



State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES

PO Box 729

TRENTON, NJ 08625-0729

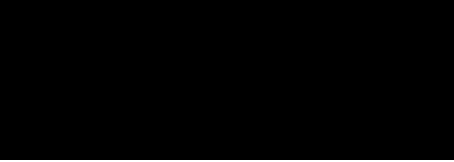
PHILIP MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

CHRISTINE NORBUT BEYER, MSW  
Commissioner

February 9, 2022

Project Self-Sufficiency of Sussex County, Inc.



Dear [REDACTED]:

I am pleased to advise you that your proposal for the **"American Rescue Plan Supplemental Funding for Domestic Violence Services"** has been selected for consideration by the Department of Children and Families.

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

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

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

Sincerely,

Christine Norbut Beyer, MSW  
Commissioner

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

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

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

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

THEREFORE, the Department and the Provider Agency agree as follows:

**I. DEFINITIONS**

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

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

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

Days means calendar days.

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

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



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

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

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

The Notice shall also be sent by regular mail and shall be presumed to have been received by the addressee five days after being sent to the last address known by the Department.

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

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

**II. BASIC OBLIGATIONS OF THE DEPARTMENT**

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

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

**III. BASIC OBLIGATIONS OF THE PROVIDER AGENCY**

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

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Section 3.02 Reporting. The Provider Agency shall submit to the Department programmatic and financial reports on forms provided by the Department and within the stated time parameters. The reporting frequency and due date(s) are specified and sample forms to be used are included in DCF-SAGE, or otherwise made available by the Departmental Component.

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

- a. State and local laws relating to licensure; federal and State laws relating to safeguarding of client information;
- b. The federal Civil Rights Act of 1964 (as amended);
- c. P.L. 1975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et seq.) and associated executive orders pertaining to affirmative action and nondiscrimination in public contracts;
- d. The New Jersey Law Against Discrimination (LAD) (N.J.S.A. 10:5-1 et seq.)
- e. The federal Equal Employment Opportunity Act;
- f. Section 504 of the federal Rehabilitation Act of 1973 pertaining to non-discrimination on the basis of handicap, and regulations thereunder;
- g. The Americans With Disabilities Act (ADA), 42 U.S.C. 12101 et seq.; and
- h. Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b)

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

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

Section 3.04 Business Associate Agreements and State Confidentiality Statutes. DCF is a covered entity pursuant to the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C.A. §1320d et seq. (HIPAA); 45 CFR Parts 160 and 164. Before a Provider

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Agency obtains or is permitted to access, to create, maintain or store Protected Health Information (PHI) as part of its responsibility under this Contract, the Provider Agency shall first execute a Department of Children and Families Business Associate Agreement (BAA). A Provider Agency, whose work under this Contract does not involve PHI is not required to execute a BAA. DCF shall have the sole discretion to determine when a Provider Agency's work will involve PHI. Protected Health Insurance shall have the same meaning as in 45 CFR 160.103.

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

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

Section 3.05 Business Registration.

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

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

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

Section 3.07 Source Disclosure. N.J.S.A. 52:34-13.2, that codified Public Law 2005, c.92 and Executive Order 129, requires when submitting a Request for Proposals and/or Contract, the Provider Agency shall submit as part of their proposal and/or Contract Certification listing where their contracted services will be performed and if the contracted services, or any portion thereof, will be subcontracted and where any subcontracted services will be performed.

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

Section 3.08 Provider Certification and Disclosure of Political Contributions.

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

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

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

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Section 3.09 Contract Certification and Political Contribution Disclosure Form. The Provider Agency is advised of its responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c.271, section 3 if the Provider Agency receives Contracts in excess of \$50,000 from a public entity in a calendar year. It is the Provider Agency's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at (888) 313-3532 or at [www.elec.state.nj.us/](http://www.elec.state.nj.us/)

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

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

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- e. The Provider Agency and subcontractor(s), in all solicitations or advertisements for employees placed by or on behalf of the Provider shall state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- f. The Provider Agency and subcontractor(s) will send a notice to each labor union or representative with which it has a collective bargaining agreement, other contract, or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Provider's commitments under this act and shall post copies of the notices in conspicuous places available to employees and applicants for employment.
- g. The Provider Agency and subcontractor(s) agree to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A.10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.
- h. The Provider Agency or subcontractor agrees to make a good faith attempt to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Division of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.
- i. The Provider Agency or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- j. The Provider Agency or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable State and federal law and applicable State and federal court decisions.
- k. The Provider Agency and subcontractor agree to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability,



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nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.

1. The Provider Agency and its subcontractors shall furnish such reports or other documents to the Department from time to time in order to carry out the purposes of these regulations, and the Department shall furnish such information to the Department of Treasury, Division of Contract Compliance and EEO, as may be requested by the DCF for conducting a compliance investigation pursuant to Subchapter 10 of N.J.A.C.17:27.

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

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

Section 3.11 Department Policies and Procedures. In the administration of this Contract, the Provider Agency shall comply with all applicable policies and procedures issued by the Department including, but not limited to, the policies and procedures contained in the

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Department's Contract Reimbursement Manual (as from time to time amended) and the Department's Contract Policy and Information Manual (as from time to time amended). Failure to comply with these policies and procedures shall be grounds to Terminate this Contract.

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

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

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

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

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

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

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

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

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

Section 3.14 Federal Davis-Bacon Act and New Jersey Prevailing Wage Act. Any Department Contract containing federal funds in excess of \$2,000 utilized for the construction, alteration, renovation, repair, or modification of public works or public buildings to which the federal government is a party or any Contract for similar work on public works financed with federal funds must comply with the federal Davis-Bacon Act,

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40 U.S.C. section 276a et seq. The Davis-Bacon Act requires that the Provider must pay the prevailing wages to each designated worker class engaged under the Contract at wage rates determined by the U.S. Secretary of Labor.

Any subsequent Provider Agency, Contract, or subcontract for any public work in excess of \$2,000 State funds of which the Department is a party shall comply with the N.J. Prevailing Wage Act, N.J.S.A. 34:11-56.27. Such Contracts or subcontracts shall contain a provision stating that the prevailing wage rate, as designated by the New Jersey Commissioner of Labor, must be paid to all designated classes of workers employed through said Contracts or subcontracts. The Provider Agency must determine if the New Jersey Prevailing Wage Act applies and follow all directives per N.J.S.A. 34:11-56 et seq.

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

#### **IV. TERMINATION**

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

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

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

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

The above notwithstanding, the Department may immediately upon Notice Terminate the Contract prior to its expiration, in whole or in part, whenever it is determined that the Provider Agency has jeopardized the safety and welfare of the Department's clients,

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materially failed to comply with the terms and conditions of the Contract, or whenever the fiscal or programmatic integrity of the Contract has been compromised. The Notice of Termination shall state the reason for the action(s); the Provider Agency's informal review options, time frames, and procedures; the effective date of the Termination; and the fact that a request for a review of the decision for action(s) does not preclude the determined action(s) from being implemented.

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

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

**V. ADDITIONAL PROVISIONS**

Section 5.01 Application of New Jersey Law. This Contract shall be governed, construed and interpreted in accordance with the laws of the State of New Jersey including the New Jersey Contractual Liability Act (N.J.S.A. 59:13-1 et seq.) and the Law Against Discrimination (LAD) (N.J.S.A. 10:5-1 et seq.).

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

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

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

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subcontract between the Provider Agency and its chosen subcontractor. The Provider Agency shall be responsible for all services performed by the subcontractor and all such services shall conform to the provisions of this Contract.

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

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

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

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

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

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

Section 5.08 Exercise of Rights. A failure or a delay on the part of the Department or the Provider Agency in exercising any right, power, or privilege under this Contract shall not



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waive that right, power, or privilege. Moreover, a single or a partial exercise shall not prevent another or a further exercise of that or of any other right, power or privilege.

Section 5.09 Recognition of Cultural Sensitivity. The Provider Agency agrees in the performance of this Contract to be sensitive to the needs of the minority populations (as described in section 3.10a of this policy) of the State of New Jersey. This sensitivity includes the employment, if possible, of a culturally diverse staff that can communicate with, and be representative of the entire community it serves.

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

Section 5.10 Copyrights. The Department of Children and Families reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use any work or materials developed under a Department or federally funded Contract or subcontract. The Department also reserves the sole right to authorize others to reproduce, publish, or otherwise use any work or materials developed under said Contract or subcontract.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with Provider Agencies under the same terms and conditions as are offered or made available to members

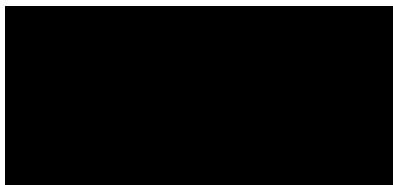
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of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

**AGREEMENT SIGNATURES AND DATES**

The terms set forth in this Standard Language Document (SLD) supersede any prior SLDs. This SLD governs all executed contracts; and contracts to be entered into by my Organization and DCF on or after the SLD's effective date, which is the below date of the provider organization's signature. DCF determines the effective date of any contract governed by this document, which is the date compensable services may begin, and enters it as the contract start date in DCF-SAGE. Oral evidence tending to contradict, amend or supplement the SLD is inadmissible. The SLD has been read and understood by the persons whose signatures appear below and the parties agree to comply with the SLD's terms and conditions,

**Signature**



**Print Name**

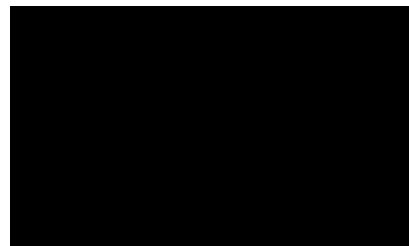
**Title:** Director of Contracting

**Departmental**

**Component:** DCF

**Date:** 9-13-22

**Signatur**



**Print Nam**

**Title:** Executive Director

**Provider**

**Agency:** Project Self-Sufficiency

**Date:** 8/2/22

State of New Jersey  
Department of Children and Families  
**Proposal Cover Sheet**

Please complete this form in its entirety

**Incorporated Name of Applicant:** Project Self-Sufficiency of Sussex County Inc.

**Public**

Enter X as appropriate

**Private-for-Profit**

**Private-Non-Profit** X

**Federal ID No.:** [REDACTED]

**Charitable Registration No.:** [REDACTED]

(if applicable)

**Applicant Mailing Address:** [REDACTED]

**Contact Person:** [REDACTED]

**Phone Number:** [REDACTED]

**Fax:** [REDACTED]

**Email:** [REDACTED]

**Title of RFP:** American Rescue Plan Supplemental Funding for Domestic Violence Services

**County to be Served:** Sussex and Warren

**Location of Service(s) to be provided (if known):** Project Self-Sufficiency, [REDACTED]

and on Journey: Opportunity on the Move in Sussex, Vernon, Franklin, Netcong and Hopatcong, NJ

**Total dollar amount requested:** \$214,285

**Funding Period:** From January 1, 2022 to December 31, 2023

**Brief description of services by program name and type of service to be provided:**

Project Self-Sufficiency of Sussex County Inc. will provide economic and financial programming as well as culturally specific programming for victims of domestic violence through "Project Safe and Strong" through Central Intake and onboard Journey: Opportunity on the Move in order to reach the geographically underserved population of Hispanic women and men in Sussex, northern Morris and northern Warren Counties.

**Authorization**

**Chief Executive Officer:** [REDACTED]

**Signature** [REDACTED]

**CEO Email:** [REDACTED]

**Date:** 11/16/21

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## **I. Organizational History and Capacity**

Project Self-Sufficiency, a private, 501(c)(3) non-profit, community-based organization, was founded in 1986 with the mission of addressing and improving family stability, economic self-sufficiency and well-being of low-income families in northwestern New Jersey. For 35 years, Project Self-Sufficiency of Sussex County, Inc. (“PSS”) has achieved transformational outcomes through one-on-one case management relationships, wraparound supports, and participant-directed individual action plans. PSS was founded as a one-line phone, two person, three-typewriter office, in an in-kind space at Sussex County’s Vocational-Technical School. Decades later, PSS conducted a successful ten-million-dollar capital campaign, and is now housed on a five acre, four building campus in the heart of Sussex County.

PSS has a long and successful track record of implementing economic and financial programming in a supportive, culturally competent manner to traditionally marginalized and underserved populations. Since inception, Project Self-Sufficiency has served over 25,000 families and currently serves nearly 3,000 families annually, including victims and survivors of domestic violence. Over 13,000 at-risk low-income individuals have achieved unsubsidized employment, nearly 15,000 individuals have participated in job training programs, and over 60,000 evidence-based home visits have been conducted across three Department of Children and Families-funded home visitation programs. All PSS programs and services are free and voluntary, and PSS has worked hard and successfully in developing the client-driven relationships that support high engagement and participation rates.

A dedicated, long-serving Board of Directors is committed to the Sussex, Warren and Northern Morris County high-risk communities of men, women and children, as evidenced by their unrelenting and successful efforts to raise, at minimum, 1.6 million annually in unrestricted

revenue. This funding fills the gaps left in publicly funded programs and enables PSS to expand, innovate and provide the full spectrum of supports needed by families facing multiple obstacles.

For more than three decades, Project Self-Sufficiency and Domestic Abuse and Sexual Assault Intervention Services (“DASI”) have worked together in close collaboration. The populations we serve have greatly overlapped and we cross-refer clients regularly. While DASI maintains an exclusive focus on intimate partner violence and sexual assault, PSS provides a full range of supportive services to help participants take the next step to a secure, self-sufficient future. These services are individually tailored to each participant through a one-on-one trusting relationship with a Case Manager and most often includes job training, education and job placement, financial literacy, supportive counseling, legal assistance, life skill management training, and access to emergency basic need assistance and other resources. PSS has achieved successful outcomes by delivering these services following the best practices for cultural competence. DASI and PSS acknowledge that achieving family stability and economic self-sufficiency can be a key driver to ending a pattern of domestic violence (DV). To that end, the agencies work closely together on a number of initiatives.

PSS is an active participant in DASI’s Strength Without Violence initiative. The meetings have historically been held on the PSS campus until they were forced to be virtual in the spring of 2020. DASI’s program for batterers, DECIDE, also met on the PSS campus. DASI and PSS jointly implemented a mental health services grant from the Sussex County Department of Human Services to provide outpatient mental health services, including evaluations and medication monitoring, to low-income women and victims of violence and sexual assault in Sussex County. This counseling occurred in part on-site at PSS and was coordinated seamlessly thanks to the transparent, cooperative and synergetic relationship between the agencies forged over three

decades of side-by-side work in this community. Additionally, PSS' founding Executive Director, Deborah Berry-Toon, completed her M.S.W. internship at DASI, creating a lasting bond between "sister agencies." Since that time, PSS and DASI have shared Board Members, resources, referrals, and above all, a shared commitment to the victims and survivors of domestic violence, and the underserved and marginalized in our community.

PSS is serving an increasing number of Hispanic women as the demographics of our region change. Our programs, including many DCF programs set forth below, have positioned us an active resource and partner to the growing community of recent immigrants from Latin America. We have developed a trusting relationship with individuals and families, particularly through our home visitation and Family Success Center services. Due to our collaboration with DASI and existing trusted relationships with this underserved population, PSS is poised to assist DASI in meeting the needs of these individuals. By providing culturally competent outreach, education, prevention services, screening and assessment, PSS can identify, serve and refer DV survivors and victims who currently experience many obstacles to accessing these services.

Project Self-Sufficiency has a long and successful history as a Department of Children and Families Grantee with an established track record of exceeding the goals set forth in a wide variety of DCF contracts. The winning formula includes effective community engagement, participant recruitment, strategic partnerships, committed professional staff, comprehensive data collection and management and continuous quality improvement efforts. Current DCF collaborations include:

**Keeping Families Together**— a program of DCF's Department of Housing, serving families with significant DCP&P involvement, unstable housing, and co-occurring mental health and substance

abuse. PSS been a KFT site for four years, meeting the prescribed Level of Service and achieving positive outcomes in both Sussex and Morris Counties.

**Nurse Family Partnership**- an evidence-based, community health program that transforms the lives of vulnerable mothers pregnant with their first child. NFP provides a Registered, BSN-level Nurse Educator to provide home visits to low-income, first-time pregnant women with the goals of increased positive pregnancy outcomes, increased appropriate early childhood development and increased economic self-sufficiency of the mother. PSS provides the services of the NFP Program in Sussex, Warren and Hunterdon Counties.

**Healthy Families America**– an evidence-based initiative to promote child well-being and prevent the abuse and neglect by delivering home visiting services that empower families and communities. Healthy Families provides an individual relationship with a highly-trained Home Visitor, who delivers a curriculum of education and activities to encourage the development of the five protective factors. PSS provides this program in Sussex as well as Northern and Western Warren County.

