 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

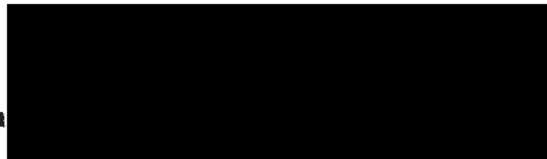
cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and

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:

Title:

Executive Director

Provider:

Center for Hope and Safety

Date:

12/14/2022



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 EQUIPEMENT

- (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.

Annex A
PROGRAM NAME AND SERVICE DELIVERY INFORMATION
Section 2.1

Agency Name	Center for Hope and Safety				Component Ceiling	\$405,654.00	
Contract Number	23ADBW		CMS Record #	1	Contract Period	7/1/2022-6/30/2023	
Program Name	DV Core Service (SEC)						
Service Category	Residential Resource Family and kinship Care Placement Service						
Service Type	Shelter Care (5)						
Sub-Service Type	Domestic Violence Shelter (i)						
Geographic Area Served (Statewide, County, etc.)	Bergen County						
Targeted Age Group From:	0	Thru	99	Targeted Gender	Female	Target Population	Abuse / Neglect
Language(s) Spoken	English						
Site Address (Primary Site, if multiple)	[REDACTED]				Access to Public Transportation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
City, State, Zip	[REDACTED]				Site Phone	[REDACTED]	
Referral Contact (RC)	[REDACTED]				RC Phone	[REDACTED]	
Referral Contact E-Mail	[REDACTED]				RC Fax	[REDACTED] 9	
Program Director	[REDACTED]						
Program Director Phone	[REDACTED]				Program Director Fax	[REDACTED]	
Program Director E-Mail	[REDACTED]						
NJ SPIRIT Resource ID #	10001840				Medicaid Provider #		
Payment Type	Schedule of Estimated Claims		Rate (if applicable)		\$31.14	Unit Type	Other
Contract Administrator (CA)	[REDACTED]				CA Phone	[REDACTED]	
Contract Administrator E-Mail	[REDACTED]						

1. Provide a brief overview of the program component service(s):

(*Be sure to include specialty and any exclusionary criteria as applicable.)

(**See the Annex A Program Narrative for additional details that are not addressed in the brief program component services overview below.)

- 24-hour Hotline, emergency response, crisis intervention, safety planning, information regarding available options, and referrals to community resources. All hotlines are toll free and/or accept collect calls from victims
- Emergency Shelter and Related Support services for adult victims and their children. All shelters are confidentially located communal living environments that provide safe housing and related support for women and children in crisis. Shelter services are short-term up to 30 days and include: food and personal supplies; legal, financial and housing advocacy services; group and individual counseling; advocacy and support services for children; case management; information and referral; and transportation to access resources in the community.
- Non-Residential Support services for victims and their families, including: legal, financial and housing advocacy services; and supportive counseling
- Community Education and awareness activities to prevent or reduce the occurrence of domestic violence, and Community Networking to promote the effective and efficient coordination of services

2. Referral Required:

☒ Yes (if "yes" please select referral method from options provided below) ☐ No

Referral Method(s):

☒ DCP&P Local Office Resource Development Specialist (RDS) or Gatekeeper

☐ DCSOC Contract System Administrator (CSA)

☐ Other (Describe):

Annex A
PROGRAM NAME AND SERVICE DELIVERY INFORMATION
Section 2.1

General Contract Information			
Agency Name	Center for Hope and Safety		
Contract Number	23ADBW	Contract Period	7/1/2022-6/30/2023
Program Name	DV Core Service (SEC)	CMS Record #	1
Referral Contact Information			
Referral Contact (RC)	██████████	RC Phone	██████████
Referral Contact E-Mail	██████████	RC Fax	██████████
Program Director Information			
Program Director	██████████		
Program Director Phone	██████████	Program Director Fax	██████████
Program Director E-Mail	██████████		

Hours of Operation		
Services are available as follows (designate times below):		
	<u>From</u>	<u>To</u>
Sunday	24 hours	
Monday	24 hours	
Tuesday	24 hours	
Wednesday	24 hours	
Thursday	24 hours	
Friday	24 hours	
Saturday	24 hours	

Holiday Schedule	
Services are <u>not</u> available on the following occasions:	
<u>Dates</u>	<u>Occasion</u>
24 hours operation	
24 hour operation	
24 hours operation	
24 hours operation	
24 hours operation	
24 hours operation	
24 hours operation	
24 hours operation	
24 hour operation	
24 hour operation	
24 hour operation	
24 hour operation	
24 hour operation	

Annex A
PROGRAM NAME AND SERVICE DELIVERY INFORMATION
Section 2.1

***If applicable, attach a list of all site addresses on a separate sheet at time of renewal. It is noted that this could change during the course of the contract term. The Contract Administrator is to be notified immediately of any changes to the site address.*

Agency Name	Center for Hope and Safety		
Contract Number	23ADBW	Contract Period	7/1/2022-6/30/2023
Program Name	DV Core Service (SEC)	CMS Record #	1
Additional Site 1 Information			
Referral Contact (RC)		RC Phone	
Referral Contact E-Mail		RC Fax	
Site Address			
City, State, Zip			
Site Phone #			
NJ SPIRIT Resource ID #			
Additional Site 2 Information			
Referral Contact (RC)		RC Phone	
Referral Contact E-Mail		RC Fax	
Site Address			
City, State, Zip			
Site Phone #			
NJ SPIRIT Resource ID #			
Additional Site 3 Information			
Referral Contact (RC)		RC Phone	
Referral Contact E-Mail		RC Fax	
Site Address			
City, State, Zip			
Site Phone #			
NJ SPIRIT Resource ID #			
Additional Site 4 Information			
Referral Contact (RC)		RC Phone	
Referral Contact E-Mail		RC Fax	
Site Address			
City, State, Zip			
Site Phone #			
NJ SPIRIT Resource ID #			
Additional Site 5 Information			
Referral Contact (RC)		RC Phone	
Referral Contact E-Mail		RC Fax	
Site Address			
City, State, Zip			
Site Phone #			
NJ SPIRIT Resource ID #			

