



State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF CONTRACT ADMINISTRATION
50 E. STATE STREET, 3RD FLOOR
P.O. BOX 717
TRENTON, NJ 08625

PHILIP MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CHRISTINE NORBUT BEYER, MSW
Commissioner

September 23, 2021

Ms. Hazeline Pilgrim, Executive Director
Family Support Organization of Essex County
60 Evergreen Place, Suite 412
East Orange, NJ 07018

Contract Type: FSP
Contract#: 22COGR

Dear Ms. Pilgrim:

Enclosed is your executed contract between the Department of Children and Families' (DCF), Children's System of Care (DCF-CSOC), and, Family Support Organization of Essex. The contract term is effective from October 1, 2021 through September 30, 2022.

SPECIAL INSTRUCTIONS: All funds must be expended and returned to DCF by 10/15/22

Please be reminded of the Sufficiency of Funds clause in Section 5.12 of DCF's Standard Language Document, which specifies that the signed contract is "contingent upon the availability of funds."

Please adhere to the specific contractual requirements as well as those requirements contained in DCF's Contract Policy and Information Manual (DCF P7.06).

www.nj.gov/dcf

We appreciate your work in support of ensuring New Jersey residents are safe, healthy, and connected. Should you have any questions, please contact me at (609) 455-4130 or by email at Elizabeth.Deen@dcf.nj.gov.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth Deen".

Elizabeth Deen
Contract Administrator
Department of Children and Families

Enclosures: Standard Language Document
 Annex B
 Schedule of Estimated Claims
 Scope of Work Attestation

**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.

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

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, Annex(es), 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.

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

Departmental Component means the Office of Contract Administration (OCA) as the unit within the Department responsible for the negotiation, administration, approval, closeout and monitoring of certain Contracts.

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

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

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 the Annex(es) 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 Annex(es), 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 the Annex(es). Total payments shall not exceed the maximum Contract amount, if any, specified in the Annex(es). 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.

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 the Annex(es), or otherwise made available by the Departmental Component.

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

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 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.

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

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.

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

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

services, or any portion thereof, will be subcontracted and where any subcontracted services will be performed.

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

Section 3.08 Provider Certification and Disclosure of Political Contributions.

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

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

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

Section 3.09 Contract Certification and Political Contribution Disclosure Form. The Provider 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/

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

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.
- 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.

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

- 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, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.
- l. The Provider 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:

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

- 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 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;

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

- 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.

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

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

- 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, 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.

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

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, 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.

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

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 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 the Annex(es) 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

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

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 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

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

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.

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.

**STATE OF NEW JERSEY
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.

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.

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

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.

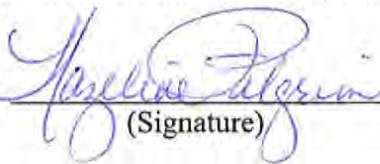
The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with Provider Agencies under the same terms and conditions as are offered or made available to members of the general public subject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

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

CONTRACT SIGNATURES AND DATES

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

This Contract contains 17 pages and is the entire agreement of the parties. Oral evidence tending to contradict, amend or supplement the Contract is inadmissible; the parties having made the Contract as the final and complete expression of their agreement.

BY: 
(Signature)
Hazeline Pilgrim
(Type)

TITLE: Executive Director
(Type)

PROVIDER
AGENCY: Family Support
Organization of Essex
County

DATE: Sept. 22, 2021

Contract
Effective Date: 10.1.21

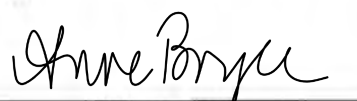
Contract
Expiration Date: 9.30.22

Contract Number: 22COGR

Contract Ceiling: \$53,900

Federal ID#: 11-3700175

Provider Contact
Individual: Hazeline Pilgrim

BY: 
(Signature)
Anne Boyle
(Type)

TITLE: Business Manager
(Type)

DEPARTMENTAL
COMPONENT: DCF Contracting

DATE: 10/26/21

State of New Jersey
DEPARTMENT OF CHILDREN AND FAMILIES

BUSINESS ASSOCIATE AGREEMENT between the New Jersey Department of Children and Families and Family Support Organization of Essex County_____(Agency/Vendor.) for Contract Number 1H79FG000295-01 . 22COGR^(P)

This Business Associate Agreement sets forth the responsibilities of **Family Support of Essex County**, with an address of 60 **Evergreen Place #410, East Orange, NJ 07018** and the New Jersey Department of Children and Families, as a **Covered Entity**, in relationship to Protected Health Information (PHI), as those terms are defined and regulated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the regulations adopted there under by the Secretary of the United States Department of Health and Human Services, with the intent that the Covered Entity shall at all times be in compliance with HIPAA and the underlying regulations.

This Business Associate Agreement is entered into for the purpose of the Business Associate providing services on behalf of the Covered Entity.

In consideration for the respective benefits, rights and obligations described above, and for access to the PHI held by Covered Entity, the parties agree to be bound by the terms of this Agreement. There is no underlying contract associated with this Agreement, or the exchange of this PHI.