**Parents As Teachers**- evidence-based early childhood home visiting model, providing services to pregnant women and families with children from birth through kindergarten. PSS provides PAT services through Parent Educators visiting the home, building relationships and delivering curriculum, including the five protective factors. PSS provides PAT in both Sussex and Hunterdon Counties.

**Sussex County Council for Young Children and Early Childhood Initiative**- PSS is the home of the Sussex County CCYC and serves well over one thousand families per year. PSS leverages decades-long community partnerships, relies on its expertise in recruiting parent partners, and holds monthly and quarterly events to positively impact the health, education and well-being of

children from pregnancy/birth to age 8. PSS also provides an Early Childhood Specialist (ECS) in Sussex and Warren, screening with the Ages and Stages Questionnaire . Also included in the Early Childhood Initiative are the Plans of Safe Care, providing consultation, planning, and advocacy in conjunction with DCP&P on high-risk births.

**Sussex County Family Success Center**– PSS is the DCF-funded “one-stop shop” that provides wrap-around resources and supports for families before they find themselves in crisis. The FSC offers primary child abuse prevention services to families and brings together concerned community residents, leaders, and community agencies to address the problems that threaten the safety and stability of families and the community.

**Central Intake**– PSS’ Central Intake, The Next Step Helpline, is funded by the Department of Health, not DCF, and has served as the provider for both Sussex and Warren Counties since 2015. For decades before that, PSS was known throughout the community as the one-call resource for the range of issues facing low-income individuals and families. PSS is well-versed in maintaining a “warmline” and received over 2,000 calls per year in this rural community. Even more extraordinary, The Next Step Helpline makes over 10,000 follow up calls to ensure that resources were accessed, to address any new issues, and to build a trusting relationship. Calls are answered live, in real-time, by trained, compassionate, knowledgeable and patient intake workers from 8:00 am to 7:00 pm Monday through Thursday, and 8:00 am to 5:00 pm on Friday.

PSS is governed by a Board of Directors composed of a long-serving, well-versed and dedicated group committed to supporting and sustaining the mission of this organization. Board Members include a retired appellate division judge who sat in the family division at the superior court, an IT specialist, experienced insurance executives, and an attorney. Since its inception in



1986, the Board has delegated authority for agency operations to Executive Director [REDACTED]

[REDACTED], who will oversee the implementation of this project.

The decision-making structure is organized around supervisory functions with the Executive Director responsible for day-to-day decision making and the Board of Directors, in consultation with the Executive Director, responsible for setting policy, conducting financial development, and overseeing the financial, legal, and ethical operations of the organization. PSS is audited by an independent CPA firm each year and has consistently achieved a clean audit. We have formal fiscal policies that guide all of our financial activities; the Executive Director reports directly to the Board of Directors and meets with the executive committee, finance committee, and full board monthly to ensure close oversight and fidelity to procedures.

PSS has a comprehensive Cultural Competency Plan that demonstrates our commitment to, and guides our efforts toward, cultural inclusivity and diversity. PSS is dedicated to providing nondiscriminatory, ethnically, and culturally sensitive and culturally competent programs and services to our community, including current and future participants and their families. In keeping with our values, all staff members must demonstrate a philosophy and commitment to cultural sensitivity and competence. To this end, PSS provides training support for staff members on cultural competency, diversity, sensitivity, multi-cultural awareness and utilizing clinical skills and treatment strategies with diverse populations. PSS is committed to equal opportunity employment and diversity among all programmatic and administrative staff.

Project Self-Sufficiency is a trauma-informed organization, dedicated to building resiliency in agency staff and interacting with service recipients and one another with awareness and sensitivity to the impact of trauma. This trauma-informed approach ensures that the agency is fulfilling its mission by promoting healing and resiliency in children, adults and communities so that people,

systems and communities can function at their full capacity and potential. Trauma-informed care practices and building resiliency are critical to our workforce, our participants and our community. Thus, PSS prioritizes the creation of a trauma-informed culture: values, principles and development of a trauma-informed system of care ensuring safety and preventing re-traumatization; engagement in organizational self-assessment of trauma-informed care; trauma-specific assessment for clients; and trauma-specific services using evidence-based practices.

A Note on Covid PSS was able to seamlessly switch to remote work for staff and remote services for participants swiftly and effectively, due to a deeply ingrained culture of mission-first innovation. Three core members of the staff continued to work from campus to keep the food pantry open and responsive to a greatly increased demand. Services were expanded and tailored to the new reality, with staff meeting participants on a HIPAA-compliant virtual platform, the food pantry expanded to home delivery for community members without transportation or directed to quarantine, and a new slate of virtual support groups and workshops. These included Motivation Monday, Workforce Wednesday, weekly Lunch, Learn and Play events for young families, Women's Support Group and Parents' Support Group.

PSS has the organizational capacity, the experience, the infrastructure and the team in place to use this supplemental funding for domestic violence services to create transformation outcomes for this marginalized and geographically underserved region.

## **II. Need and Impact**

The Covid-19 pandemic has disproportionately affected the low-income, at-risk, vulnerable populations that Project Self-Sufficiency's serves. Every individual and family that accesses PSS's programs and services has an income less than 250% of the Federal Poverty Level. Several townships and boroughs in Sussex and Warren County in PSS' service area experience staggering

numbers of households living in poverty as well as living at or below the United Way's ALICE (Asset Limited, Income Constrained, and Employed) threshold. These towns, Franklin Borough (44.3%), Sussex Borough/Wantage Township (32.8%), Vernon Township (30.9%), Hopatcong (36.6%), Netcong (55.7%), and Newton (34.4%) all have combined rates of households in poverty and at the ALICE threshold near or above the New Jersey state average (37%). These towns also have higher rates of Hispanic/Latino populations – Franklin Borough (6.2%), Sussex Borough/Wantage Township (5.8%), Vernon Township (9.5%), Hopatcong (16.9%), Netcong (13.8%), and Newton (14%).

PSS is in rural location within an urban state, and therefore the needs of communities in our counties are often overlooked in statewide programming. There is a notable lack of racial and ethnic diversity in the counties we serve as a whole, with a more than 90% white population, although this is rapidly changing with an increase in Hispanic families moving to the county. In Sussex County's Family Success Center at PSS's main campus in Newton, a growing 11% of families are Hispanic, approximately 5% are African American and 6% identify as multi-racial. The Warren County Family Success Center serves 1,200 families each year. Of these families, 14% are African American, 27% are Hispanic, and 11% identify as multi-racial.

<b>Town</b>	<b># of House holds</b>	<b>Poverty Households</b>	<b>ALICE House holds</b>	<b>Total % at ALICE or below</b>	<b># of reported Domestic Violence Incidents*</b>	<b>% of reported Domestic Violence Incidents</b>
Franklin Borough	2,129	185	758	44.3%	88	9.3%
Sussex/Wantage	6,822	412	1,826	32.8%	71	8.3%
Vernon	2,634	128	687	30.9%	186	22.8%
Hopatcong	3,523	161	1,129	36.6%	109	8.4%
Netcong	1,407	142	642	55.7%		5.1%
Newton	9,624	704	2,608	34.4%	178	5.5%

**\*For the time period January 1, 2019 through December 31, 2019**

The DASI 24-Hour Crisis Line continue to be lifelines available to callers in need of emergency shelter, support, information and referrals to community resources, especially for those in the socially isolated, rural communities of Sussex County. During the pandemic, DASI received nearly 1,500 calls through the Helpline; 1,267 were regarding domestic violence, and 226 were in regard to sexual assault. DASI also reports that survivor participation in group and individual counseling sessions (131 survivors were served with 92 group and 945 individual counseling sessions) demonstrates a marked increase from the prior year.

The National Coalition Against Domestic Violence (NCADV) reports that 35.8% of women and 27.4% of men in New Jersey experience intimate partner physical violence, intimate partner rape and/or intimate partner stalking in their lifetime; 34.4% of Hispanic women and 30% of Hispanic men report contact sexual violence, physical violence and/or stalking in their lifetime. Based on national data, 2,236 Hispanic women and 1,927 Hispanic men in Sussex County will report a domestic violence incident in their lifetime, and in Warren County, 1,883 Hispanic women and 1,578 Hispanic men will report this type of abuse.

Latina women, specifically, struggle with accessibility of DV services due to language and barriers fear and distrust. Specifically, fear of deportation, social isolation, misinformation and lack of knowledge about legal rights, lack of knowledge about law enforcement capabilities and structure, and limited knowledge of resources present significant obstacles. This population has historically been underrepresented in Sussex and Warren County, but as the population grows swiftly, the need for accessible supports is also growing.

Often, the need for resources for underserved individuals and families, like domestic violence programs, seems bigger in cities due to concentrated populations of minority groups; however, the need for resources in suburban and rural areas, particularly those low-income, geographically

isolated communities in Sussex County like Vernon, Sussex, Montague, Franklin, Hopatcong, and Stanhope who also have higher rates of minority populations, mirrors the crises in urban areas. By bringing programs and services into these communities aboard Journey: Opportunity on the Move, Project Safe and Strong will expand DASI's reach into the underserved populations of minority women in the region who are experiencing domestic violence and sexual assault, decreasing the barriers to access that exist for geographically and socially isolated victims and providing the skills and support they need to achieve their economic self-sufficiency and family stability goals.

### **III. Program Approach**

Currently, DASI serves as the primary resource for victims of domestic and sexual violence and their families in Sussex County. DASI offers comprehensive services for survivors of sexual assault/abuse and their families, victims of domestic violence, violent/abusive partners, and for children who have witnessed domestic violence. Their programs include secure shelter services, nonresidential services, children's programs, a sexual assault program, and DECIDE for domestic violence offenders. Recognizing that many of PSS's participants come to us with histories of domestic violence, and in turn those individuals escaping domestic violence often require economic self-sufficiency services, PSS and DASI has long had a mutual policy of coordination of services for shared clients and mutual referrals for services.

PSS is ideally positioned to make a positive impact on individuals and families facing domestic violence for several reasons. In the farthest corner of Northwest New Jersey, we are in a rural area which is geographically underserved. Our population of recent immigrants and undocumented individuals are often isolated by rural poverty and cut off from the communities that exist in more populated areas of New Jersey. PSS is already the trusted resource for many of these families and individuals, providing home visitation services, a food pantry and food delivery when required, a

free on-site preschool for Newton residents, and comprehensive case management and employability skills. These wraparound services, and others, are provided in both English and Spanish, and accessible on campus, by phone, on virtual platforms such as Zoom, in their own home with a dedicated home visitor, at the Outreach Site in Blairstown, or on Journey: Opportunity on the Move. Journey is PSS' mobile unit providing a food pantry, computer lab, educational groups, and supportive counseling.

For over 35 years, Project Self-Sufficiency has provided the services enumerated in this RFP for displaced homemakers, single parents, teen parents, senior citizens, and victims of domestic violence. This is inclusive of women, men and families, youth and adults. PSS has experience with the five priority areas enumerated in the grant:

- 1) Alternative housing solutions for long-term stability
- 2) Economic and financial programming
- 3) Legal assistance
- 4) Culturally specific programming
- 5) Substance use and/or mental health concerns

PSS proposes **Project Safe and Strong**, with services focused on **2) economic and financial programming** and **4) culturally specific programming**. PSS has provided job skills and financial education for decades as a cornerstone of our economic self-sufficiency services. Additionally, PSS provides culturally specific programming across several DCF and other programs. As the demographics of rural Sussex County have changed, PSS has committed to cultural competency to best serve recent immigrants, non-English speaking individuals and families, and neighbors across a diverse range of racial, ethnic and religious backgrounds. As one example, over 50% of PSS' current caseload of Healthy Families and Parents as Teachers participants are Spanish-speaking.

## **Project Safe and Strong Goals and Objectives**

### **1. Outreach and Prevention**

- Provide program staff and volunteers the required minimum 40 hours of training in the field of domestic violence with DASI, as well as other statewide trainings through the Coalition to End Domestic Violence;
- Conduct a pervasive education, communication and outreach effort, in English and Spanish, using various modalities including social media, print media (fliers and pamphlets) and public service announcements, to raise awareness of the domestic violence, sexual assault and intimate partner violence resources available in Sussex, northern Morris and northern Warren Counties for a minimum of 1,000 individuals;
- Meet all data submission and reporting deadlines as set by DCF.

### **2. Community-Based Victim and Survivor Services**

- A. Outstation the mobile unit, Journey: Opportunity On The Move, in six high need, remote towns to include a half-day in Vernon, Franklin, Sussex, Montague Hopatcong and Stanhope. Each town will be visited on a biweekly basis for 50 weeks each year, providing 25 visits each program year; and serving a minimum of 100 individuals;
- B. Conduct employability trainings, computer skills education, and job placement services through on Journey's mobile computer lab and through virtual platforms;
- C. Schedule, conduct and evaluate a minimum of 12 domestic violence, sexual assault and intimate partner violence prevention information sessions and a minimum of 12 financial literacy workshops throughout the community, in English and Spanish, on Zoom and in-person for the general public;

D. Screen individuals for active domestic violence and unsafe households and provide a “warm hand off” referral to DASI and PSS to provide safety planning and secure shelter as needed;

E. Link visitors to community resources and services both internally at PSS and externally with community partners, including but not limited to emergency basic need assistance, educational programs, housing resources, utility assistance, medical and mental health services, and childcare.

F. Meet all data submission and reporting deadlines as set by DCF.

### **3. Center-Based Victim and Survivor Services**

A. Provide intake, assessment, and an Individual Action Planning for a minimum of 100 victims and survivors with a dedicated Project Safe and Strong Case Manager;

B. Conduct employability trainings, computer skills education, and job placement services in the on campus Career Center and through virtual platforms, including PSS’ comprehensive, 16-week Higher Opportunities for Women careering program;

C. Schedule, conduct and evaluate a minimum of 12 domestic violence, sexual assault and intimate partner violence prevention information sessions and a minimum of 12 financial literacy workshops in English and Spanish, on campus and on Zoom;

D. Schedule and facilitate a minimum of 6 legal seminars on domestic violence and provide individual consultations and court accompaniment as needed;

E. Provide individual case management and supportive counseling with for 100 women in English and Spanish, including on-site and virtual options;

F. Link Project Safe and Strong participants to community resources and services both internally at PSS and externally with community partners, including but not limited to emergency



basic need assistance, educational programs, housing resources, utility assistance, medical and mental health services, and childcare;

G. Facilitate weekly support groups in both English and Spanish to support victims and survivors of domestic violence, reduce isolation, and create community.

H. Meet all data submission and reporting deadlines as set by DCF.

This model of services, including on-site, off campus remote, and virtual programming including both outreach and prevention as well as programming for victims and survivors has been effective in reaching marginalized, non-English speaking, and recent immigrant communities. PSS has a track record of successfully serving families and individuals in this manner through our home visitation, case management and Family Success Center programming. It mitigates the isolation created in rural communities, and compounded by poverty and violence, by increasing accessibility and reducing obstacles to engagement. The Project Safe and Strong program design addresses language barriers, lack of transportation, distrust of public and private agencies, and lack of technology to extend the reach of currently available domestic violence services.

DASI and PSS will continue their long history of partnership by sharing referrals. DASI will provide referrals to PSS including community members, victims, survivors and their household members for comprehensive financial empowerment and economic self-sufficiency services and culturally competent case management in both English and Spanish. PSS will coordinate with DASI to refer participants for safety planning, secure shelter, and legal assistance. PSS' experience in implementing DV wraparound services is detailed below.

1. **Crisis Calls and Intervention** Although currently a successful Central Intake provider for two counties, PSS recognizes that DASI's 24-hour crisis line is the best resource for victims

and survivors in crisis. PSS has supported DASI in publicizing the existing crisis phone number for clarity and safety and will continue to do so. The Helpline will also screen and refer.

2. **Housing Options** PSS works with housing insecure families and individuals, connecting them to a range of services to address this need. Through The Next Step Helpline, we link families to shelter placements, motel stays, vouchers, and other resources. PSS has limited funds to assist with emergency housing costs. PSS will collaborate with DASI to provide shelter for victims who need a secure safe house placement.

3. **Victim Advocacy** Advocacy has been a cornerstone of PSS services for decades. Through all PSS programs and services, staff provide advocacy on educational, medical, housing, legal, and other issues. Staff are available to advocate for participants, as well as modeling effective advocacy and supporting individuals in developing the skills to advocate for themselves. We will continue to provide advocacy directly and in coordination with DASI, and through our close partnerships with a broad range of public agencies, schools and private providers.