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

**STANDARD LANGUAGE DOCUMENT
FOR SOCIAL SERVICE AND TRAINING CONTRACTS**

This CONTRACT is effective as of the date recorded on the signature page between the Department and the Provider Agency 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 Agency provide services and the Provider Agency has agreed to provide services in accordance with the terms and conditions contained in this Contract;

THEREFORE, the Department and the Provider Agency 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 Agency. 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 Agency.

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.

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

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.

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

Notice means an official written communication between the Department and the Provider Agency. 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 Agency (also 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 Agency in accordance with provisions contained in this Contract.

II. BASIC OBLIGATIONS OF THE DEPARTMENT

Section 2.01 Payment. As established in the DCF-SAGE, 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. Total payments shall not exceed the maximum Contract amount, if any, specified in DCF-SAGE. 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 Agency, the Department shall make available to the Provider Agency copies of federal and State regulations and other material specifically referenced in this document.

III. BASIC OBLIGATIONS OF THE PROVIDER AGENCY

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

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Section 3.02 Reporting. The Provider Agency 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 used are included in DCF-SAGE, or otherwise made available by the Departmental Component.

Section 3.03 Compliance with Laws. The Provider Agency 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. P.L. 1975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et seq.) and associated executive orders pertaining to affirmative action and nondiscrimination in public contracts;
- d. The 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

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Agency 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 Agency shall first execute a Department of Children and Families Business Associate Agreement (BAA). A Provider Agency, whose work under this Contract does not involve PHI is not required to execute a BAA. DCF shall have the sole discretion to determine when a Provider Agency'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 Agency's use from the Department. If the BAA is breached by the Provider Agency, or its subcontractor, the Provider Agency 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 Agency or its subcontractor with which the Provider Agency has entered into a BAA. The Provider Agency 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 Agency 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 Agency 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 Agency if the Provider has not filed for its incorporation papers or filed its annual business registration. Furthermore, no Provider Agency that Contracts with the Department shall enter into any subcontract unless the subcontractor can demonstrate that it is incorporated in the State of New Jersey 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.

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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 Contract, the Provider Agency 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.

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Section 3.09 Contract Certification and Political Contribution Disclosure Form. The Provider Agency 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 Agency receives Contracts in excess of \$50,000 from a public entity in a calendar year. It is the Provider Agency's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial 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 Agency agrees as follows:

- a. The Provider Agency 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 Agency 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 Agency 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.

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- e. The Provider Agency 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 Agency 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 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 Agency 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 Agency 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 Agency 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 Agency 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 Agency 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,

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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.

1. The Provider Agency 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 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 Agency 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 Agency shall comply with all applicable policies and procedures issued by the Department including, but not limited to, the policies and procedures contained in the

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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 Agency's financial management system shall provide for the following:

- 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 Agency;
- b. Records adequately identifying the source and application of all Provider Agency funds and all funds administered by the Provider Agency. 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 Agency 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 Agency;
- 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 Agency; 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 Agency 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.

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The Department may require, in its sole discretion, a Provider Agency 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:

- 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 Agency's overall operations, its compliance with specific Contract provisions, and the operations of any assignees or subcontractors engaged by the Provider Agency 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 Agency 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 Agency continues to be subject to such audit until it is completed and resolved.

The Provider Agency 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,

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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 Agency, 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, must be paid to all designated classes of workers employed through said Contracts or subcontracts. The Provider Agency 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 Agency 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 Agency. The Department or Provider Agency 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 Agency, to reduce or Terminate the Contract.

Section 4.02 Default and Termination for Cause. If the Provider Agency 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 Agency 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 Agency has jeopardized the safety and welfare of the Department's clients,

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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 Agency'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.

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 Agency shall be prohibited from incurring additional obligations of Contract funds. The Department may allow costs which the Provider Agency could not reasonably avoid during the Termination process to the extent that said costs are determined to be necessary and reasonable.

The Provider Agency 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 Agency or assumed by another entity for any reason including but not limited to changes in the corporate status of the Provider Agency, 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 Agency.

The Provider Agency 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 Agency 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 Agency's request for the making of a

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subcontract between the Provider Agency and its chosen subcontractor. The Provider Agency 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 Agency shall impose no fees or any other types of charges of any kind upon recipients of Contract services.

Section 5.04 Indemnification. The Provider Agency 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 Agency 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 Agency 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 Agency 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 Agency in exercising any right, power, or privilege under this Contract shall not

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

The Provider Agency 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 Agency 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 Agency.

Section 5.12 Sufficiency of Funds. The Provider Agency 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 Agency 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 Agency and in no event shall the Contract be construed as a commitment by the Department to expend funds beyond the Termination date set therein.

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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 Agency management. Funds may be utilized for legitimate and reasonable management purposes at the direction of the Provider Agency 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 Agency, 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 Agency 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 Agency 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 Agency's employees.

The Provider Agency 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 Agency 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.

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

In compliance with Paragraph 3 of Executive Order No. 189, no Provider Agency 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 Agency 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 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 Agency shall be reported in writing forthwith by the Provider Agency to the Attorney General and the Executive Commission on Ethical Standards.

No Provider Agency 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 Agency 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, actuality or appearance of a conflict of interest.

No Provider Agency 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 Agency 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 Agency 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