A. Definitions:

1. The terms specified below shall be defined as follows:

- "Business Associate" shall mean a person or entity, other than a member of the workforce of a covered entity, who performs functions or activities on behalf of, or provides certain services to, a covered entity that involve access by the business associate to protected health information. This definition is also applicable to a subcontractor that creates, receives, maintains, or transmits protected health information on behalf of another business associate.
- "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall be the New Jersey Department of Children and Families.
- "Agreement" shall mean this Business Associate Agreement.
- "Breach" shall mean the unauthorized acquisition, access, use or disclosure of Protected Health Information in a manner not permitted by the Privacy Rule or the Security Rule, which compromises the security of such

Protected Health Information. Breach shall exclude such acquisition, access, use or disclosure described in 45 CFR Section 164.402.

- "Designated Record Set" shall mean a group of records maintained by or for the Covered Entity that is the medical records and billing records of individuals maintained by or for the Covered Entity; and the enrollment, payment, claims, adjudication, and case or medical management record systems maintained by or for the Covered Entity, or used, in whole or in part, by or for the Covered Entity to make decisions about individuals.
- "HIPAA" shall mean the Health Insurance Portability and Accountability Act.
- "HIPAA Regulations" shall mean the regulations promulgated under HIPAA by the U.S. Department of Health and Human Services, including but not limited to, the Privacy Rule and the Security Rule, and shall include the regulations codified at 45 CFR Parts 160, 162 and 164.
- "HITECH" shall mean the Health Information Technology for Economic and Clinical Health Act, Title XIII of Division A of the American Recovery and Reinvestment Act of 2009, P.L. 111-005.
- "Individual" shall mean the person who is the subject of the Protected Health Information and includes a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).
- "Notice of Privacy Practices" shall mean the Notice of Privacy Practices required by 45 CFR 164.520, provided by Covered Entity to Individuals.
- "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, Subparts A and E.
- "Protected Health Information (PHI)" shall mean individually identifiable health information that is transmitted by electronic media or transmitted or maintained in any other form or medium.
- "Record" shall mean any item, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used, or disseminate by or for a Covered Entity.
- "Required by Law" shall have the same meaning as in 45 CFR 164.501.
- "Secretary" shall mean the Secretary of the United States Department of Health & Human Services or his designee.

- "Security Rule" shall mean the Standards for Security for the Protection of Electronic Protected Health Information, codified at 45 CFR parts 160, 162 and 164.
2. All other terms used herein shall have the meaning specified in the Privacy Rule or in the absence of if no meaning is specified, shall have their plain meaning.

B. Obligations and Activities of Business Associate

- Business Associate may use PHI for the following functions, activities, or services for or on behalf of Covered Entity provided that such use would not violate this Agreement, the HIPAA regulations the Privacy Rule, or Notice of Privacy Practices if done by Covered Entity. In the event that this Agreement conflicts and any other written agreement made between the parties, relating to the exchange of PHI, this Agreement shall control. Business Associate's access to and use of the PHI is limited to the provision of services by the Business Associate on behalf the Covered Entity set forth in the contract between the Business Associate and the Covered Entity.
- Business Associate may further disclose PHI to a subcontractor/person for the proper management and administration of Business Associate, provided that such disclosure is Required by Law, or would not violate this Agreement, the Privacy Rule, or Notice of Privacy Practices if done by Covered Entity, and Business Associate executes an additional business associates agreement as Required by Law or for the purpose for which it was disclosed to the person, and the subcontractor/person notifies Business Associate of any instances of which it is aware in which PHI has been disclosed. In the event that this agreement conflicts with any other agreement relating to the access or use of PHI, this agreement shall control.
- Business Associate agrees to not use or disclose PHI other than as permitted or required by this Agreement or as Required by Law. In the event that this agreement conflicts with any other agreement relating to the access or use of PHI, this agreement shall control.
- Business Associate agrees to implement and use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement. Business Associate shall maintain a comprehensive written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of the Business Associate's operations and the nature and scope of its activities.
- Business Associate agrees to take prompt corrective action to mitigate any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement.

- Business Associate agrees to notify Covered Entity of any use or disclosure of PHI not provided for by this Agreement, or the Privacy Rule, or of any suspected or actual breach of security or intrusion whenever it becomes aware within twenty-four hours of Business Associate becoming aware of such use, disclosure or suspected or actual breach of security or intrusion. Business Associate further agrees to take prompt corrective action to cure or mitigate any harmful effects of any such use, disclosure, or actual or suspected breach of security or intrusion.
- Business Associate agrees to ensure that any officer, employee, contractor, subcontractor or agent to whom it provides PHI received from or maintained, created or received by Business Associate on behalf of Covered Entity agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such PHI.
- Access. Business Associate agrees to provide access to PHI in a Designated Record Set to Covered Entity or to an Individual as directed by Covered Entity in order to meet the requirements of 45CFR 164.524, within 30 days of the date of any such request, unless the request is denied by Covered Entity pursuant to 45 CFR 164.524(a)(1), (a)(2) or (a)(3).
- Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set as Covered Entity directs in order to meet the requirements of 45 CFR 164.526, within 30 days of such a request, unless the request has been denied pursuant to 45 CFR 164.526(d). Business Associate shall provide written confirmation of the amendment(s) to the Covered Entity.
- Business Associate agrees to create and maintain an appeal process that meets the requirements of 45 CFR 164.524 and 164.526 that an Individual can utilize if the Individual's request for access to or amendment of PHI is denied.
- Business Associate agrees to make its comprehensive written information privacy and security program, as well as its internal practices, books and records, including policies and procedures relating to the use and disclosure of PHI received from, or created, maintained, or received by Business Associate on behalf of Covered Entity available to Covered Entity within 30 days of the date of such request, or to the Secretary in a time and manner designated by the Secretary.
- Business Associate agrees to document all disclosures of PHI which would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR 164.528. Business Associate agrees to provide to Covered Entity, within 30 days of the date of such request, all disclosures of PHI.
- Notwithstanding the provisions of Section D of this Agreement, pursuant to 45 CFR 164.530(j), Business Associate agrees that it and its officers, employees, contractors, subcontractors and agents shall continue to maintain the information