4. **Individual and Group Counseling** PSS also has 35 years of experience providing individual and group counseling. Weekly support groups are available for women and for parents. PSS has experienced staff and volunteer clinicians for one-on-one counseling and with supplemental funding for domestic violence services, PSS will be able to offer dedicated individual and group counseling to victims of domestic violence in a weekly group counseling session as well as weekly individual sessions, with both available in English and Spanish as needed.

5. **Legal Advocacy and Legal Representation** PSS has provided Legal Services and Education for over 30 years with funding from the New Jersey State Bar Foundation's IOLTA Program. The legal program includes advocacy, individual consultations, group seminars, and limited *pro bono* representation, serving over 250 clients each year in the following practice areas:

family law, including divorce, custody, parenting time, and support, bankruptcy, expungement and landlord/tenant law. PSS will also coordinate with DASI to assist clients in all aspects of domestic violence litigation.

6. **Medical Accompaniment** When victims of domestic violence would benefit from accompaniment to medical appointments, PSS will coordinate closely with DASI to determine which agency is best positioned to respond. PSS has invested in close partnerships with a broad range of medical providers through comprehensive outreach and collaborative community boards, including all three local hospital systems, prenatal clinics and private OB/GYN providers, pediatricians, as well as substance use disorder and mental health providers. PSS can leverage these relationships to ensure accessible, timely, effective assessment and treatment.

7. **Transportation** Transportation is always an obstacle in rural, geographically underserved areas like Northwest New Jersey. PSS has long experience navigating this challenge with participants who do not own a car or possess a driver's license. PSS maintains a fleet of 5 vehicles to assist with transportation. Our main campus is located on the bus loop, and we are well-versed in all the local options. Services are provided directly in the highest need neighborhoods on the mobile unit, Journey: Opportunity on the Move. Project Safe and Strong requests funding for transportation to assist in removing remaining barriers.

8. **Community Education and Training** Community Education and Training is a bedrock of PSS' success over its long history. Our campus includes a large Community Education Building that allows us to host county, school, and coalition meetings. We also have significant education and training capacity. Our Leadership Staff includes licensed trainers for the following programs: Connections Matter; Ages and Stages Questionnaire; Brazelton Touchpoints; Enough Abuse Child Sexual Abuse Prevention; and Breastfeeding in Color. Staff also includes a Breast Health

Educator, a Health Equity Educator and educators for the utility assistance programs. All programmatic staff are trained on best case practices of trauma-informed care and cultural competency. PSS and its staff are extremely well-equipped to conduct trainings on a domestic violence prevention, offender services including the Duluth Model, and awareness campaigns. Our experience ranges from teen parents to senior citizens, and childcare centers to high schools and colleges.

9. **Partnership and Collaboration** PSS is entrenched in the human services delivery network in northwest New Jersey, and active in a diverse range of partnerships and collaborations including the Human Services Advisory Council and the Council of Service Agencies, often taking a leadership role and hosting the meetings on our campus. PSS has active partnerships and Memoranda of Understanding on file with over 100 community partners, including library systems, prenatal providers and pregnancy resource centers, schools, churches and municipalities. For the purposes of this grant, PSS will form an Advisory Committee to guide the expansion of domestic violence services. We have received a commitment from partners including DASI, the Sussex County Prosecutor's Office and the Sussex County Executive Superintendent of Schools, who will take an active role in referring to services, assessing community supports and identifying gaps, and providing direct assistance to victims and their families where appropriate.

10. **Prevention Services** PSS has implemented many evidence-based programs that demonstrate the effectiveness of wraparound services, comprehensive outreach, and supportive counseling with regard to the prevention of violence and other concomitant markers of poverty. We have the infrastructure in place to quickly implement prevention services, including Strength Without Violence, and education in the high schools (where we currently present several programs,

including Breast Health Awareness to health classes) and to the local Spanish-speaking community.

11. **Services for Children** PSS is prepared to offer thoughtful and comprehensive services to children and we have done so for decades. PSS has on-site childcare at The Little Sprouts Early Learning Center, a free summer camp, Project Vacation, and a host of other services through the Family Success Center and County Council for Young Children. PSS will coordinate with DASI to ensure that groups and individual services are available to children in both English and Spanish as necessary.

12. **Offender Services** PSS is equipped to build on its experience with relational services, outreach capacity, and training acumen to implement an evidence-based offender services program. PSS also intends to work closely with DASI and their existing, successful batterers' intervention program, DECIDE, which has been hosted at PSS. PSS will host this in-service training for our staff and others in the community both on campus and virtually. DASI's program is based in the effective Duluth Model of working with batterers.

13. **Technology** The PSS campus is currently undergoing a comprehensive upgrade of our technology and network infrastructure. With an on-site computer lab and mobile computer lab on Journey, PSS can support participants with scheduled and drop in access to networked computers to access, print, complete and file legal, financial and employment documents, including the Case Information Statement required for family law proceedings, virtual support groups and workshops, remote schooling, and job skills training, job search and career fairs. PSS has the capacity to meet the technological demands of expanding domestic violence in this geographically underserved region.

14. **Consultant Services** PSS does not currently foresee the need for a consultant due to our long and cooperative partnership with DASI, the Sussex County Prosecutor's Office, Legal Service of Northwest New Jersey, The Morris County Organization of Hispanic Affairs, and other local agencies who all have offered support of this application. These partners with participate as Advisory Board Members provide us with a depth of knowledge and much guidance as we look to expand the access to domestic violence services in geographically underserved communities in our region. PSS also has significant "in house" expertise in program design, development and implementation, clinical services and domestic violence. Jane Shivas, LCSW, is a program director and administrator at PSS who brings 40 years of experience with domestic violence agencies in New Jersey as both a clinician and a supervisor.

15. **Translation and Interpretation** PSS currently employs Spanish speaking staff to serve participants in their language. For less common languages including Hindi and K'iche', the agency has experience using Google translate, language lines, and other services to assist community members with the full range of our programs and services. With culturally specific programming as a primary goal of this proposed program, PSS will ensure that all victims of domestic violence are able to receive services, regardless of any language barrier.

16. **Substance Use Disorders and/or Mental Health Needs** PSS has a long history addressing substance use disorders (SUD) and a spectrum of mental health needs. We have the capacity to provide direct services to participants facing these and other co-occurring disorders with staff and volunteer clinicians who are providing services on-site, in the home, and virtually. The agency is equipped to provide effective, respectful services to participants impacted by domestic violence and co-occurring disorders.

**Project Safe and Strong**

PSS proposes to hire two (2) full-time English and Spanish-speaking Case Managers to provide direct service to victims of domestic violence and their family members. All services will be culturally sensitive and outreach will be conducted to diverse, underserved communities in both English and Spanish. One Case Manager will be assigned to on campus work, maintaining an office at PSS and meeting with participants in person or on a secure virtual platform. The second English and Spanish-speaking Case Manager will be assigned to work from the field. Over decades, PSS has found this to be the most effective way to reach marginalized, impoverished individuals. The “external” Case Manager will work from several locations including on board PSS’ mobile office Journey in high needs towns around the region, from the Blairstown Outreach Office as necessary, and in local libraries and hospitals through our longstanding partnerships. Both Case Managers will be supervised by [REDACTED] With a background in the practice of family law, including domestic violence, and with many years of non-profit administration and management, [REDACTED] is prepared to implement this program with minimal lead time and she will report to the Executive Director.

All services will be guided by a comprehensive Individual Action Plan, created jointly by the participant and the Case Manager. This working document will outline the strengths and challenges of the participant and their self-identified goals. With these goals as the focus of their efforts, the Case Manager will assist the participant in creating a plan to achieve these goals and provide concrete assistance, such as emergency basic needs, targeted referrals to internal and external programs, and supportive counseling. This program is designed to be accessible and culturally responsive in several ways. Direct service staff will be fluent in both English and Spanish, allowing participants to access services in the language they feel most comfortable. Services will be available in the office, virtually, on the Journey mobile outreach office, and in

other public places such as libraries and hospitals. The program is designed to be flexible to provide services where and when they are most needed.

PSS has the support of key community partners in seeking supplemental domestic violence funding for northwest New Jersey. We have received letters of support from both DASI and the Morris County Organization for Hispanic Affairs. (As a demonstration of the dearth of targeted services, there is no comparable agency in Sussex County). These agencies serve in an advisory capacity on issues specific to domestic violence best case practices (DASI) and culturally sensitive services (MCOHA). Additional partners include the schools, as evidenced by the Memorandum of Understanding executed by the Executive County Superintendent. We are also working closely with the First Presbyterian Church in Blairstown which offers us space to staff an outreach office in an underserved and remote rural community. We also have an MOU from the Sussex County Department of Health and Human Services, where we work closely with the Board of Social Services, Public Transportation, Public Health, Senior Services, Youth Services, and others. These long-standing partnerships make us more effective advocates for our participants.

PSS strives for maximum accessibility to address any and all potential barriers to services. This includes observing office hours from 8:00 am to 8:00 pm Monday through Thursday and 8:00 am to 5:00 pm on Friday to accommodate a variety of work schedules. We also offer home-based services, virtual meetings, and a mobile unit visiting underserved neighborhoods. Additionally, program staff includes bilingual professionals to work with participants in their preferred language. Childcare is a major barrier to accessibility for many low-income parents. To address this, PSS can provide drop-in care at our on-site licensed day care when required for a parent to attend a court hearing or a medical appointment. PSS was founded to meet the needs of marginalized



communities and takes an innovative, flexible approach to ensuring it is accessible to all community members in need.

The target population of Project Safe and Strong includes all victims and survivors of family violence, domestic violence and dating violence as well as their family and household members who reside in New Jersey (regardless of where the violence may have occurred). The program is designed to meet the needs of these individuals, especially where these needs intersect with poverty, geographic isolation, language barriers, and other specific demographics like disabilities, immigration status and age. In order to establish eligibility, potential Project Safe and Strong participants need only self-identify as a victim or a survivor. PSS is prepared and committed to assist all victims with free and voluntary services regardless of citizenship, legal status, or tribal affiliation without requiring production of documents related to residency or citizenship. Further, PSS is equipped to assist victims with Limited English Proficiency as well as Deaf or hard of hearing individuals. All services are confidential and all data is protected.

As PSS is already entrenched in the community and in each low-income neighborhood, every school, library, hospital and community-building initiative, recruitment for these programs will be current with our existing successful efforts. The Next Step Helpline will screen callers for domestic violence concerns particularly the target population of low-income, at-risk, vulnerable individuals and families to provide information about program and services, as well as health education and resources, including domestic violence, sexual assault and intimate partner violence-related information. It is anticipated that this will be a significant source of referrals.

PSS is equipped with several curricula to teach employability skills, soft skills, and financial management to program participants. Options range from a one-on-one session, to a one time workshop, to a full 16-week computer and career training program called Higher Opportunities for

Women. Curricula will include Money Habitudes for financial skills and empowerment and 24/7 Dads for parenting education. Both Case Managers will have access to all these resources, programs and services so that they may individually tailor an action plan in partnership with the participant and directed towards their unique goals for self-sufficiency.

When the victim is a parent, these wraparound services help to increase the five protective factors that reduce the incidents of family violence, adverse childhood experiences, and the concomitant health, mental health, and substance abuse effects of poverty. These protective factors are: 1) Parental Resilience; 2) Social Connections; 3) Concrete Supports; 4) Knowledge of Parenting and Child Development; and 5) Social and Emotional Competence of Children. Project Safe and Strong will support the development of these skills through access to the Food Pantry, the activities and events sponsored by the Family Success Center and the County Council for Young Children. Additionally, families concurrently enrolled in home visitation will engage with specific curricula on these factors. With Project Safe and Strong, PSS proposes to serve a minimum of 1,000 individuals through education and outreach efforts and 200 unduplicated victims and survivors of domestic violence through comprehensive programs and services.

#### **IV. Staffing and Personnel**

For purposes of the proposed project, PSS will employ one (1) FTE English and Spanish-speaking Project Safe and Strong On-Campus Case Manager with a minimum of a Bachelor's degree and advanced training and coursework specific to domestic violence, sexual assault and intimate partner violence. In addition, PSS will employ one (1) FTE English and Spanish-speaking Project Safe and Strong Community-Based Case Manager with a minimum of a Bachelor's degree and advanced training and coursework specific to domestic violence to provide community outreach, education and in-person response to domestic violence, sexual assault and intimate

partner violence calls onboard Journey: Opportunity on the Move, PSS's retrofitted RV that currently brings PSS services into low-income, underserved communities in Sussex and northern Morris County that lack adequate public transportation, or whose residents lack access to personal transportation.

PSS' Social Media Specialist will be utilized for various communication and outreach efforts. The Social Media Specialist has extensive experience in marketing and outreach and is responsible for more than 1,000 social media impressions per week. These media impressions include social media posts for PSS's main social media accounts as well as PSS' Journey Facebook; Little Sprouts Early Learning Center Facebook, Twitter, Instagram, and You Tube; the Nurse-Family Partnership's Facebook and Instagram; the Family Success Center blog; Health Up Facebook, Instagram and Twitter; New Jersey Youth Corps Facebook and Instagram; press releases for newspapers, radio stations, magazines and television stations, and online news outlets; and the websites of newspapers, radio stations, magazines and television stations. Where appropriate, PSS will also use full-trained volunteers.

All case management staff attends bi-monthly staff meetings, as well as one-on-one supervisory meetings. Staff also regularly participates in in-service trainings with representatives from other local human service agencies. Program staff participates in professional training, conferences, etc. as deemed essential to their role and/or required by the program funding source. Prior to interacting with clients or providing direct services all PSS staff and volunteers directly responsible for program implementation and delivery will complete the required minimum 40 hours of training in the field of domestic violence through DASI.

Project Self-Sufficiency utilizes the DCF Division of Child Protection and Permanency (DCP&P) operating policies and procedures for reporting suspected cases of child abuse and/or

neglect. Participants are informed upon intake and that PSS staff are mandated by law to report all suspicion or evidence of child abuse and/or neglect.

#### **V. Program Implementation Schedule**

The implementation of Project Safe and Strong will begin within 30 days of contract execution and will include a multi-faceted outreach, education and awareness raising effort, as well as a recruitment campaign which includes recruiting and hiring one (1) full-time English and Spanish-speaking Project Safe and Strong Campus Based Case Manager and one (1) full-time English and Spanish-speaking Project Safe and Strong Community Based Case Manager.

The Campus Based Case Manager will field incoming calls for assistance and provide timely information, referrals, advocacy in order to direct all Spanish-speaking clients to appropriate community resources and will also provide referrals and follow up to ensure that clients have successfully accessed the available services. In addition, the English and Spanish-speaking Case Manager will assist Spanish-speaking women, particularly those with incidents involving domestic violence, sexual assault and/or intimate partner violence with navigating the social services system in our community and referrals to DASI as well as enrollment in PSS's programs and services including the job skills training program, comprehensive case management, and/or evidence-based home visitation programs if eligible.

The Community Based Case Manager will maintain a mobile office on Journey: Opportunity on the Move, which visits the towns of Sussex, Vernon, Franklin, Netcong and Hopatcong on a biweekly basis and will bring PSS programs and services, information on available resources, referral services, and provide advocacy and support to walk-in visitors to Journey. The Community Based Case Manager will also provide in-person regularly scheduled case management sessions with clients on Journey.

The proposed timeline for implementation and execution of the project is represented below:

Timeframe	Project Activity
January 1 – February 28, 2022	<ul style="list-style-type: none"> <li>• Recruit and hire two (2) 1.0 FTE English and Spanish-speaking Project Safe and Strong Case Managers</li> <li>• Develop materials in English and Spanish to PSS staff for distribution clients and on Journey: Opportunity on the Move</li> <li>• Provide 40 hours of domestic violence training for Project Safe and Strong Staff and additional PSS staff and volunteers as indicated</li> <li>• Schedule 12 financial empowerment workshops throughout Sussex County and neighboring towns</li> <li>• Schedule 12 domestic violence prevention seminars throughout Sussex County and neighboring towns</li> <li>• Schedule Journey for biweekly visits to Montague, Sussex, Franklin, Vernon, Hopatcong, and Stanhope</li> <li>• Schedule weekly support groups for domestic violence victims and survivors</li> <li>• Schedule a minimum of 6 legal seminars on domestic violence and related topics, including custody and support</li> <li>• Begin pervasive communication and outreach through various forms of media including social media and printed materials, and PSAs</li> </ul>
March 1 – December 31, 2022	<ul style="list-style-type: none"> <li>• Conduct intake and assessment of 200 domestic violence victims and survivors</li> <li>• Conduct 12 financial empowerment workshops throughout Sussex County and neighboring towns</li> <li>• Conduct 12 domestic violence prevention seminars throughout Sussex County and neighboring towns</li> <li>• Provide biweekly visits to Montague, Sussex, Franklin, Vernon, Hopatcong, and Stanhope on Journey</li> <li>• Conduct weekly support groups for domestic violence victims and survivors</li> <li>• Conduct a minimum of 6 legal seminars on domestic violence and related topics, including custody and support</li> <li>• Continue pervasive communication and outreach through various forms of media including social media and printed materials, and PSAs</li> <li>• Integrate domestic violence, sexual assault and intimate partner violence information sessions/topic discussions into PSS' current weekly virtual program schedule</li> <li>• Provide monthly demographic reports and service data</li> </ul>

## **VI. Outcome and Evaluation**

Project Self-Sufficiency uses multiple tools to self-evaluate. Overall, we use a client satisfaction tool that captures satisfaction with the services received, as well as the significance and strength of the relationships with case managers and other supports. Feedback from these instruments is used for continuous quality improvement of program and service offerings, scheduling, curricula decisions, staff development, and more.