required under subsection B(9) of this Agreement for a period of six years from the date of its creation or the date when it was last in effect, whichever is later.

- Business Associate agrees that from time to time, upon reasonable notice, it shall allow Covered Entity or its authorized agents or contractors, to inspect the facilities, systems, books, records and procedures of Business Associate to monitor compliance with this Agreement. In the event the Covered Entity, in its sole discretion, determines that the Business Associate has violated any term of this Agreement or the Privacy Rule, it shall so notify the Business Associate in writing. Business Associate shall promptly remedy the violation of any term of this Agreement and shall certify same in writing to the Covered Entity. The fact that Covered Entity or its authorized agents or contractors inspect, fail to inspect or have the right to inspect Business Associate's facilities, systems, books, records, and procedures does not relieve Business Associate of its responsibility to comply with this Agreement. Covered Entity's (1) failure to detect, or (2) detection by failure to notify Business Associate, or (3) failure to require Business Associate to remediate any unsatisfactory practices, shall not constitute acceptance of such practice or a waiver of Covered Entity's enforcement rights under this Agreement. Nothing in this paragraph is deemed to waive Section E of this Agreement or the New Jersey Tort Claims Act, NJSA 59:1-1 et seq., as they apply to Covered Entity.
- Business Associate shall implement administrative, physical and technical safeguards that protect the confidentiality, integrity, and availability of PHI in compliance with the Security Rule.
- Business Associate shall report all security incidents, as defined by the Security Rule, within twenty-four hours of becoming aware of such actual or suspected security incident.
- Sections 164.308, 164.312 and 164.316 of Title 45, Code of Federal Regulations, apply to Business Associate in the same manner as such sections apply to the Covered Entity. The HITECH requirements that relate to security, and that are applicable to the Covered Entity, shall also be applicable to the Business Associate and are incorporated into this Agreement by reference.
- In the event of an actual or suspected breach, Business Associate shall provide Covered Entity with a written report, as soon as possible but not later than five ("5") days after the breach/suspected breach became known. The report shall include, to the extent available: a) the identification of each individual whose unsecured PHI has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, used or disclosed during the breach; b) a brief description of what happened, including the date of the breach and the date of the discovery, if known; c) a description of the types of unsecured PHI involved in the breach; d) any steps individuals affected by the breach should take to protect themselves from potential harm resulting from the breach; and e) a description of what Business Associate is doing to investigate the breach, mitigate harm to the

individual(s), and protect against future breaches. In addition, the business Associate shall, at the request of the Covered Entity, provide breach notification required by HITECH.

C. Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions.

1. Covered Entity shall be responsible for using appropriate safeguards to maintain and ensure the confidentiality, privacy and security of PHI transmitted to Business Associate pursuant to this Agreement, in accordance with the requirements and standards in the Privacy Rule, until such PHI is received by Business Associate.
2. In accordance with 45 CFR 164.520, Covered Entity shall notify Business Associate of any limitations in Covered Entity's Notice of Privacy Practices to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
3. Covered Entity shall notify Business Associate of any changes in or revocation of permission by an Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
4. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
5. Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by Covered Entity or under Covered Entity's Notice of Privacy Practices or other policies adopted by Covered Entity pursuant to the Privacy Rule.

D. Term of Business Associate Agreement

1. This Agreement shall be effective as of the date the Business Associate and the Covered Entity enter into a contract for the Business Associate's provision of services on behalf of the Covered Entity, and it shall terminate when all of the PHI provided by Covered Entity to Business Associate, or created, maintained or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such information in accordance with subsection 3, below.
2. Upon Covered Entity's knowledge of a material breach or violation(s) of any of the obligations under this Agreement by Business Associate, Covered Entity shall, at its discretion, either:

- Provide an opportunity for the Business Associate to cure the breach or end the violation upon such terms and conditions as Covered Entity shall specify, and if

Business Associate does not cure the breach or end the violation, upon such terms and conditions as Covered Entity has specified, Covered Entity may terminate this Agreement and require that Business Associate fully comply with the procedures specified in subsection 3, below.

- b. Immediately terminate the Contract and require that Business Associate fully comply with the procedures specified in subsection 3, below, if Business Associate has breached a material term of this Agreement and Covered Entity has determined, in its sole discretion, that cure is not possible, or
- c. If neither termination nor cure is feasible, as determined by Covered Entity in its sole discretion, Covered Entity shall report the violation to the Secretary.