It has been our experience that a phone or in-person meeting with a caring intake worker is the single biggest predictor of client engagement. From the start, PSS is building a collaborative, trusting relationship that begins in that first contact. Subsequently, participants are assigned a case manager at their initial intake. After collaborating with the participant on the development of long- and short-term goals, the case manager utilizes a baseline self-assessment tool, THE SELF-SUFFICIENCY MATRIX (authored by the Snohomish County Self-Sufficiency Task Force). Each case management participant, in collaboration with their case manager, completes these tools quarterly over the duration of their participation in services. THE SELF-SUFFICIENCY MATRIX assesses functioning across a broad range of domains including housing, employment, income, food, childcare, children's education, adult education, legal, mental health, substance abuse, safety, disabilities, health care coverage, life skills, family/social relationships, mobility, community involvement, and parenting skills. Variables across all domains move from "in crisis" to "vulnerable" to "safe" to "building capacity" to "empowered". Additionally, case managers administer THE HOPE SCALE to assess social capital, including self-reported reflections on worth, energy, resources, and community connections.

Project Self-Sufficiency will also utilize the MEASURE OF VICTIM EMPOWERMENT RELATED TO SAFETY (MOVERS) SCALE. MOVERS is a 13-item scale that measures

survivor empowerment within the domain of safety. This scale is available in both English and Spanish and demonstrates a strong factor structure and high reliability and validity in Intimate Partner Violence survivors seeking services.

Through these tools, PSS will evaluate the following: percent of participants who reported improved quality of life due to the services provided; percent of participants who received referrals or services for social needs within their community, including resources for domestic violence, sexual assault and/or intimate partner violence; percent of participants who reported an increased ability to better self-manage their health care and social needs; and percent of participants who reported an improvement in their physical and mental health. PSS captures client satisfaction with the services received, as well as the significance and strength of the relationships with case managers and other supports annually.

## **VII. Leveraging and Sustainability**

Project Self-Sufficiency employs a multi-pronged support strategy, with a goal to continue to maintain and expand the agency's programs and services through coordinated fundraising efforts. Contributions come from a variety of sources, including government funding, corporate sponsors, individuals, and local businesses.

## **VII. Budget Justification**

For the first year of operation, funding from the Department of Children and Families American Rescue Plan Supplemental Funding for Domestic Violence Services opportunity will be utilized as follows upon implementation:

### **Personnel:**

- Two (2) full-time Case Managers at 40 hours per week x 52 weeks x \$19.23 per hour plus fringe benefits at 10.13% x 2 = \$88,104;

- Social Media Specialist at 2 hours per week x 52 weeks x \$19.23 per hour = \$2,000.

**Materials and Supplies:**

- 1,000 informational brochures at \$.22 each = \$220
- Office supplies at \$50 per quarter = \$200

**Direct Client Assistance:**

- Various client emergency needs including transportation, insurance, utilities and food at \$1,250 per quarter x 4 quarters = \$5,000; Project Self-Sufficiency will match this amount as part of this program.

**Other:**

- Social media advertising at \$126 per month x 12 months = \$1,512
- Virtual presentation through Zoom at \$50 per month x 12 months = \$600
- Staff recruitment at \$160 per month x 2 positions x 2 months = \$640
- Auto and general liability insurance at \$600 per year.

Project Safe and Strong will require time spent by five additional PSS staff, which will be provided **in-kind**: Executive Director [REDACTED] 10% of time spent on this project (.10 FTE); Financial Administrator [REDACTED] 10% of time spent on this project (.10 FTE), Program Supervisor [REDACTED] 25% of time spent on this project (.25 FTE), and Front Desk Receptionist, 10% of time spent on this project (.10 FTE), Operation costs for Journey: Opportunity on the Move will also be donated at 50%; costs include the Journey driver's salary, fuel and maintenance.

Supplies, which will also be provided in-kind by PSS will include two (2) laptops, one (1) printer/scanner, two (2) cell phones with service and mobile internet access totaling an estimated \$2,500. PSS will also provide the following in-kind services: on-campus childcare for program



participant's children during case management or counseling sessions and during support groups, as well as during court appearances, medical appointments and emergencies; office/conference room space for individual counseling and weekly support groups; and computer lab access.

<b>PROGRAM EXPENSES</b>	<b>Agency Resources</b>	<b>Amount Requested</b>	<b>TOTAL</b>
<b>Personnel</b>			
One (1) full-time Case Manager		\$ 40,000.00	\$ 40,000.00
One (1) full-time Journey Case Manager		\$ 40,000.00	\$ 40,000.00
Social Media Specialist		\$ 2,000.00	\$ 2,000.00
Fringe		\$ 12,807.00	\$ 12,807.00
<b>Total Personnel Expenses</b>	\$ -	\$ 94,807.00	\$ 94,807.00
<b>Program Expenses</b>			
Information Campaign brochures	\$ -	\$ 220.00	\$ 220.00
Office Supplies	\$ -	\$ 200.00	\$ 200.00
Direct Client Assistance	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
Social Media Advertising	\$ -	\$ 1,512.00	\$ 1,512.00
Zoom Subscription		\$ 600.00	
Staff Recruitment		\$ 1,280.00	
Insurance	\$ -	\$ 600.00	\$ 600.00
<b>Total Program Expenses</b>	\$ 5,000.00	\$ 9,412.00	\$ 14,412.00
<b>TOTAL EXPENSES</b>	\$ 5,000.00	\$ 104,219.00	\$ 109,219.00

## **Appendix #4**

### **Trauma-Informed Philosophy**

Project Self-Sufficiency of Sussex County Inc. (PSS) is committed to being a trauma-informed organization, building resiliency in agency staff and interacting with service recipients and one another in a way that is aware of and responsive to the impact of trauma in the lives of individuals. This commitment to a trauma-informed approach ensures that the agency is fulfilling its mission by promoting healing and resiliency in children, adults and communities so that people, systems and communities can function at their full capacity and potential. Trauma-informed care practices and building resiliency are critical to our workforce, our service recipients and all residents of New Jersey.

It is the policy of Project Self-Sufficiency of Sussex County Inc. that a trauma-informed system will be implemented for all staff, PSS clients and the community and shall ensure that the following elements are provided:

- Adoption of trauma-informed culture: values, principles and development of a trauma-informed system of care ensuring safety and preventing re-traumatization;
- Engagement in organizational self-assessment of trauma-informed care;
- Adoption of approaches that prevent and address secondary trauma of staff;
- Screening for trauma exposure and related symptoms for all clients;
- Trauma-specific assessment for clients;
- Trauma-specific services for clients using evidence based practices (EBPs) or evidence informed practices are provided in addition to EBPs;
- Project Self-Sufficiency shall join with community organizations to support the development of a trauma-informed community that promotes healthy development of children and reduces the likelihood of adverse childhood experiences.



**APPENDIX #5**  
**PROJECT SELF-SUFFICIENCY**  
**BOARD OF DIRECTORS**  
**FY'2022**

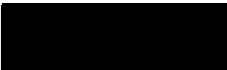
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President



Term Expires: 12/22



Dolores Fernandez  
Vice President



Term Expires: 12/21



Rhoda Seider  
Treasurer



Term Expires: 12/21



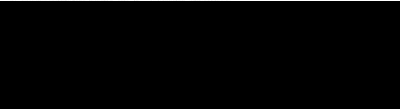
Lorraine Parker, Esq.  
Secretary



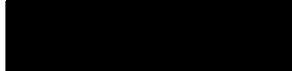
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Executive Director



Cheryl Ross  
PSS Client/Administrative Assistant



Term Expires: 12/22



Blake Ellman



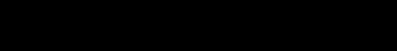
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Kathy Esposito



Term Expires: 12/22



Nancy Jacobus



Term Expires: 12/21



Hilary Kruce, Esq.



Term Expires: 12/21



Brian Lytwynec



Term Expires: 12/22



J.P. Perry



Term Expires: 12/22



Breanne Petrucelli



Term Expires: 12/22



# APPENDIX #6

## Project Self-Sufficiency

### Board of Directors

DEVELOPMENT/VOLUNTEER MANAGEMENT

EXECUTIVE DIRECTOR

FINANCE / COMPLIANCE / IT

FACILITY MANAGEMENT/SECURITY

PROGRAM SUPERVISOR

PROGRAM SUPERVISOR

PROGRAM SUPERVISOR

PROGRAM SUPERVISOR

ECONOMIC  
SELF-SUFFICIENCY  
SERVICES

WORK FIRST NJ  
DISPLACED  
HOMEMAKER PROGRAM  
HIGHER OPPORTUNITIES  
FOR WOMEN  
WOMEN'S WORKING WARDROBE

NEW JERSEY YOUTH CORP

KEEPING FAMILIES TOGETHER

FAMILY STRENGTHENING &  
STABILITY SERVICES

FAMILY SUCCESS CENTER

LEGAL SERVICES

IOLTA LEGAL ASSISTANCE PROGRAM  
Attorney Volunteers

EMERGENCY BASIC NEED ASSISTANCE

EARLY CHILDHOOD EDUCATION CHILD CARE SER-

LITTLE SPROUTS EARLY LEARNING CENTER

EVIDENCE BASED HOME  
VISITATION PROGRAMS

HEALTHY FAMILIES

PARENTS AS TEACHERS - SUSSEX

NURSE FAMILY PARTNERSHIP

PARENTS AS TEACHERS - HUNTERDON

EARLY CHILDHOOD INITIATIVE

HEALTHY WOMEN HEALTHY FAMILIES  
Health UP!

Program Coordinator  
Community Health Worker  
Community Health Worker  
Community Health Worker

JOURNEY

SUSSEX COUNTY COUNCIL FOR  
YOUNG CHILDREN

SUSSEX WARREN PARTNERSHIP  
TO PREVENT CHILD SEXUAL ABUSE

ENOUGH ABUSE COMMUNITY TRAINING  
ENOUGH ABUSE COMMUNITY AWARENESS  
CAMPAIGN  
Community Volunteers

COMMUNITY HEALTH SERVICES

WOMAN'S HEALTH PROJECT  
Community Volunteers

NUTRITION SERVICES

BACKPACK PROGRAM  
FOOD PANTRY  
LUNCH PROGRAM  
COMMUNITY GARDEN



November 9, 2021

State of New Jersey  
 Department of Children and Families  
 50 East State Street  
 Trenton, NJ 08625

To Whom It May Concern:

DASI (Domestic Abuse and Sexual Assault Intervention Services, Inc.) has been Sussex County's primary domestic and sexual violence prevention, advocacy, and counseling organization since 1984. We have worked closely with Project Self-Sufficiency (PSS) for decades. We are pleased to submit this letter in support of their proposal for American Rescue Plan Supplemental Funding for Domestic Violence Services to grow the depth and breadth of domestic violence services in our geographically underserved region.

DASI and PSS have a long history of close and effective collaboration. Project Self-Sufficiency works with low-income, at-risk, underserved, vulnerable individuals, children and families in Sussex and northern Warren County, and has been a trusted, culturally competent, and respected nonprofit organization since 1986. Through their comprehensive case management, home visitation programs and Journey: Opportunity on the Move mobile food pantry and computer lab, PSS is uniquely positioned to reach the Hispanic population in our county – a population that often faces multiple barriers to accessing and navigating the resources that are available to them, including domestic violence services. Project Self-Sufficiency has been at the forefront of innovation, designing and implementing programs and services that meet clients where they are and bringing these programs into communities that often lack transportation and other resources due to their rural locations. As the “go-to” agency for this population, Project Self-Sufficiency employs competent, compassionate, culturally sensitive staff who understand the needs of the Hispanic community in Sussex County.

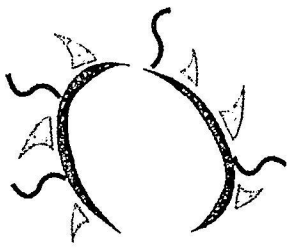
American Rescue Plan Supplemental funding will allow PSS to build upon the current programs and services that DASI provides in the community and will allow for the opportunity for broader outreach into the Hispanic population in northwestern New Jersey. They have the capacity, commitment and partnerships that are necessary to expand domestic and sexual violence services in Sussex County.

The companion Memorandum of Understanding (MOU) will detail the ways in which DASI pledges to support Project Self-Sufficiency's proposed services.

Sincerely,

A handwritten signature in cursive script that reads "Kim Spangenberg". The signature is written in dark ink and is positioned above the printed name and title.

Kim Spangenberg, MS  
Chief Executive Officer



# Morris County Organization for Hispanic Affairs

**Dover Office**  
35-37 Bassett Hwy  
Dover, NJ 07801  
Main: 973-366-4770  
HEA: 973-366-1131  
Fax: 973-361-7678

**Morristown Office**  
15 Clyde Potts Court  
Morristown, NJ 07960  
Main: 973-644-4864  
HEA: 973-644-5627  
Fax: 973-644-4878

**Butler Office**  
13 High St.  
Butler, NJ 07405  
Tel: 973-838-3885  
Fax: 973-890-8441

[www.mcoha.org](http://www.mcoha.org)

-

E-Mail: [info@mcoha.org](mailto:info@mcoha.org)



November 9, 2021

State of New Jersey  
Department of Children and Families  
50 East State Street  
Trenton, NJ 08625

Dear Sir or Madam:

In keeping with our strong heritage as a nation of immigrants, the Morris County Organization for Hispanic Affairs aims to help improve the lives of Hispanic and low-income residents by providing direct social services, education and client advocacy. Attached find descriptions of some of the services MCOHA provides. In alignment with the MCOHA mission, Project Self-Sufficiency of Sussex County, Inc. works with low-income, at-risk, underserved, vulnerable individuals, children and families in Sussex and northern Warren County, and has been a trusted, culturally-competent and respected nonprofit organization since 1986. We are pleased to submit this letter in support of their proposal for American Rescue Plan Supplemental Funding for Domestic Violence Services to grow the depth and breadth of domestic violence services in our geographically underserved region.

Through their comprehensive case management, home visitation programs and Journey: Opportunity on the Move mobile food pantry and computer lab, PSS is uniquely positioned to reach the Hispanic population in our region – a population that faces multiple barriers to accessing and navigating the resources that are available to them, including domestic violence services. Project Self-Sufficiency has been at the forefront of innovation, designing and implementing programs and services that meet clients where they are and bringing these programs into communities that often lack transportation and other resources due to their rural locations.

The companion Memorandum of Understanding (MOU) will detail the ways in which Morris County Organization for Hispanic Affairs pledges to support Project Self-Sufficiency's proposed services.

Sincerely,

Felix Rosado  
Interim Executive Director  
95-97 Bassett Highway  
Dover, NJ 07801-3819  
(973) 366-4770, extension 16

Attachments

## **MEMORANDUM OF UNDERSTANDING BETWEEN PROJECT SELF-SUFFICIENCY OF SUSSEX COUNTY, INC. AND LEGAL SERVICES OF NORTHWEST JERSEY**

This is a Memorandum of Understanding (MOU) between Project Self-Sufficiency of Sussex County, Inc. ("PSS") and Legal Services of Northwest Jersey, jointly, "the Parties." PSS' mission is to support and empower individuals and families with limited economic means to improve the quality of life for themselves and for their children through comprehensive family stability and personal and economic self-sufficiency services. PSS assists individuals and families meet their personal goals for stability, safety and independence by grounding comprehensive case management in a service matrix, offering one-stop access to a comprehensive range of services, including PSS' Family Success Center, County, County Council for Young Children, Career and Employment Center, Parenting Center, Little Sprouts Day Care Center, Legal Assistance and Education, New Jersey Youth Corps high school alternative program, primary care outreach, assessment and referral, supportive counseling, individual action planning, Breast Health Program and the Warren County Outreach Center. PSS also sponsors multiple programs specifically designed to prevent and help physical and emotional abuse and neglect and family dysfunction, including: The Enough Abuse Campaign; Single-Parent Displaced Homemaker Program; three distinct Home Visitation Programs; Life Skills Seminars and Support Groups; and Community Assistance Programs, all of whose services are integrated through PSS' comprehensive, strengths-based case management service model.