3. Effect of Breach of this Agreement.

- a. Except as provided in paragraph b of this section, upon termination of the Contract for any reason, Business Associate shall return or destroy all PHI received from Covered Entity or created or received by Business Associate on behalf of Covered Entity. This provision shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of PHI.
- b. Business Associate shall provide Covered Entity with a certification, within 30 days, that neither it nor its subcontractors or agents maintains any PHI in any form, whether paper, electronic or film, received from Covered Entity or created or received by Business Associate on behalf of Covered Entity. Covered Entity shall acknowledge receipt of such certification and, as of the date of such acknowledgement, this Agreement shall terminate.
- c. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Covered Entity shall have the discretion to determine whether it is feasible for the Business Associate to return or destroy the PHI. If Covered Entity determines it is feasible, Covered Entity shall specify the terms and conditions for the return or destruction of PHI at the expense of Business Associate. Upon Covered Entity determining that Business Associate cannot return or destroy PHI, Business Associate shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

E. Indemnification and Release

1. Business Associate shall assume all risk and responsibility for, and agrees to indemnify, defend and save harmless Covered Entity, its officers, agents and employees and each and every one of them, from and against any and all claims, demands, suits, actions, recoveries, judgments, and costs (including attorneys fees and costs and court costs), expenses in connection therewith, on account of 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 Business Associate's use or misuse of PHI or from any action or inaction of Business Associate or its officers, employees, agents or contractors with regard to PHI or the requirements of this Agreement or the Privacy Rule. The provision of this indemnification clause shall in no way limit the obligations assumed by Business Associate under this Agreement, nor shall they be construed to relieve Business Associate from any liability nor preclude Covered Entity from taking any other actions available to it under any other provisions of this Agreement, the Privacy Rule or at law.
2. Notwithstanding the above, the obligations assumed by the Business Associate herein shall not extend to or encompass suits, costs, claims, expenses, liabilities and judgments incurred solely as a result of actions or inactions of Covered Entity.
3. Business Associate further acknowledges the possibility of criminal sanctions and penalties for breach or violation of this Agreement or the Privacy Rule pursuant to 42 USC 1320d-6.
4. Business Associate shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatever kind or nature, arising out of or in connection with an act or omission of Business Associate, its employees, agencies, or contractors, in the performance of the obligations assumed by Business Associate pursuant to this Agreement. Business Associate hereby releases Covered Entity from any and all liabilities, claims, losses, costs, expenses and demands of any kind or nature whatsoever, arising under state or federal laws, out of or in connection with Business Associate's performance of the obligations assumed by Business Associate pursuant to this Agreement.
5. The obligations of the Business Associate under this Section shall survive the expiration of this Agreement.

F. Miscellaneous

1. A reference in this Agreement to a section of the Privacy Rule means the section as in effect or, it may be amended or interpreted by a court of competent jurisdiction.

2. Business Associate and Covered Entity agree to take such action as is necessary to amend this Agreement from time to time in order that Covered Entity can continue to comply with the requirements of the Privacy Rule and HIPAA and case law that interprets the Privacy Rule or HIPAA. All such amendments shall be in writing and signed by both parties. Business Associate and Covered Entity agree that this Agreement may be superseded by a revised Business Associate Agreement executed between the parties after the effective date of this Agreement.
3. The respective rights and obligations of Business Associate and Covered Entity under Section D, "Term of Business Associate Agreement", above, shall survive the termination of the Contract. The respective rights and obligations of Business Associate and Covered Entity under Section E, "Indemnification", and Section B(11), "Internal Practices", above, shall survive the termination of this Agreement.
4. Any ambiguity in this Agreement shall be resolved to permit Covered Entity to comply with the Privacy Rule and HIPAA, as it may be amended or interpreted by a court of competent jurisdiction.
5. Nothing expressed or implied in the Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Business Associate and Covered Entity, and any successor state agency to Covered Entity, any rights, remedies, obligations or liabilities whatsoever.
- Any notices to be given hereunder shall be made via Regular and Certified US Mail, Return Receipt Requested, and if possible, by facsimile to the addresses and facsimile members listed below:

Business Associate: Family Support Organization of Essex County
60 Evergreen Place #410 East Orange, NJ 07018

Facsimile # 973-395-1595

Covered Entity: 1. Privacy Officer

Department of Children and Families
50 East State Street
P.O. Box 717
Trenton, NJ 08625-0717
ATTN: HIPAA Privacy Officer

Telephone # (609) 888-7730

Facsimile # (609) 292-7951

2. DCF Business Manager, Anne Boyle

Elizabeth Deen, Contract Administrator
New Jersey Dept. of Children & Families
50 East State Street, PO Box 717
Trenton, NJ 08625-0717

Facsimile# 609-292-3743

- As the Covered Entity is a body corporate and politic of the State of New Jersey, the signature of its authorized representative is affixed below. The undersigned representative of Covered Entity certifies that he or she is fully authorized to enter into the terms and conditions of this Agreement and to execute and legally bind such Covered Entity to this document.

The undersigned representative of Business Associate certifies that he or she is fully authorized to enter into the terms and conditions of this Agreement and to execute and legally bind such Business Associate to this document.