Both Parties are deeply invested in reducing the incidents and impact of domestic violence in our community. The purpose of this MOU is to establish a framework and understanding according to which the Parties will collaborate on referrals to the proposed program in order to expand the depth and breadth of domestic violence services available in Northwest New Jersey, a geographically underserved area. The Parties seek to increase the utilization of these services among the target populations who are not currently accessing existing services. The Parties recognize and agree that if PSS is awarded contract(s) to provide the proposed services, they will work together to provide a comprehensive continuum of assistance for individuals impacted by domestic violence and their families that address their complete health and safety needs.

As the grantee, PSS commits to:

- Dialoging extensively with the community including consumers and providers, to ensure that there is no duplication of services;
- Working closely with existing domestic violence provider DASI to magnify and amplify the services available in our community;
- Outreach diligently to identified target populations including Spanish-speaking and immigrant victims of domestic violence;
- Connecting victims to high quality, timely and experienced legal assistance;
- Providing education, screening, and connection for at-risk individuals;
- Connecting consumers to needed resources and community-based health and/or behavioral care;
- Linking to evidence-based home visitation programs including Nurse Family Partnership (NFP), Healthy Families, and Parents as Teachers (PAT);



- Supporting educational attainment, including literacy, alternative high school diplomas, ESL, vocational and post-secondary education;
- Providing robust family support, including fatherhood groups and initiatives;
- Connecting to financial assistance, including employment training and life skills development;
- Securing emergency basic needs for family and individuals including food, diapers, pet food and personal care items;
- Linking to other community services/supports both internal and external to PSS.

As a community partner, Legal Services of Northwest Jersey agrees to:

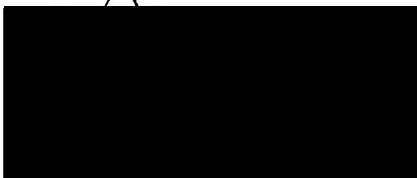
- Provide education and information to partners and the community;
- Act as a service referral source for partners and community members;

This MOU shall be effective for a period of one year, unless earlier terminated in accordance with the terms of this MOU. This MOU may be renewed upon the mutual written consent of the Parties. This MOU may be terminated by either Party upon thirty (30) days advance written notice. Termination of this MOU shall not require the termination of existing clients from any of the Parties' programs.

All provisions of this MOU are to be implemented in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other applicable laws and regulations.

The undersigned agree to implement this MOU according to its terms.

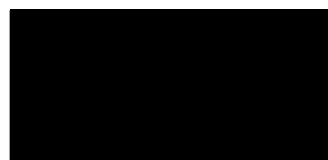
Project Self-Sufficiency of Sussex



Executive Director

11/12/21  
Date

Legal Services of Northwest Jersey



Director of Operations and  
Managing Attorney

11/12/21  
Date

## **MEMORANDUM OF UNDERSTANDING BETWEEN PROJECT SELF-SUFFICIENCY OF SUSSEX COUNTY, INC. AND THE MORRIS COUNTY ORGANIZATION FOR HISPANIC AFFAIRS**

This is a Memorandum of Understanding (MOU) between Project Self-Sufficiency of Sussex County, Inc. ("PSS") and The Morris County Organization for Hispanic Affairs, jointly, "the Parties." PSS' mission is to support and empower low-income individuals and families to improve the quality of life for themselves and for their children through comprehensive family stability and personal and economic self-sufficiency services. PSS assists individuals and families meet their personal goals for stability, safety and independence by grounding comprehensive case management in a service matrix, offering one-stop access to a comprehensive range of services, including PSS' Family Success Center, County, County Council for Young Children, Career and Employment Center, Parenting Center, Little Sprouts Day Care Center, Legal Assistance and Education, New Jersey Youth Corps high school alternative program, primary care outreach, assessment and referral, supportive counseling, individual action planning, Breast Health Program and the Warren County Outreach Center. PSS also sponsors multiple programs specifically designed to prevent and help physical and emotional abuse and neglect and family dysfunction, including: The Enough Abuse Campaign; Single-Parent Displaced Homemaker Program; three distinct Home Visitation Programs; Life Skills Seminars and Support Groups; and Community Assistance Programs, all of whose services are integrated through PSS' comprehensive, strengths-based case management service model.

Both Parties are deeply invested in reducing the incidents and impact of domestic violence in our community. The purpose of this MOU is to establish a framework and understanding according to which the Parties will collaborate on referrals to the proposed program in order to expand the depth and breadth of domestic violence services available in Northwest New Jersey, a geographically underserved area. The Parties seek to increase the utilization of these services among the target populations who are not currently accessing existing services. The Parties recognize and agree that if PSS is awarded contract(s) to provide the proposed services, they will work together to establish and improve a comprehensive continuum of assistance for individuals impacted by domestic violence and their families that address their complete health and safety needs.

As the grantee, PSS commits to:

- Dialoging extensively with the community including consumers and providers, to ensure that there is no duplication of services;
- Working closely with existing domestic violence provider DASI to magnify and amplify the services available in our community;
- Outreach diligently to identified target populations including Spanish-speaking and immigrant victims of domestic violence;
- Connecting victims to high quality, timely and experienced legal assistance;
- Providing education, screening, and connection for at-risk individuals;
- Connecting consumers to needed resources and community-based health and/or behavioral care;

- Linking to evidence-based home visitation programs including Nurse Family Partnership (NFP), Healthy Families, and Parents as Teachers (PAT);
- Supporting educational attainment, including literacy, alternative high school diplomas, ESL, vocational and post-secondary education;
- Providing robust family support, including fatherhood groups and initiatives;
- Connecting to financial assistance, including employment training and life skills development;
- Securing emergency basic needs for family and individuals including food, diapers, pet food and personal care items;
- Linking to other community services/supports both internal and external to PSS.

As an invested community partner the Morris County Organization for Hispanic Affairs agrees to:

- Providing resources and information;
- Actively participating in the creation, enhancement and maintenance of a robust service referral community;
- Advocate for the program and the individuals accessing service through it.

This MOU shall be effective for a period of one year, unless earlier terminated in accordance with the terms of this MOU. This MOU may be renewed upon the mutual written consent of the Parties. This MOU may be terminated by either Party upon thirty (30) days advance written notice. Termination of this MOU shall not require the termination of existing clients from any of the Parties' programs.

Each Party agrees that it will indemnify and hold harmless the other from any and all liability and claims for damages or injury caused by, or resulting from, the negligent acts or omissions of the indemnifying party, its employees and agents arising out of this MOU and its performance hereunder, except to the extent such damage or injury is caused by the negligent acts or omissions of the other Party and/or its employees and agents. This provision shall survive termination of the MOU. All provisions of this MOU are to be implemented in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other applicable laws and regulations.

The undersigned agree to implement this MOU according to its terms.

Project Self-Sufficiency of Sussex



Executive Director

11/9/2021  
Date

Morris County Organization for  
Hispanic Affairs



Interim Executive Director

11/9/2021  
Date

**MEMORANDUM OF UNDERSTANDING BETWEEN PROJECT SELF-SUFFICIENCY  
OF SUSSEX COUNTY, INC. AND FIRST PRESBYTERIAN CHURCH OF  
BLAIRSTOWN**

This is a Memorandum of Understanding (MOU) between Project Self-Sufficiency of Sussex County, Inc. ("PSS") and First Presbyterian Church of Blairstown, jointly, "the Parties." PSS' mission is to support and empower low-income individuals and families to improve the quality of life for themselves and for their children through comprehensive family stability and personal and economic self-sufficiency services. PSS assists individuals and families meet their personal goals for stability, safety and independence by grounding comprehensive case management in a service matrix, offering one-stop access to a comprehensive range of services, including PSS' Family Success Center, County, County Council for Young Children, Career and Employment Center, Parenting Center, Little Sprouts Day Care Center, Legal Assistance and Education, New Jersey Youth Corps high school alternative program, primary care outreach, assessment and referral, supportive counseling, individual action planning, Breast Health Program and the Warren County Outreach Center. PSS also sponsors multiple programs specifically designed to prevent and help physical and emotional abuse and neglect and family dysfunction, including: The Enough Abuse Campaign; Single-Parent Displaced Homemaker Program; three distinct Home Visitation Programs; Life Skills Seminars and Support Groups; and Community Assistance Programs, all of whose services are integrated through PSS' comprehensive, strengths-based case management service model.

Both Parties are deeply invested in reducing the incidents and impact of domestic violence in our community. The purpose of this MOU is to establish a framework and understanding according to which the Parties will collaborate on referrals to the proposed program in order to expand the depth and breadth of domestic violence services available in Northwest New Jersey, a geographically underserved area. The Parties seek to increase the utilization of these services among the target populations who are not currently accessing existing services. The Parties recognize and agree that if PSS is awarded contract(s) to provide the proposed services, they will work together to establish and improve a comprehensive continuum of assistance for individuals impacted by domestic violence and their families that address their complete health and safety needs.

As the grantee, PSS commits to:

- Dialoging extensively with the community including consumers and providers, to ensure that there is no duplication of services;
- Working closely with existing domestic violence provider DASJ to magnify and amplify the services available in our community;
- Outreach diligently to identified target populations including Spanish-speaking and immigrant victims of domestic violence;
- Connecting victims to high quality, timely and experienced legal assistance;
- Providing education, screening, and connection for at-risk individuals;
- Connecting consumers to needed resources and community-based health and/or behavioral care;
- Linking to evidence-based home visitation programs including Nurse Family Partnership (NFP), Healthy Families, and Parents as Teachers (PAT);

- Supporting educational attainment, including literacy, alternative high school diplomas, ESL, vocational and post-secondary education;
- Providing robust family support, including fatherhood groups and initiatives;
- Connecting to financial assistance, including employment training and life skills development;
- Securing emergency basic needs for family and individuals including food, diapers, pet food and personal care items;
- Linking to other community services/supports both internal and external to PSS.

As an invested community partner First Presbyterian Church of Blairstown agrees to:

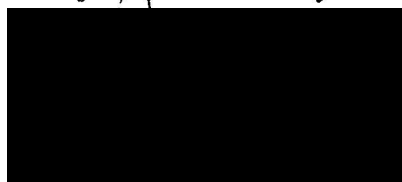
- Providing resources and information;
- Actively participating in the creation, enhancement and maintenance of a robust service referral community;
- Advocate for the program and the individuals accessing service through it.

This MOU shall be effective for a period of one year, unless earlier terminated in accordance with the terms of this MOU. This MOU may be renewed upon the mutual written consent of the Parties. This MOU may be terminated by either Party upon thirty (30) days advance written notice. Termination of this MOU shall not require the termination of existing clients from any of the Parties' programs.

Each Party agrees that it will indemnify and hold harmless the other from any and all liability and claims for damages or injury caused by, or resulting from, the negligent acts or omissions of the indemnifying party, its employees and agents arising out of this MOU and its performance hereunder, except to the extent such damage or injury is caused by the negligent acts or omissions of the other Party and/or its employees and agents. This provision shall survive termination of the MOU. All provisions of this MOU are to be implemented in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other applicable laws and regulations.

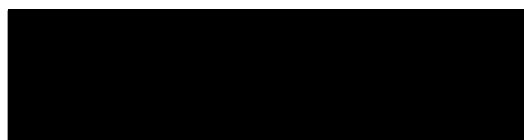
The undersigned agree to implement this MOU according to its terms.

Project Self-Sufficiency of Sussex



Executive Director

First Presbyterian Church of  
Blairstown



Pastor

11/12/2021  
Date

November 12, 2021  
Date

**MEMORANDUM OF UNDERSTANDING BETWEEN PROJECT SELF-SUFFICIENCY  
OF SUSSEX COUNTY, INC. AND SUSSEX COUNTY DEPARTMENT OF HEALTH  
AND HUMAN SERVICES**

This is a Memorandum of Understanding (MOU) between Project Self-Sufficiency of Sussex County, Inc. ("PSS") and Sussex County Department of Health and Human Services, "the Parties." PSS' mission is to support and empower low-income individuals and families to improve the quality of life for themselves and for their children through comprehensive family stability and personal and economic self-sufficiency services. PSS assists individuals and families meet their personal goals for stability, safety and independence by grounding comprehensive case management in a service matrix, offering one-stop access to a comprehensive range of services, including PSS' Family Success Center, County, County Council for Young Children, Career and Employment Center, Parenting Center, Little Sprouts Day Care Center, Legal Assistance and Education, New Jersey Youth Corps high school alternative program, primary care outreach, assessment and referral, supportive counseling, individual action planning, Breast Health Program and the Warren County Outreach Center. PSS also sponsors multiple programs specifically designed to prevent and help physical and emotional abuse and neglect and family dysfunction, including: The Enough Abuse Campaign; Single-Parent Displaced Homemaker Program; three distinct Home Visitation Programs; Life Skills Seminars and Support Groups; and Community Assistance Programs, all of whose services are integrated through PSS' comprehensive, strengths-based case management service model.

The Sussex County Department of Health and Human Services includes:

- Division of Community and Youth Services
- Division of Health
- Division of Senior Services
- Division of Social Services, including Adult Protective Services, Adult Services, Boarding Home Services, Child Support & Paternity, Chore Services, Education & Training, Family Planning, Food Pantry, Food Stamps, General Assistance, Health Related Services, Homelessness Prevention, Housing Related Services, Information & Referrals, Kinship Navigator Program, Medicaid/Medical Assistance, Temporary Assistance for Needy Families (TANF), Transportation, Volunteers, and Work First New Jersey (WFNJ).
- Sussex County Skylands Ride

Both Parties are deeply invested in reducing the incidents and impact of domestic violence in our community. The purpose of this MOU is to establish a framework and understanding according to which the Parties will collaborate on referrals to the proposed program in order to expand the depth and breadth of domestic violence services available in Northwest New Jersey, a geographically underserved area. The Parties seek to increase the utilization of these services among the target populations who are not currently accessing existing services. The Parties recognize and agree that if PSS is awarded contract(s) to provide the proposed services, they will work together to establish and improve a comprehensive continuum of assistance for individuals impacted by domestic violence and their families that address their complete health and safety needs.

As the grantee, PSS commits to:

- Dialoging extensively with the community including consumers and providers, to ensure that there is no duplication of services;
- Working closely with existing domestic violence provider DASI to magnify and amplify the services available in our community;
- Outreach diligently to identified target populations including Spanish-speaking and immigrant victims of domestic violence;
- Connecting victims to high quality, timely and experienced legal assistance;
- Providing education, screening, and connection for at-risk individuals;
- Connecting consumers to needed resources and community-based health and/or behavioral care;
- Linking to evidence-based home visitation programs including Nurse Family Partnership (NFP), Healthy Families, and Parents as Teachers (PAT);
- Supporting educational attainment, including literacy, alternative high school diplomas, ESL, vocational and post-secondary education;
- Providing robust family support, including fatherhood groups and initiatives;
- Connecting to financial assistance, including employment training and life skills development;
- Securing emergency basic needs for family and individuals including food, diapers, pet food and personal care items;
- Linking to other community services/supports both internal and external to PSS.

As an invested community partner Sussex County Board of Social Services agrees to:

- Providing resources and information;
- Actively participating in the creation, enhancement and maintenance of a robust service referral community;
- Advocate for the program and the individuals accessing service through it.

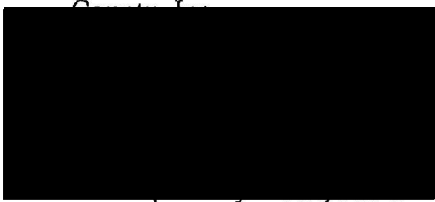
This MOU shall be effective for a period of one year, unless earlier terminated in accordance with the terms of this MOU. This MOU may be renewed upon the mutual written consent of the Parties. This MOU may be terminated by either Party upon thirty (30) days advance written notice. Termination of this MOU shall not require the termination of existing clients from any of the Parties' programs.