Covered Entity:

Anne Boyle

Signature

Anne Boyle

Printed Name

Business Manager

Title

DCF

Agency

10/26/21

Date:

Business Associate:

Hazeline C. Pilgrim

Signature

Hazeline C. Pilgrim

Printed Name

Executive Director

Title

FSOEC

Agency

Date: 4/27/2021

FSO Peer Support Specialist Emergency COVID-19 Grant

Contract Scope of Work – FSO Peer Support Specialist Grant

This document specifies the services and deliverables which are required to be provided by Family Support Organizations (FSOs) awarded the Grant for Family Support Partner – Peer Support for High Need Families with Youth Awaiting or At Risk of Out of Home Treatment (FSP – Peer Support). This funding was made available from the New Jersey Division of Mental Health and Addiction Services in the Department of Human Services (DHS) via a SAMHSA Grant: Emergency Grant to Address Mental and Substance Use Disorders During COVID-19 (Short Title: Emergency COVID-19) Grant Number 1H79FG000295-01. FSOs must comply with this grant parameters and the parameters of the FSP – Peer Support RFP.

The goal of the FSP – Peer Support Grant is to increase support to eligible youth and young adults and their caregivers through the provision of peer support services through Family Support Organizations (FSOs). This award supports funding for one (.8 FTE) Family Support Partner (FSP) to deliver services and supports as specified in the following areas – program description, service recipient eligibility, level of service expectations, and Peer Support Staff job responsibilities.

1. Program Description

- a. FSOs will provide peer support for families enrolled with CSOC who have youth waiting for, or who are at risk of, placement in high intensity (OOH) treatment and to the youth themselves.
- b. Support services provided will include individual peer support, group peer support, concrete resources, services and supports, engagement and preparation for youth's OOH treatment and transition planning and informal supportive social connections.
- c. Service delivery must align with the current New Jersey FSO Support Model. The primary service delivery modality is face to face peer support. Other methods of intervention such as videoconference or teleconference, may be considered based on existing guidance related to the public health emergency, family choice, family, and staff safety.

2. Service Recipient Eligibility / Population to be Served

- a. The Program shall serve youth and young adults under age 21 and their caregivers who meet the eligibility criteria as follows:
 - (1) a youth or young adult must have a mental health challenge less severe than serious mental illness (SMI) excluding a developmental or intellectual disability;
 - (2) youth or young adult must be waiting for, or at risk of, out-of-home (OOH) treatment for mental health services; and
 - (3) be prioritized as in high need of mental health services.
- b. Caregivers of youth and young adults with high needs who meet the above criteria are eligible to receive peer support services

3. Level of Service Expectations

- a. The awardee will recruit and hire/identify/designate and train a candidate who meets FSP qualifications as outlined in the RFP including FSP Certification requirements to

FSO Peer Support Specialist Emergency COVID-19 Grant

deliver peer support services to eligible recipients as defined above and in the RFP by 9/30/21. Program services by the FSOs shall commence no later than October 1, 2021 and shall end on September 30, 2022.

- b. A minimum of 7 youth, young adults and their caregivers will be served by the designated (.8) peer support partner per month up to a maximum ratio of 1:20 partner to caregiver/youth at any point in time. Typical support for a caregiver with intense support needs may range from 2-4 hours per week. It is expected that each FSP will serve approximately 40 caregivers over the course of the grant with an average length of involvement of 6 months.

4. FSP Job Responsibilities

- a. FSPs shall ensure that youth and young adults and their caregivers served meet eligibility criteria for services as outlined above.
- b. FSPs will identify caregivers with high need at the point of FSO referral, based on a consideration of the caregiver's circumstance, and results from the Family Assessment of Needs and Strengths (FANS) measurement and will work with CMOs and CFTs to identify high need youth currently waiting for out of home services whose caregivers may benefit from peer support and youth who may benefit from peer support.
- c. FSPs will follow the FSO program model service delivery expectations for individual and group peer support and provide activities outlined in the RFP. For individual peer support, this includes administering Family Assessment of Strengths and Needs (FANS) from which a Family Action Plans is developed with caregivers. FSPs will:
 - provide support, education, resources and advocacy information to eligible youth, young adults and their caregivers;
 - Identify and engage the youth and their caregivers in opportunities to increase informal social connections;
 - coordinate and participate in service and support planning with the youth or young adult's Care Management Organization (CMO) and their Child Family Team (CFT), which CFT is set up through the CMO and engages in service planning;
 - provide linkage to and engagement with FSO support groups and other resources;
 - participate in crisis planning with the CFT, as appropriate;
 - Provide opportunities to increase concrete supports to families impacted by COVID-19.
 - identify social determinants of health needs; and
 - deliver supports using the Wraparound Model and through telecommunication systems, if applicable and appropriate.
- d. FSP will support collection of data to inform reporting on the following program process and level of service output measures as outlined within the RFP and Emergency COVID grant.

Operational start-up costs are limited to mobile phone for staff and computer cost allocation. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations.

FSO Peer Support Specialist Emergency COVID-19 Grant

For any non-salary items purchased for \$1,000.00 or more, FSOs shall submit an attestation that FSO has reviewed and verified the expenditures for compliance with Emergency COVID-19 grant and Agreement terms.

FSOs will submit to the DCF Contract Administrator Quarterly Financial Reports of Expenditures within ten (10) days of the end of each calendar quarter and any required supporting documentation and a final report of expenditure by October 15, 2022.

FSOs shall maintain documentation and records (e.g. invoices, cancelled checks, receipts, salary records, time sheets) supporting its expenditure of funds for the program/services and make sure such documentation is submitted to CSOC upon its request. FSO will maintain and provide any other documentation and records requested by CSOC to ensure compliance with 45 CFR 75.532 and any fiscal or other requirements for the program/services and emergency COVID-19 grant.

FSOs shall submit data reports to CSOC on a monthly basis by the 15th of the month following the end of the reporting month. This report shall include a brief monthly progress report summary regarding activities related to the services including, but not limited to, a summary and updates on implementation of the deliverables, meetings, trainings, accomplishments and barriers.

FSOs shall provide any data, information, documentation, and/or other records and reports to CSOC and the DMHAS as may be required to ensure compliance with and fulfill reporting requirements of the Emergency COVID-19 grant.

FSOs shall ensure that adequate insurance coverage is maintained on any equipment and supplies acquired with Emergency COVID-19 grant funds.

FSOs shall comply with any and all applicable federal grant requirements including but not limited to, the following Special Condition of Award for the Emergency COVID-19 grant. Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders.

I attest that I have read and agree to the above:

Hazeline Pilgrim

Executive Director (Print Name)

Hazeline Pilgrim

Executive Director (Sign)

September 22, 2021

Date

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

Agency: Family Support Organization of Essex County
Address: 60 Evergreen Pl. Suite 410&412
East Orange, NJ 07018
Phone: 973-395-1441
Chief Executive Officer: Hazeline Pilgrim
Prepared By: Abel Bantyiwalu

Agency Federal ID#: 11-3700175
 Charities Registration #: 808106442
☒ Non-Profit Agency ☐ For-Profit Agency ☐ Public Agency
 Budget Period: 07/01/2021 to 06/30/2022 Agency Fiscal Year End: 06/30/2022
 Schedules Completed: 1 2 3 4 5 6
☐ Cash Basis ☒ Accrual Basis 10/1/21-9/30/22

[illegible]

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.


Agency Authorized Signatory

Fiscal Officer

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

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE

☒ BUDGET PREPARATION

☐ MODIFICATION BUDGET

☐ EXPENDITURE REPORT

☐ INTERIM ☐ FISCAL YEAR END ☐ FINAL

PERIOD COVERED 10/01/

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
3 OF 20

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE
☒ BUDGET PREPARATION
☐ MODIFICATION BUDGET
☐ EXPENDITURE REPORT
PERIOD COVERED 10/01/2021-9/30/2022

A	BUDGET CATEGORY: PERSONNEL				1	2	3	4	5	6	7	8	9	10
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	Peer Support							UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
1	OPEN, Family Partner	1	Jul-21	30	\$ 34,320	\$ 34,320								
2	Peer Support Coordinator, Key, Doris	2	Feb-18	1	\$ 1,467	\$ 1,467								
3					\$ -									
4					\$ -									
5					\$ -									
6					\$ -									
7					\$ -									
8					\$ -									
9					\$ -									
10					\$ -									
11					\$ -									
12					\$ -									
13					\$ -									
14					\$ -									
15					\$ -									
16					\$ -									
17					\$ -									
18					\$ -									
19					\$ -									
20					\$ -									
21					\$ -									
22					\$ -									
23					\$ -									
	SUBTOTAL(pg. 1)				\$ 35,787	\$ 35,787	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
4 OF 20

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE

☒ BUDGET PREPARATION

☐ MODIFICATION BUDGET

☐ EXPENDITURE REPORT

PERIOD COVERED 10/01/2021-9/30/2022

[illegible]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
5 OF 20**

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE

☒ BUDGET PREPARATION

☐ MODIFICATION BUDGET

☐ EXPENDITURE REPORT

PERIOD COVERED 10/01/2021-9/30/2022

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
PERSONNEL
6 OF 20

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE
☒ BUDGET PREPARATION
☐ MODIFICATION BUDGET
☐ EXPENDITURE REPORT
PERIOD COVERED 10/01/2021-9/30/2022

A	BUDGET CATEGORY: PERSONNEL				1	2	3	4	5	6	7	8	9	10
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	Peer Support							UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
75					\$ -									
76					\$ -									
77					\$ -									
78					\$ -									
79					\$ -									
80					\$ -									
81					\$ -									
82					\$ -									
83					\$ -									
84					\$ -									
85					\$ -									
86					\$ -									
87					\$ -									
88					\$ -									
89					\$ -									
90					\$ -									
91					\$ -									
92					\$ -									
93					\$ -									
94					\$ -									
95					\$ -									
96					\$ -									
97					\$ -									
98					\$ -									
99					\$ -									
100					\$ -									
	SUBTOTAL (pg. 4)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	BUDGET CATEGORY A: EMPLOYEE SUBTOTAL				\$ 35,787	\$ 35,787	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
A. PERSONNEL (FRINGE)
PAGE 7 OF 20