Each Party agrees that it will indemnify and hold harmless the other from any and all liability and claims for damages or injury caused by, or resulting from, the negligent acts or omissions of the indemnifying party, its employees and agents arising out of this MOU and its performance hereunder, except to the extent such damage or injury is caused by the negligent acts or omissions of the other Party and/or its employees and agents. This provision shall survive termination of the MOU. All provisions of this MOU are to be implemented in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other applicable laws and regulations.

The undersigned agree to implement this MOU according to its terms.

Project Self-Sufficiency of Sussex

Sussex County Department of



Executive Director

11/15/21  
Date

Health and Human Services



Administrator

11/15/21  
Date



## **MEMORANDUM OF UNDERSTANDING BETWEEN PROJECT SELF-SUFFICIENCY OF SUSSEX COUNTY, INC. AND THE SUSSEX COUNTY OFFICE OF EDUCATION**

This is a Memorandum of Understanding (MOU) between Project Self-Sufficiency of Sussex County, Inc. ("PSS") and the Sussex County Office of Education, jointly, "the Parties." PSS' mission is to support and empower low-income individuals and families to improve the quality of life for themselves and for their children through comprehensive family stability and personal and economic self-sufficiency services. PSS assists individuals and families meet their personal goals for stability, safety and independence by grounding comprehensive case management in a service matrix, offering one-stop access to a comprehensive range of services, including PSS' Family Success Center, County, County Council for Young Children, Career and Employment Center, Parenting Center, Little Sprouts Day Care Center, Legal Assistance and Education, New Jersey Youth Corps high school alternative program, primary care outreach, assessment and referral, supportive counseling, individual action planning, Breast Health Program and the Warren County Outreach Center. PSS also sponsors multiple programs specifically designed to prevent and help physical and emotional abuse and neglect and family dysfunction, including: The Enough Abuse Campaign; Single-Parent Displaced Homemaker Program; three distinct Home Visitation Programs; Life Skills Seminars and Support Groups; and Community Assistance Programs, all of whose services are integrated through PSS' comprehensive, strengths-based case management service model.

Both Parties are deeply invested in reducing the incidents and impact of domestic violence in our community. The purpose of this MOU is to establish a framework and understanding according to which the Parties will collaborate on referrals to the proposed program in order to expand the depth and breadth of domestic violence services available in Northwest New Jersey, a geographically underserved area. The Parties seek to increase the utilization of these services among the target populations who are not currently accessing existing services. The Parties recognize and agree that if PSS is awarded contract(s) to provide the proposed services, they will work together to establish and improve a comprehensive continuum of assistance for individuals impacted by domestic violence and their families that address their complete health and safety needs.

As the grantee, PSS commits to:

- Dialoging extensively with the community including consumers and providers, to ensure that there is no duplication of services;
- Working closely with existing domestic violence provider DASI to magnify and amplify the services available in our community;
- Outreach diligently to identified target populations including Spanish-speaking and immigrant victims of domestic violence;
- Connecting victims to high quality, timely and experienced legal assistance;
- Providing education, screening, and connection for at-risk individuals;
- Connecting consumers to needed resources and community-based health and/or behavioral care;
- Linking to evidence-based home visitation programs including Nurse Family Partnership (NFP), Healthy Families, and Parents as Teachers (PAT);

- Supporting educational attainment, including literacy, alternative high school diplomas, ESL, vocational and post-secondary education;
- Providing robust family support, including fatherhood groups and initiatives;
- Connecting to financial assistance, including employment training and life skills development;
- Securing emergency basic needs for family and individuals including food, diapers, pet food and personal care items;
- Linking to other community services/supports both internal and external to PSS.

As an invested community partner the Sussex County Office of Education agrees to:

- Providing resources and information;
- Actively participating in the creation, enhancement and maintenance of a robust service referral community;
- Advocate for the program and the individuals accessing service through it.

This MOU shall be effective for a period of one year, unless earlier terminated in accordance with the terms of this MOU. This MOU may be renewed upon the mutual written consent of the Parties. This MOU may be terminated by either Party upon thirty (30) days advance written notice. Termination of this MOU shall not require the termination of existing clients from any of the Parties' programs.

Each Party agrees that it will indemnify and hold harmless the other from any and all liability and claims for damages or injury caused by, or resulting from, the negligent acts or omissions of the indemnifying party, its employees and agents arising out of this MOU and its performance hereunder, except to the extent such damage or injury is caused by the negligent acts or omissions of the other Party and/or its employees and agents. This provision shall survive termination of the MOU. All provisions of this MOU are to be implemented in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other applicable laws and regulations.

The undersigned agree to implement this MOU according to its terms.

Project Self-Sufficiency of Sussex

Sussex County Office of Education

Executive Director

Executive County Superintendent of  
Schools

Date

11/9/21

Date

11-9-21

**MEMORANDUM OF UNDERSTANDING BETWEEN PROJECT SELF-SUFFICIENCY  
OF SUSSEX COUNTY, INC. AND DOMESTIC ABUSE AND SEXUAL ASSAULT  
INTERVENTION SERVICES, INC.**

This is a Memorandum of Understanding (MOU) between Project Self-Sufficiency of Sussex County, Inc. ("PSS") and Domestic Abuse and Sexual Assault Intervention Services, Inc. ("DASI"), jointly, "the Parties." PSS' mission is to support and empower low-income individuals and families to improve the quality of life for themselves and for their children through comprehensive family stability and personal and economic self-sufficiency services. PSS assists individuals and families meet their personal goals for stability, safety and independence by grounding comprehensive case management in a service matrix, offering one-stop access to a comprehensive range of services, including PSS' Family Success Center, County, County Council for Young Children, Career and Employment Center, Parenting Center, Little Sprouts Day Care Center, Legal Assistance and Education, New Jersey Youth Corps high school alternative program, primary care outreach, assessment and referral, supportive counseling, individual action planning, Breast Health Program and the Warren County Outreach Center. PSS also sponsors multiple programs specifically designed to prevent and help physical and emotional abuse and neglect and family dysfunction, including: The Enough Abuse Campaign; Single-Parent Displaced Homemaker Program; three distinct Home Visitation Programs; Life Skills Seminars and Support Groups; and Community Assistance Programs, all of whose services are integrated through PSS' comprehensive, strengths-based case management service model.

Both Parties are deeply invested in reducing the incidents and impact of domestic violence in our community. The purpose of this MOU is to establish a framework and understanding according to which the Parties will collaborate on referrals to the proposed program in order to expand the depth and breadth of domestic violence services available in Northwest New Jersey, a geographically underserved area. The Parties seek to increase the utilization of these services among the target populations who are not currently accessing existing services. The Parties recognize and agree that if PSS is awarded contract(s) to provide the proposed services, they will work together to establish and improve a comprehensive continuum of assistance for individuals impacted by domestic violence and their families that address their complete health and safety needs.

As the grantee, PSS commits to:

- Dialoging extensively with the community including consumers and providers, to ensure that there is no duplication of services;
- Working closely with existing domestic violence provider DASI to magnify and amplify the services available in our community;
- Outreach diligently to identified target populations including Spanish-speaking and immigrant victims of domestic violence;
- Connecting victims to high quality, timely and experienced legal assistance;
- Providing education, screening, and connection for at-risk individuals;
- Connecting consumers to needed resources and community-based health and/or behavioral care;

- Linking to evidence-based home visitation programs including Nurse Family Partnership (NFP), Healthy Families, and Parents as Teachers (PAT);
- Supporting educational attainment, including literacy, alternative high school diplomas, ESL, vocational and post-secondary education;
- Providing robust family support, including fatherhood groups and initiatives;
- Connecting to financial assistance, including employment training and life skills development;
- Securing emergency basic needs for family and individuals including food, diapers, pet food and personal care items;
- Linking to other community services/supports both internal and external to PSS.

As an invested community partner and established provider of domestic violence services in Sussex County, DASI agrees to:

- Provide consultation, provide resources and information drawing on their decades of experience and service to our community;
- Train all PSS staff assigned to this program on the required 40-hour domestic violence training;
- Actively participating in the creation, enhancement and maintenance of a robust service referral community;
- Advocate for the program and the individuals accessing service through it.

Both Parties will:

- Share anonymized data as appropriate to create a full picture of the needs in Northwest New Jersey;
- Meet quarterly (at a minimum) to discuss data, trends, best practices, and strategies for expanding the domestic violence programs and services available in this area;
- Provide updates on new initiatives to ensure that all staff of both agencies have a full picture of the available resources;
- Collaborate on outreach to ensure that they are adequately reaching traditionally underserved populations in their preferred language.

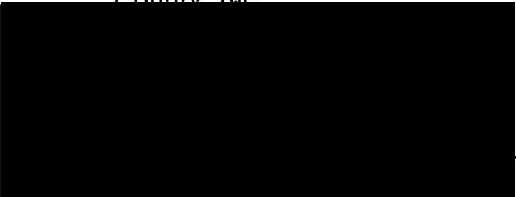
This MOU shall be effective for a period of one year, unless earlier terminated in accordance with the terms of this MOU. This MOU may be renewed upon the mutual written consent of the Parties. This MOU may be terminated by either Party upon thirty (30) days advance written notice. Termination of this MOU shall not require the termination of existing clients from any of the Parties' programs.

Each Party agrees that it will indemnify and hold harmless the other from any and all liability and claims for damages or injury caused by, or resulting from, the negligent acts or omissions of the indemnifying party, its employees and agents arising out of this MOU and its performance hereunder, except to the extent such damage or injury is caused by the negligent acts or omissions of the other Party and/or its employees and agents. This provision shall survive termination of the MOU. All provisions of this MOU are to be implemented in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other applicable laws and regulations.

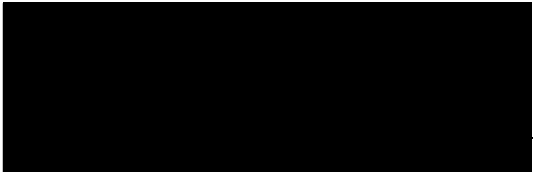
The undersigned agree to implement this MOU according to its terms.

Project Self-Sufficiency of Sussex  
County, Inc.

Domestic Abuse and Sexual Assault  
Intervention Services, Inc.

  
Executive Director

11/9/21  
Date

  
Chief Executive Officer

11/9/21  
Date

**Project Self-Sufficiency  
Project Safe and Strong  
JOB DESCRIPTION**

<b>Job Title</b>		Project Safe and Strong Center-Based Case Manager	
<b># Positions</b>	One (1)	<b>Hours</b>	Full-Time (40 hrs)
<b>Description</b>			
<p>The Project Safe and Strong Center-Based Case Manager is responsible for intake, assessment and case management, and providing targeted information and referrals, as well as follow up contacts, particularly for victims of domestic violence. This position is responsible for:</p> <ul style="list-style-type: none"> <li>• Receiving incoming calls for assistance from community members</li> <li>• Providing intake, assessment and Individual Action Planning for a minimum of 100 victims and survivors of domestic violence;</li> <li>• Conducting employability training, computer skills education, and job placement services in the on-campus Career Center and through virtual platforms, including PSS' Higher Opportunities for Women program;</li> <li>• Making appropriate referrals to community resources, particularly those for domestic violence;</li> <li>• Screening and referring callers to DASI as appropriate</li> <li>• Conducting follow-up to ensure that access to services has been attained and any barriers addressed;</li> <li>• Providing individual case management and supportive counseling for a minimum of 100 women in English and Spanish, including on-site and virtually;</li> <li>• Facilitating weekly support groups, in both English and Spanish, to support victims and survivors of domestic violence, reduce isolation and create community;</li> <li>• Working closely with Community-Based Case Manager to ensure follow-up on all referrals and providing assistance in addressing any barriers to participation;</li> <li>• Keeping detailed and accurate records of all incoming calls for assistance, referrals made, and follow-up conducted; and data entry</li> <li>• Participating in all state trainings as required;</li> <li>• Participating in weekly team meetings with Central Intake Specialists and supervisory staff including the Executive Director</li> </ul> <p>Candidate must have:</p> <ul style="list-style-type: none"> <li>• Fluency in both English and Spanish</li> <li>• Bachelor's degree</li> <li>• Minimum five years' experience in health and/or human services</li> <li>• Advanced training and/or coursework in the field of domestic violence</li> </ul>			

**Project Self-Sufficiency  
Project Safe and Strong  
JOB DESCRIPTION**

<b>Title</b>		Project Safe and Strong Community-Based Case Manager	
<b># Positions</b>	One (1)	<b>Hours</b>	Full-Time (40 hrs)
<b>Job Description:</b>			
<p>The Community-Based Case Manager is the “front line” of outreach efforts for Project Safe and Strong, creating a bridge between under-served and hard-to-reach populations and formal providers of health, social, and other community services, particularly those for domestic violence. This position is responsible for:</p> <ul style="list-style-type: none"> <li>• Conducting in-person outreach and education to engage clients for Project Safe and Strong, particularly those in need of resources for domestic violence.</li> <li>• Maintaining a caseload of clients for whom they will provide community-based case management onboard Journey: Opportunity on the Move;</li> <li>• Conducting employability trainings, computer skills education, and job placement services through Journey’s mobile computer lab and through virtual platforms;</li> <li>• Facilitate workshops on domestic violence prevention and financial literacy and empowerment;</li> <li>• Providing community-based supportive services</li> <li>• Screen individuals experiencing active domestic violence and unsafe relationships and households and provide a warm “handoff” referral to DASI to provide safety planning and secure shelter as needed;</li> <li>• Link visitors to community resources and services both internally at PSS and externally with community partners, including but not limited to emergency basic need assistance, educational programs, housing resources, utility assistance, medical and mental health services, and childcare;</li> <li>• Cross-training and working closely with the Central Intake Specialists in order to maintain thorough and accurate knowledge of community resources for client referrals.</li> <li>• Establishing regular contact with clients and keeping detailed records of all client interactions, both within the host and partnership agencies (PSS and DASI);</li> <li>• Work collaboratively with the Sussex and Warren County Library Systems and their staff to facilitate outreach and resource sharing;</li> <li>• Participating in all state trainings as required;</li> <li>• Participating in weekly team meetings with the Central Intake Specialists, and supervisory staff including the Executive Director.</li> </ul> <p>Candidate must have:</p> <ul style="list-style-type: none"> <li>• Fluency in both English and Spanish</li> <li>• Bachelor’s degree or equivalent</li> <li>• Advanced training and/or coursework in the field of domestic violence</li> <li>• Valid driver’s license</li> </ul>			



**Project Self-Sufficiency  
Project Safe and Strong  
JOB DESCRIPTION**

<b>Job Title</b>		Social Media Specialist	
<b># Positions</b>	One (1)	<b>Hours</b>	2 hours/week
<b>Description</b>			
<p>The Social Media Specialist for Project Safe and Strong is responsible for strategizing, planning and executing a collaborative, engaging, and informative presence, particularly around the topic of domestic violence. This position is responsible for:</p> <ul style="list-style-type: none"> <li>• Build and execute social media strategy for Project Safe and Strong through competitive research, platform determination, benchmarking, messaging and audience identification</li> <li>• Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action or seek help for domestic violence;</li> <li>• Set up and optimize company pages within each platform to increase the visibility of company's social content about domestic violence;</li> <li>• Moderate all user-generated content in line with the moderation policy for each community;</li> <li>• Create editorial calendars and syndication schedules for Project Safe and Strong;</li> <li>• Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information;</li> <li>• Collaborate with other departments to manage reputation, identify key players and coordinate actions;</li> <li>• Write articles for inclusion in email blasts focused on the topic of domestic violence, prevention and resources;</li> <li>• Also responsible for traditional media, writing and submitting press releases, and developing relationships with traditional media outlets focused on the topic of domestic violence, prevention and resources, including Project Safe and Strong.</li> </ul> <p>Candidate must have:</p> <ul style="list-style-type: none"> <li>• Proven working experience in social media marketing or as a digital media specialist</li> <li>• Excellent consulting, writing, editing (photo/video/text), presentation and communication skills</li> <li>• Demonstrable social networking experience and social analytics tools knowledge</li> <li>• Adequate knowledge of web design, web development, Conversion Rate Optimization and Search Engine Optimization</li> <li>• Knowledge of online marketing and good understanding of major marketing channels</li> <li>• Positive attitude, detail and customer oriented with good multitasking and organizational ability</li> <li>• BS in Communications, Marketing, Business, New Media or Public Relations</li> </ul>			



Agency [REDACTED]

Email: [REDACTED]

**NON-PROFIT AGENCY DIRECTOR**

*Staff Leadership, Development & Mentoring ... Program Design & Evaluation*  
*Budget Development and Control ... Strategic & Mission Planning Counseling Supervision*  
*Policy Procedure & Development ... Capital Campaign Leadership*  
*Construction and Facilities Management ... Community Outreach ... Inter-Agency Networking*

High-profile administrator offering 30+ years solid management, program development, fund raising and clinical qualifications to grass roots, community-based organizations dedicated to improving the lives of low-income men, women and children and 25+ years management of a preschool and day care center.