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE
☐BUDGET PREPARATION
☐MODIFICATION BUDGET
☐EXPENDITURE REPORT

PERIOD COVERED 10/01/2021-9/30/2022

BUDGET CATEGORY- A. PERSONNEL--FRINGE		1	2	3	4	5	6	7	8	9	10
LINE ITEM	BASIS FOR ALLOCATION	TOTAL	Peer Support	0	0	0	0	0	0	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
FICA	6.20%	\$ 2,219	\$ 2,219								
Medicare	1.45%	\$ 519	\$ 519								
SUI/SDI	2%	\$ 716	\$ 716								
Workers Compensation	0.57%	\$ 205	\$ 205								
Medical Insurance	10%	\$ 3,579	\$ 3,579								
Pension	0.75%	\$ 268	\$ 268								
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
FRINGE SUBTOTAL		\$ 7,505	\$ 7,505	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BUDGET CATEGORY A. PERSONNEL TOTAL		\$ 43,292	\$ 43,292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
B. CONSULTANTS AND PROFESSIONAL FEES
PAGE 8 OF 20

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE

- ☒ BUDGET PREPARATION
- ☐ MODIFICATION BUDGET
- ☐ EXPENDITURE REPORT

PERIOD COVERED	<u>10/01/2021-9/30/2022</u>
----------------	-----------------------------

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
C. MATERIALS AND SUPPLIES
PAGE 9 OF 20

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE

☒ BUDGET PREPARATION

☐ MODIFICATION BUDGET

☐ EXPENDITURE REPORT

PERIOD COVERED	10/01/2021-9/30/2022
----------------	----------------------

[illegible]

PURPOSE

☒ BUDGET PREPARATION

☐ MODIFICATION BUDGET

☐ EXPENDITURE REPORT

PERIOD COVERED	10/01/2021-9/30/2022
----------------	----------------------

[illegible]

PURPOSE

☒ BUDGET PREPARATION

☐ MODIFICATION BUDGET

☐ EXPENDITURE REPORT

PERIOD COVERED	10/01/2021-9/30/2022
----------------	----------------------

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
F. OTHER
12 OF 20

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE

☒ BUDGET PREPARATION

☐ MODIFICATION BUDGET

☐ EXPENDITURE REPORT

PERIOD COVERED	<u>10/01/2021-9/30/2022</u>
----------------	-----------------------------

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
F. OTHER
13 OF 20

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE

☒ BUDGET PREPARATION

☐ MODIFICATION BUDGET

☐ EXPENDITURE REPORT

PERIOD COVERED 10/01/2021-9/30/2022

BUDGET CATEGORY F. OTHER		1	2	3	4	5	6	7	8	9	10
LINE ITEM	BASIS FOR ALLOCATION	TOTAL	Peer Support	0	0	0	0	0	0	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
SUBTOTAL(pg. 2)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BUDGET CATEGORY F. TOTAL		\$ 480	\$ 480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
G. GENERAL AND ADMINISTRATIVE COST ALLOCATION
PAGE 14 OF 20

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE

☒ BUDGET PREPARATION

☐ MODIFICATION BUDGET

☐ EXPENDITURE REPORT

PERIOD COVERED 10/01/2021-9/30/2022

[illegible]

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE	
<input checked="" type="checkbox"/>	BUDGET PREPARATION
<input type="checkbox"/>	MODIFICATION BUDGET
<input type="checkbox"/>	EXPENDITURE REPORT
PERIOD COVERED	

[illegible]

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B
SCHEDULE 2-REVENUE
PAGE 16 OF 20

Agency: Family Support Organization of Essex County
Contract#: 22COGR

PURPOSE
☒ BUDGET PREPARATION
☐ MODIFICATION BUDGET
☐ EXPENDITURE REPORT
PERIOD COVERED

10/01/2021-9/30/2022

	1	2	3	4	5	6	7	8	9	10
DESCRIPTION	TOTAL	Peer Support	0	0	0	0	0	0	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
Total K. Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Supporting documentation is required to substantiate the allocations.

Agency: Family Support Organiz
Contract#: 22COGR

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

PURPOSE
☒ BUDGET PREPARATION
☐ MODIFICATION BUDGET
☐ EXPENDITURE REPORT
PERIOD COVERED

☒ THIS SCHEDULE IS NOT APPLICABLE

10/01/2021-9/30/2022

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

PURPOSE	
<input checked="" type="checkbox"/>	BUDGET PREPARATION
<input type="checkbox"/>	MODIFICATION BUDGET
<input type="checkbox"/>	EXPENDITURE REPORT
PERIOD COVERED	

☒ THIS SCHEDULE IS NOT APPLICABLE

[illegible]

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIE
ANNEX B
SCHEDULE 6-COST OF EQUIPMENT
PAGE 20 OF 20**

Agency: Family Support Organization of Essex County
Contract#: 22COGR

☒ THIS SCHEDULE IS NOT APPLICABLE

PURPOSE

☒ BUDGET PREPARATION

☐ MODIFICATION BUDGET

☐ EXPENDITURE REPORT

PERIOD COVERED

10/01/2021-9/30/2022

[illegible]