- Superb writer and manager, securing and executing numerous coveted grants to develop crucial programs offering wraparound services to program participants.
- Standout financial acumen, developing and controlling budgets for multiple programs.
- Dynamic leader, maximizing staff loyalty and productivity to deliver impressive results for program participants and the community.
- Persuasive public relations and presentation strategist, able to encourage loyal community collaboration and inter-agency networking.
- As a former Special Education Teacher, has an affinity for working with vulnerable populations in a respectful and compassionate manner

**PROFESSIONAL EXPERIENCE****Executive Director / Founder**

1986 to Present

Project Self-Sufficiency of Sussex County (PSS), Sparta, NJ

*(Non-profit agency providing home visitation, counseling, training, childcare, early childhood education and family support for single parents, teen parents, displaced homemakers and low-income families.)*

Comprehensive management of initial development of agency including funding, community legitimization, site development, board and staff development and program development. Direct all phases of ongoing operation including grant writing, community relations, fundraising, fiscal management and finance, management of over 20 programs simultaneously, and inter-agency networking through staff of 85 counselors, day care professionals and support staff. Lead successful \$10M+ Capital Campaign and construction of community campus.

- Grew agency to serve participant base of over 23,000 families representing a substantial percentage of county's impoverished.
- Secure and execute grants funded by various sources: New Jersey Departments of Education, Children and Families, Community Affairs, Labor and Human Services; the United Way, County of Sussex, Susan G. Komen Breast Cancer Foundation, Robert Wood Johnson Foundation New Jersey Health Initiatives, IOLTA Fund of The Bar of NJ, NJ Children's Trust Fund, Kresge Foundation.
- Built and sustained Board of Directors which has been successful in raising \$1.2 million annually in unrestricted revenue through fund raising events and annual campaigns.
- Collaborated with local undergraduate and graduate schools to supervise student interns in community social work projects.
- Lead effort to secure property, initiate and complete successful \$10 million capital campaign and develop and design 32,000 square foot facility/campus to house total agency operation.

- Lead the design, implementation, and successful operation of three Evidence-Based Home Visitation Programs serving pregnant women and parents of infants through toddlers, including: Healthy Families/TIP, Parents As Teachers, and the Nurse-Family Partnership.
- Initiated feasibility studies to install profitable day care center serving 200 infants and children aged 6 weeks to 5 years. Achieved 10% profit margin within first year.
- Oversee daily operations of on-site preschool and day care center
- Lead successful Grow NJ Kids certification process
- Establish and enforce health and safety policies and procedures
- Coordinate interagency communication and collaboration with regard to child welfare, including the Department of Health and the Division of Child Protection and Permanency.
- Screen applicants for employment and oversee hiring
- Provide guidance and supervision to all supervisory staff to ensure high quality programs and services in compliance with funder requirements.

#### **RELATED ACTIVITIES / MEMBERSHIPS**

Sussex County Community College President Search Committee 2015  
 Sussex County Community College Board of Trustees Search Committee 2011 - 2012  
 Susan G. Komen for the Cure Northern New Jersey Community Advisory Board 2010 - present  
 Chair, Sussex County Breast Health Task Force, 2009 - present  
 Chair, Sussex County Vulnerable Families Advisory Board, 2006 - 2010  
 Co-Chair, Sussex County Healthy Families Advisory Board, 2007 - present  
 Sussex County Human Services Advisory Council, 1988-2004  
 Morris/Sussex/Warren Private Industry Council, 1988-1992  
 Northwest New Jersey Maternal Child Health Network Advisory Board, 1993-1995, 2001-2002  
 Co-Founder, Sussex County Adolescent Parenting and Pregnancy Network, 1989 – 1999

#### **HONORS / AWARDS**

Patriot's Path Boy Scout Council of Northern New Jersey Woman Leadership Award 2015  
 Sussex County Chamber of Commerce Woman Business Leader of the Year, 2014  
 Douglas College and the New Jersey State Federation of Woman's Clubs NJ Woman of Achievement Award, 2010  
 Community Foundation of New Jersey Exemplary Performance in Non-Profit Management Award, 2007  
 Centenary College Woman of Distinction, 1998  
 New Jersey Herald Woman of Achievement, 1997  
 New Jersey Department of Education Carl E. Perkins Gender Equity Leader of the Year, 1991  
 Volunteer Award, Domestic Abuse & Sexual Assault Intervention Services, 1988

#### **EDUCATION**

**Master of Social Work**, Rutgers Graduate School of Social Work  
 Rutgers University, New Brunswick, NJ

**Bachelor of Arts, Education**, East Stroudsburg University  
 East Stroudsburg, PA

## PRESENTATIONS

- "Moving Rental Assistance Recipients to Self-Sufficiency", State of New Jersey Housing Partnership Conference, 2003
- "Issues in Serving At-Risk Teen Parents", Second Annual Sussex County Human Services Conference, 2001
- "Employment Mentoring for Low Income Families", New Jersey Association of Women Business Owners, 1999
- "Women's Issues and the Electorate", The League of Women Voters and The New Jersey Association of American University Women, 1997
- "Issues in Single Parent and Teen Parent Families", Sussex County Chamber of Commerce, 1997
- "The History of Women and Work From Colonial Times Through Present Day Welfare Reform", Sussex County Community College, Women's History Month Celebration, 1996
- "Single Parents/Teen Parents, Connecting Schools and Agencies", Sussex County Superintendents Round Table, 1994
- "Provision of Services for At-Risk Families in Sussex County", Sussex County Educational Coalition, 1993
- "Design of Exemplary Programs for Single Parents", Business and Professional Women's Club, 1992
- "Outreach and Recruitment Strategies for Non-Traditional Training," New Jersey Department of Labor, Employment and Training Conference, 1992
- "Key Elements in Displaced Homemaker Program Design", "Conducting Inter-Agency Partnerships", "Outreach and Recruitment Design and Strategies", New Jersey Division on Women, Technical Assistance Workshops, January - July, 1992
- "Non-Traditional Training for Single Parents in Community Based Organizations", New Jersey Sex Equity Advisory Council, 1991
- "Families at Risk", Soroptomists, 1991
- "Rental Assistance and Self-Sufficiency Demonstration", New Jersey Department of Community Affairs, Bureau of Housing, 1990
- "Reconstituted Families — Program Design and Issues", Sussex County Juvenile Justice Conference, 1989

## **Education**

### **RUTGERS UNIVERSITY SCHOOL OF LAW | JURIS DOCTOR | MAY 2006**

- Newark, New Jersey
- Admitted to the New Jersey Bar, December 2006

### **SMITH COLLEGE | BACHELOR OF ARTS | MAY 1999**

- Northampton, Massachusetts
- Major: Anthropology
- Honors: Dean's List

## **Skills & Abilities**

### **DEVELOPMENT**

- Created overall development strategies for a variety of non-profits
- Designed and implemented a successful Capital Campaign with a goal of \$750,000, with over half currently raised in the pre-launch, quiet phase
- Extensive experience in all manner of fundraising initiatives, including events, direct appeals, and raffles
- Trained in major donor fundraising with an emphasis on direct asks
- Experienced in implementing and reporting on grant-funded programs

### **LEADERSHIP AND MANAGEMENT**

- Strong leader with an emphasis on mission, teamwork and empowerment of staff at all levels
- Experienced in leading a diverse staff, including volunteers
- Knowledgeable and skilled in all areas of Human Resources
- Forward-thinking problem solver to create on-mission outcomes

### **COMMUNICATION**

- Confident, articulate, and professional speaking abilities
- Experience addressing groups of over 400 donors
- Empathic listener and persuasive speaker and writer
- Excellent presentation and negotiation skills

## **Professional Experience**

### **DIRECTOR OF SPECIAL PROJECTS | PROJECT SELF-SUFFICIENCY | 2011-2012; 2017- PRESENT** Project Self-Sufficiency provides a range of services to assist low-income families achieve stability.

- Coordinate all legal programming including IOLTA, consultations, seminars, and the Legal Assistance Advisory Board.
- Outreach to the Community to support the Sussex and Warren County Central Intake

- Coordinate volunteers for the Family Success Center and its programming
- Deliver presentations on agency services to miscellaneous groups and organizations within the community for outreach and information purposes
- Support all agency fundraising efforts with assistance to event planning, supervision of administrative staff, etc.
- Interview employment applicants to pre-screen and make recommendations to Executive Director for further consideration
- Implement several grant-funded programs to help families in crisis
- Provide detailed weekly reporting on goals and objectives to both management and funders

#### **EXECUTIVE DIRECTOR | BIRTH HAVEN | 2008-2011; 2016**

A Shelter for Homeless, Pregnant, Women and Girls

- Reported to a Board of Trustees and was responsible for reporting on our mission-driven outcomes
- Coordinated all fundraising, including campaigns, events and appeals, and led several fundraising committees to produce record-breaking amounts for the agency
- Responsible for all budgeting, financial reporting, and an annual audit
- Responsible for all aspects of human resources, including staff training and supervision, and managed a staff of twenty
- Coordinated public relations across diverse media platforms; spoke on behalf of the agency at events with over 400 guests
- Managed all aspects of the residential and administrative facilities, top to bottom

#### **ATTORNEY | DOLAN AND DOLAN | 2014-PRESENT**

- Representing clients with a focus on Adoption, Custody and Family Law
- Actively volunteering on the Early Settlement Panel in Sussex County
- Participating in the Sussex County Family Law Section
- Actively volunteering legal services for Project Self-Sufficiency

#### **Community Involvement & Recognition**

NEW JERSEY STATE BAR ASSOCIATION, Service to the Community Award	2015
PROJECT SELF-SUFFICIENCY, Lawyer of the Year	2015
ONE STEP CLOSER ANIMAL RESCUE, Dog and Cat Foster, Volunteer Transport	2011-present
SUSSEX COUNTY COMMUNITY COLLEGE, Trustee, Secretary and Treasurer	2012-2017
Audit and Policy Committee, Chair	2014-2017
Personnel and Curriculum Committee, Member	2012-2017
PETERS VALLEY SCHOOL OF CRAFT, Trustee, Development Committee Co-Chair	2015-present

[REDACTED]

E-mail: [REDACTED]

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## SUMMARY

Accounting Professional with extensive experience in general accounting, financial reporting, auditing and post-acquisition integration. Background across diverse industries including technology, real estate, non-profit, utilities, consumer goods, physical security and public accounting. Equally comfortable and effective as individual contributor, team player or team leader.

## PROFESSIONAL EXPERIENCE

### PROJECT SELF-SUFFICIENCY OF SUSSEX COUNTY, Newton, NJ

2012 - Present

#### Finance Manager

- Report to and work directly with the Executive Director on all financial aspects of the agency including cash management, payroll and grant writing and reporting
- Prepare all necessary federal, state and local filings and all financial and audit reports
- Provide reports to the board to ensure they are apprised of the agency's current financial position
- Prepare and submit budgets and expenditure reports to all state and local government and private grantees
- Process all aspects of payroll for as many as 100 employees in varying levels and programs of the Agency
- Work closely with the financial assistant to help maintain the accuracy of the agency's general ledger

### ROBERT HALF INTERNATIONAL, Parsippany, NJ

2006 - 2012

As a salaried employee with benefits, I was sent out on short-term to long-term assignments at various clients.

#### Consultant-Accounting Manager, The Verizon Foundation, Basking Ridge, NJ (Nov 06 – Apr 12)

*The Verizon Foundation is the philanthropic arm of Verizon Communications with a grant-giving budget of approximately \$70 million dollars per year to such causes as Education and Domestic Violence Prevention.*

- Updated and maintained Foundation's grant-making system-CyberGrants-for all user, grantee and budget information, as well as, administer grant making, approval and payment procedures
- Participated in formulation and tracking of budget and financial reporting and presentations
- Managed the distribution of funds collected through the Foundation's Check Into Literacy program along with related state registration filings
- Supervised Accounts Payable

#### Consultant, The Henry H. Kessler Foundation, West Orange, NJ (Oct – Nov 06)

- Updated investment schedule and subsequently created journal entries to update investment accounts in the General Ledger for previous five month period

#### Consultant, General Chemical Industrial Products, East Hanover, NJ (Jan – Sep 06)

- Responsible for General Ledger/Accounts Payable aspects of inventory and freight areas of the company
- Analyzed and reconciled all related accounts while working with various departments to clear discrepancies
- Documented daily and monthly procedures of the position

### NAUTICUS GROUP, Springfield, NJ

2005

#### Consultant, Dendrite International, Bedminster, NJ

*Dendrite is a global leader in providing productivity solutions for the pharmaceutical and life science industries generating \$400 million in annual sales.*

- Verified validity of opening balance sheet and pre-acquisition P&L
- Integrated all accounting functions of acquired company into corporate finance/accounting systems

Cell: [REDACTED]  
E-mail: [REDACTED]

Page Two

**WEICHERT RELOCATION RESOURCES, INC., Morris Plains, NJ**

2003 - 2005

**Senior Accountant**

*Weichert is an industry leader in the relocation and real estate industries.*

- Transitioned all aspects of the General Ledger relating to acquired company
- Administered General Ledger system of acquired company including security access (40 users), accounting periods and new accounts (approximately 300)
- Reported consolidated results for 4 foreign affiliates and 2 subsidiary companies
- Supervised bank reconciliations and accounts payable for subsidiaries ensuring balanced company results
- Represented foreign affiliates and subsidiaries as subject matter expert for periodic IRS and internal/external audits. Resolved all issues/concerns to auditors' and Treasury Department's satisfaction

**ALZHEIMER'S ASSOCIATION-Greater New Jersey Chapter, Denville, NJ**

2002 - 2003

**Director of Finance**

*The Alzheimer's Association is a not-for-profit organization dedicated to supporting the needs of individuals afflicted with dementia as well as their caregivers. Approximately \$2 million in contributions is received by the Greater New Jersey Chapter each year.*

- Led all accounting and finance functions for chapter
- Ensured compliance with all policies, procedures and applicable regulatory requirements
- Provided guidance to appropriate board committees to ensure responsible decision making
- Managed all aspects of the General Ledger
- Supervised and directed bookkeeper's daily activities

**NAUTICUS GROUP, Springfield, NJ**

2001 - 2002

**Senior Accountant - Consultant, PSEG Global, Parsippany, NJ**

*PSEG is a global leader in the Energy industry.*

- Selected as single point of contact for foreign issues/concerns. Transitioned financial responsibilities for European and Asian affiliates from UK to US operations.
- Generated billing for international customers and related entries
- Performed month-end close
- Performed bank reconciliations and account analysis

**UNITED STATES COAST GUARD RESERVE (Retired)**

1988-2016

**EDUCATION**

BBA, Accounting, Pace University, Pleasantville, NY

**TECHNICAL SKILLS**

CyberGrants, JD Edwards/People-Soft, Quick Books, Hyperion, CODA, Oracle, Acuity/MAS500, FundEZ