Family Support Organization of Essex County								
Peer Support RFP								
Date		4/24/2021						
Total Budget		\$ 53,900						
Personnel								
Position Title/ Name of Employee		Total Salary	Hours/ week	Hourly rate	Weeks	FTE	Total Peer Support \$	Justification
Salaries								
OPEN, Family Partner		34,320	30	\$ 22.00	52	0.800	34,320	Direct staff allocated to the program
Key, Doris - Peer Support Coordinator		55,000	1	\$ 28.21	52	0.027	1,467	Supervision - Oversees Family Partner
Total Salaries		89,320					35,787	
Fringe	Rate							
FICA	6.20%	5,538					2,219	Allocated based on gross wages
Medicare	1.45%	1,295					519	Allocated based on gross wages
SUI/SDI	2.00%	1,786					716	Allocated based on gross wages
Workers Compensation	0.57%	513					205	Allocated based on gross wages
Medical Insurance	10.00%	8,932					3,579	Allocated based on gross wages
Pension	0.75%	670					268	Allocated based on gross wages
Total Fringe	20.97%	18,734					7,506	
Total Personnel							43,293	
Materials and Supplies			Rate	Count	Term	Total		
Office Supplies								
Laptop			650	1		650		Laptop and accessories
Books			25	40		1,000		Books for Nurtured Heart Approach Training
Postage			30	1		30		Shipping cost for Nurtured Heart Approach
Printing			307	1		307		Printing participant certificate and learning materials
Podcast			1,100	1	1	1,100		Podcast for parents to connect, learn, develop natural support and increase coping skills.
Total office supplies							3,087	
Program Expenses								
Email acct.			5	1	12	54		Office 365 License
Zoom acct.			107	1	1	107		Zoom license for one year
Total Program Expenses							161	
Total Materials and Supplies							3,247	
Facility								
Telephone Exp			40	1	12		480	Monthly cell phone usage with Field Force Manager
Specific Assistance To Clients								
Support group/ Stipend			160	40			6,400	Caregiver needs- Gift cards for food and transportation
Other								
Travel			40	1	12		480	Travel for outreach activities
Total expenses other than personnel							10,607	
Total operating costs							53,900	



Schedule of Estimated Claims

Third Party Contract Summary Report - Page 1 of 2

Provider Essex Family Support Organization
Division CSOC
Contract 22COGR
Dates 10.1.21 to 9.30.22

Contract Characteristics

Reporting Requirements

- ☐ None
☐ Monthly
☐ Quarterly
☐ Other

Advance Payments

- ☐ None
☐ Monthly

Type of Contract

- ☐ Cost Related
☐ Non-Cost Related

Reimbursement Type

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

20-

Account and CFDA Information	Amt
Emergency Grant to Address Mental and Substance Use (aka Emergency COVID-19)	
1620-077 COVID Peer Recovery Support (98,665)	\$53,900.00
Grand Total	\$53,900.00

Authorized Provider Signature

Date

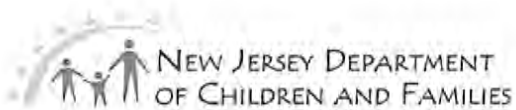
Contract Supervisor Signature

Date

Mareline Telgman
9/22/21

Valerie Quisler

9.28.21



Schedule of Estimated Claims

Third Party Contract Summary Report - Page 2 of 2

Provider Essex Family Support Organization

Division CSOC

Contract 22COGR

Dates 10.1.21 to 9.30.22

Original Contract Ceiling	
\$53,900.00	

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

Total Contract Ceiling	
\$53,900.00	

Total Match Amount	
\$0.00	

Amended Contract Ceiling *	
\$53,900.00	

Payments by Month *	
2021 October	\$4,492.00
2021 November	\$4,492.00
2021 December	\$4,492.00
2022 January	\$4,492.00
2022 February	\$4,492.00
2022 March	\$4,492.00
2022 April	\$4,492.00
2022 May	\$4,492.00
2022 June	\$4,492.00
2022 July	\$4,492.00
2022 August	\$4,492.00
2022 September	\$4,488.00
Grand Total	\$53,900.00

Payments by State Fiscal Year *	
SD 20-1620-077	
2022 622-077	\$40,428.00
2023 622-077	\$13,472.00
Grand Total	\$53,900.00

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



Component

1

SEC - ver 05/25/21

**Schedule of Estimated Claims
Third Party Contracts**

Provider Name Essex Family Support Organization
Component Name Family Support Partners

Contract Administrator Elizabeth Deen

Division	CSOC	Contract No	22COGR	Contract Start	10.1.21	Contract End	9.30.22
----------	------	-------------	--------	----------------	---------	--------------	---------

ED

Type of Funding	Annualized		
20-1620-077 COVID-19 Recovery Support (aka Emergency Grant to Address Mental and Substance Use (aka Emergency COVID-19))			
	Month	YY	Amount
	October	21	\$4,492.00
Enter Mod # 1 thru 10 above.	November	21	\$4,492.00
	December	21	\$4,492.00
If new or renewal leave blank	January	22	\$4,492.00
	February	22	\$4,492.00
	March	22	\$4,492.00
	April	22	\$4,492.00
	May	22	\$4,492.00
Match Required?	June	22	\$4,492.00
(enter Yes/No)	July	22	\$4,492.00
	August	22	\$4,492.00
0.0%	September	22	\$4,488.00
	Total		\$53,900.00

Type of Funding	(enter Type of Funding here from drop-down)		
(enter Account with APUH/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 APUH/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 APUH/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 APUH/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 APUH/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 \$53,900.00
Modifications to Component Ceiling \$0.00
Total Component Ceiling \$53,900.00

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

NOTES:

20-1620-077, which is the Emergency Grant to Address Mental and Substance Use (aka Emergency COVID-19)

SFY20 not SFY21