<b>Publicist, Project Self- Sufficiency 2005—Present</b>	<p>Coordinator of public relations program for mid-size non-profit organization.</p> <ul style="list-style-type: none"> <li>◆ Develop newsletters, brochures and flyers using Microsoft and Adobe products;</li> <li>◆ Design and manage multiple websites using Dreamweaver, Photoshop and Wix;</li> <li>◆ Coordinate and execute social media campaigns for multiple programs on varied social media platforms;</li> <li>◆ Manage relationships with local print, broadcast and online media organizations;</li> <li>◆ Develop press releases; interview subjects and take photos at agency events;</li> <li>◆ Write and place advertising in print and online publications;</li> <li>◆ Develop and execute communications strategy;</li> <li>◆ Organize press conferences;</li> <li>◆ Assist with recruitment.</li> </ul>																		
<b>Marketing and Public Relations Consultant Experience 1992—2000</b>	<p>Managed the marketing and public relations campaigns for small businesses, non-profit organizations, schools and political candidates.</p> <ul style="list-style-type: none"> <li>◆ Wrote scripts and assisted in the production of television commercials, radio spots, and marketing and instructional videos;</li> <li>◆ Created new business opportunities;</li> <li>◆ Designed and developed newsletters and brochures for clients using Microsoft Publisher;</li> <li>◆ Interviewed subjects, took photographs, wrote press releases, and interfaced with representatives from media outlets as part of on-going public relations efforts.</li> </ul>																		
<b>Advertising Account Management Experience 1984—1992</b>	<p>Supervised the creation of advertising and marketing plans for Fortune 500 clients, such as Unilever, Johnson &amp; Johnson, Quaker Oats, and Beecham, including the development of television, radio and print advertising, direct mail campaigns, and retailer incentive programs.</p> <ul style="list-style-type: none"> <li>◆ Implemented creative strategy and supervised the execution of all forms of advertising for Acuvue Disposable Contact Lenses, Johnson's Baby Products, Quaker Oatmeal, All Detergent, Imperial Margarine, and Oxy Acne Remedies;</li> <li>◆ Supervised the conception of advertising programs for new product launches, including antacids, acne products, margarine, deodorants, hot cereals, hair care products, and disposable contact lenses;</li> <li>◆ Worked with clients to formulate marketing and media plans for new products and existing franchises, based on field research, market performance and competitive analyses;</li> <li>◆ Managed advertising budgets for each brand, ranging from \$2 million to \$25 million per product line;</li> <li>◆ Developed and presented analyses of competitive advertising and promotional spending, market research, consumer data, and strategic recommendations to clients and upper management.</li> </ul> <table> <tr> <td>Account Supervisor, Lintas:New York</td><td>1988 to 1992</td></tr> <tr> <td>Account Executive, Jordan, McGrath, Case &amp; Taylor</td><td>1985 to 1988</td></tr> <tr> <td>Assistant Account Executive, DMB&amp;B</td><td>1984 to 1985</td></tr> </table>	Account Supervisor, Lintas:New York	1988 to 1992	Account Executive, Jordan, McGrath, Case & Taylor	1985 to 1988	Assistant Account Executive, DMB&B	1984 to 1985												
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<b>Volunteer Experience</b>	<table> <tr> <td>Webmaster, Christ Church, Newton</td> <td>2010 to Present</td> </tr> <tr> <td>Board Member, Children's Chorus of Sussex County</td> <td>2014 to 2017</td> </tr> <tr> <td>Editor, Frelinghuysen E-Newsletter</td> <td>2010 to 2017</td> </tr> <tr> <td>Frelinghuysen Township Mayor's Award</td> <td>2016</td> </tr> <tr> <td>Public Relations Coordinator, Christ Church, Newton</td> <td>2005 to Present</td> </tr> <tr> <td>Clerk of the Vestry, Christ Church Newton</td> <td>2011 to 2017</td> </tr> <tr> <td>Director, Christian Education, Christ Church, Newton</td> <td>2005 to 2011</td> </tr> <tr> <td>Treasurer, Frelinghuysen Elementary School Class Trip</td> <td>2008 &amp; 2013</td> </tr> <tr> <td>Member, Frelinghuysen Planning Board</td> <td>2006 to 2008</td> </tr> </table>	Webmaster, Christ Church, Newton	2010 to Present	Board Member, Children's Chorus of Sussex County	2014 to 2017	Editor, Frelinghuysen E-Newsletter	2010 to 2017	Frelinghuysen Township Mayor's Award	2016	Public Relations Coordinator, Christ Church, Newton	2005 to Present	Clerk of the Vestry, Christ Church Newton	2011 to 2017	Director, Christian Education, Christ Church, Newton	2005 to 2011	Treasurer, Frelinghuysen Elementary School Class Trip	2008 & 2013	Member, Frelinghuysen Planning Board	2006 to 2008
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<b>Education</b>	<table> <tr> <td>Northwestern University (Evanston, Illinois)</td> <td>1984</td> </tr> <tr> <td>Bachelor of Science, Communications and English</td> <td></td> </tr> <tr> <td>Webmaster Certificate (County College of Morris)</td> <td>2011</td> </tr> </table>	Northwestern University (Evanston, Illinois)	1984	Bachelor of Science, Communications and English		Webmaster Certificate (County College of Morris)	2011												
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Bachelor of Science, Communications and English																			
Webmaster Certificate (County College of Morris)	2011																		



**Appendix #10**  
**Sample Staff Schedule**  
 Month 1

Two (2) full-time staff members – one (1) Project Safe and Strong Center-Based Case Manager and one (1) Project Safe and Strong Community-Based Case Manager will dedicate 40 hours per week, Monday through Friday to the proposed project. The Social Media Specialist will have a varying schedule. A sample month is below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	
	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	
	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	
	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	Center-Based CM: 9am – 6pm  Community-Based CM: 8am – 5pm	

## **Appendix #11**

### **Staffing Patterns**

Project Self-Sufficiency will employ one (1) full-time English and Spanish-speaking Project Safe and Strong Center-Based Case Manager and one (1) full-time English and Spanish-speaking Project Safe and Strong Community-Based Case Manager to implement the program. The Center-Based Case Manager will work in-person 40 hours per week at Project Self-Sufficiency's main campus in Newton, New Jersey between the hours of 8am and 5pm, Monday through Friday. The Community-Based Case Manager will work in-person on Journey: Opportunity on the Move, PSS' retrofitted RV. The Community-Based Case Manager will work 40 hours between the hours of 9am and 6pm, Monday through Friday.

Project Self-Sufficiency's Social Media Specialist will dedicate approximately 2 hours per week to Project Safe and Strong. The Social Media Specialist will work between the hours of 9am and 5pm, Monday through Friday, and hours dedicated to Project Safe and Strong will vary each week.

## **Appendix #12**

### **Safe-Child Standards Description**

PSS was one of three agencies statewide selected to implement Enough Abuse! Campaign training program in 2012, and as a result, served on the Prevent Child Abuse-New Jersey task force that drafted the Safe-Child Standards that are detailed in the document entitled “Sexual Abuse Safe-Child Standards”. The role that PSS played in the development of the Safe-Child Standards has been incorporated into the agency’s policies and procedures, such that PSS’ program operations now closely mirror the standards themselves. For each standard, PSS has implemented policies and procedures that are designed to ensure that children are as safe as possible, and only adult who have been properly trained and vetted work with them, and only under appropriate conditions. PSS operations align with Safe-Child Standards as follows:

- PSS has a Board of Directors-approved policy that details the agency’s commitment to protecting children in our care from child sexual abuse, and notice of the policy is posted in all buildings.
- Every employee and volunteer participates in Enough Abuse training to ensure they are knowledgeable about abuse and child development.
- PSS has implemented a code of conduct for all employees that includes the provision that no staff/volunteer is alone or transports a child alone, and requires staff to act as mandated child abuse reporters.
- Background checks are extensive and conducted on every prospective staff member/volunteer.
- All staff/volunteers receive Enough Abuse! Training. This training is also provided to parents and the community, as well as members of PSS’ advisory boards.
- PSS is a mandated reporting agency.

## **Appendix #13**

### **Description of Program Space**

Project Self-Sufficiency is housed on a modern five-acre, four building campus located at [REDACTED] [REDACTED] the county seat of Sussex County and geographically central to both Sussex and Warren Counties. As a result of a very successful capital campaign raising 10 million dollars, PSS enjoys a professional, dignified, welcoming space for low-income individuals and families to access services for themselves and their children. The campus is home to the Career Training and Employment Center, the Family Counseling Center, the Family Literacy Center, the Little Sprouts Early Learning Center, PSS' Community Education Center, and a bevy of programs, services and events.

Journey: Opportunity on the Move is a mobile outreach office that offers all of Project Self-Sufficiency's essential services on a retrofitted RV that contains computer workstations, internet access, and a classroom and counseling area. Journey provides case management, computer and job trainings, parenting classes, and food pantry and emergency basic needs assistance in the most impoverished and underserved neighborhoods in our region, which are more distant from Project Self-Sufficiency's campus. Journey is staffed by a driver, a case manager, and a computer instructor, and travels throughout Sussex and Morris Counties.

## **Appendix #15**

### **Summary of Evaluation Tools**

Project Self-Sufficiency uses multiple tools to self-evaluate. Overall, we use a client satisfaction tool that captures satisfaction with the services received, as well as the significance and strength of the relationships with case managers and other supports. This evaluation is conducted annually. Feedback from these instruments is used for continuous quality improvement of program and service offerings, scheduling, curricula decisions, staff development, and more.

As a provider of respectful, effective services entrenched in the community for more than 35 years, we receive more than 5,000 referrals annually. Our intake process starts with a live person answering the phone 8:00am to 8:00pm Monday through Thursday and 8:00am to 5:00pm on Fridays. It has been our experience that a phone or in-person meeting with a caring intake worker is the single biggest predictor of client engagement. From the start, PSS is building a collaborative, trusting relationship that begins in that first contact. Subsequently, participants are assigned a case manager at their initial intake. After collaborating with the participant on the development of long- and short-term goals, the case manager utilizes a baseline self-assessment tool, THE SELF-SUFFICIENCY MATRIX (authored by the Snohomish County Self-Sufficiency Task Force). Each case management participant, in collaboration with their case manager, completes these tools quarterly over the duration of their participation in services. THE SELF-SUFFICIENCY MATRIX assesses functioning across a broad range of domains including housing, employment, income, food, childcare, children's education, adult education, legal, mental health, substance abuse, safety, disabilities, health care coverage, life skills, family/social relationships, mobility, community involvement, and parenting skills. Variables across all domains move from "in crisis" to "vulnerable" to "safe" to "building capacity" to "empowered".

66

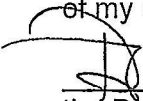
Additionally, case managers administer THE HOPE SCALE to assess social capital, including self-reported reflections on worth, energy, resources, and community connections.

Project Self-Sufficiency will also utilize the MEASURE OF VICTIM EMPOWERMENT RELATED TO SAFETY (MOVERS) SCALE. MOVERS is a 13-item scale that measures survivor empowerment within the domain of safety. This scale is available in both English and Spanish and demonstrates a strong factor structure and high reliability and validity in Intimate Partner Violence survivors seeking services.

Exhibit DPublic Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts

**ALL DCF Providers must sign, scan, and email this executed document to:**  
**OfficeOf.ContractAdministration@Dcf.nj.us**


By my signature below, I hereby confirm I am authorized to review and sign this document on behalf of my organization. I additionally confirm:

 (1) my organization **is not** an entity entering into or renewing a contract or contracts with the Department of Children and Families to provide mental health, behavioral health, or addiction services that employs more than 10 regular full-time or regular part-time employees who principally work for the organization to provide the contracted services as defined in Public Law P.L. 2021, c.1 [if you select this response, please return the signed form as noted above].; OR

\_\_\_\_\_ (2) my organization **is** such an entity and in compliance with Public Law P.L. 2021, c.1., I therefore must submit within the 90-day period following the initiation or renewal of our DCF contract(s) either:

**A. An attestation:**

\_\_\_\_\_ signed by a labor organization confirming entry into a labor harmony agreement with such labor organization; **or**

 stating that our employees are not currently represented by a labor organization and that no labor organization has sought to represent our employees during the 90-day period following the initiation or renewal of our DCF contract(s) after the effective date of this act and up to the time of submission; **or**

\_\_\_\_\_ signed by a labor organization, confirming entry into an agreement or binding obligation to be maintained through the term of the DCF contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **or**

**B. A notice:**

\_\_\_\_\_ from a labor organization confirming it seeks to represent our employees after the expiration of the 90-day period following the effective date of our DCF contract, to be followed no later than 90 days after the date of notice stating that we have entered into:

- (1) a labor harmony agreement with the labor organization; **or**
- (2) an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **and**

**C. A COVID-19 health and safety commitment:**

I ensure the organization will continue to make a good faith effort to comply with minimum health and safety protocols issued by DCF to adequately ensure the safety of the covered providers' employees, and service recipients at least through the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. These efforts include our adherence to the measures service providers may take to prevent and mitigate exposure to, and spread of, the COVID-19 virus while delivering services, as explained by the DCF Commissioner's issuance of Guidance's published on the DCF website at: [https://www.nj.gov/dcf/coronavirus\\_contractedproviders.html](https://www.nj.gov/dcf/coronavirus_contractedproviders.html) These Guidance's have amended and supplemented, and may continue to amend and supplement, our contract requirements. I additionally

represent I am not aware of any prior failures to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered provider's employees or service recipients.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

11/16/21

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Executive Director

Organization Name: \_\_\_\_\_

Project Self-Sufficiency of  
Sussex County



## Appendix #17

### Proposed Program Implementation Schedule

[illegible]

## **Appendix #19**

### **Conflict of Interest Policy**

A Conflict of Interest occurs when the private interest and the official responsibilities of a “person in a position of trust” at PSS conflict. A person in a position of trust includes the following:

- Employees, or a person who receives all or part of their income from PSS’ payroll

Conflict of Interest takes place when the personal interest of employees:

- Interfere with the performance of their responsibilities to PSS and its clients
- Result in personal, professional and/or political gain at the expense of PSS’ and/or clients’ interests

### **Conflicts of Interest Disclosures**

The following situations must be disclosed to the Executive Director of PSS:

- An employee in a supervisory capacity is related to another employee he/she supervises;
- An employee receives payment from PSS for any subcontracts, goods or services, such as consultant, laundry, maintenance, construction or remodeling;
- An employee and employee’s family accepts or provides gifts, gratuities or entertainment from individuals and firms with whom PSS does business;
- An employee is a member of the governing body of a contributor to PSS
- An employee participates in the selection, award or administration of a procurement transaction in which Federal or State funds are used, where, to their knowledge, any of the following has a direct financial interest in that transaction:
  - o The employee or another employee
  - o Any employee’s family
  - o An organization in which any of the above is an officer, director or employee
  - o A person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment
- Any other relationships or situations that may give rise to the appearance of a possible conflict of interest

If a situation specified above is disclosed, based upon the facts and circumstances of each case, the Executive Director will determine if a conflict exists, and if found, will determine the appropriate remedy. If the employee has any questions, need additional information or are aware of any Conflicts of Interest, contact the Human Resources Administrator.

**Appendix #20**  
**Copies of Any Audits or Reviews**

This does not currently apply to Project Self-Sufficiency.

**State of New Jersey  
Department of Children and Families  
Statement of Assurance**

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Children and Families of the accompanying application constitutes the creation of a public document and as such maybe made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidders list). In addition, I certify that the applicant:

- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Children and Families, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DCF will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1.) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin; 2.) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et. seq.; 3.) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4.) P.L. 2975, 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 non-discrimination on public contracts; 5.) Federal Equal Employment Opportunities Act; and 6.) Affirmative Action Requirements of PL 1975 c. 127 (N.J.A.C. 17:27).

- Will comply with all applicable federal and State laws and regulations.
- Will comply with the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et. seq. and all regulations pertaining thereto.
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.
- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Chapter 51 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. Will have on file signed certifications for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Children and Families
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.
- Will notify the New Jersey Department of Children and Families of any changes to the applicant's organization that alters the ability to continue to provide the services or the qualifications to provide services.

Project Self-Sufficiency of Sussex County

Name of Applicant Organization

Signature

Chief Executive Officer or Designee

Date

11/16/2021

**Schedule of Estimated Claims**

**Third Party Contract Summary Report - Page 1 of 2**

Provider Project Self Sufficiency  
Division DOW  
Contract 23OSUW  
Dates 7/1/2022 to 9/30/2025

Contract Characteristics

Reporting Requirements

- ☐ None  
☐ Monthly  
☐ Quarterly  
☐ Other

Advance Payments

- ☐ None  
☐ Monthly

Type of Contract

- ☐ Cost Related  
☐ Non-Cost Related

Reimbursement Type

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

Account and CFDA Information		Amt
1630-091 Family Violence Prevention Services Act-American Rescue Plan (93.671)		\$214,285.00
<b>Grand Total</b>		<b>\$214,285.00</b>

Authorized Provider Signature

Date

9/22/22

DCF Contract Supervisor Signature

Date

9/23/2022

# Schedule of Estimated Claims

## Third Party Contract Summary Report - Page 2 of 2

Provider **Project Self Sufficiency**  
 Division **DOW**  
 Contract **230SUW**  
 Dates **7/1/2022** to **9/30/2025**

Original Contract Ceiling
\$214,285.00

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
<b>\$0.00</b>

Total Contract Ceiling
\$214,285.00

Total Match Amount
\$0.00

Amended Contract Ceiling *
\$214,285.00

Payments by Month *
---------------------

2022 July	\$5,500.00
2022 August	\$5,494.00
2022 September	\$5,494.00
2022 October	\$5,494.00
2022 November	\$5,494.00
2022 December	\$5,494.00
2023 January	\$5,494.00
2023 February	\$5,494.00
2023 March	\$5,494.00
2023 April	\$5,494.00
2023 May	\$5,494.00
2023 June	\$5,494.00
2023 July	\$5,500.00
2023 August	\$5,494.00
2023 September	\$5,494.00
2023 October	\$5,494.00
2023 November	\$5,494.00
2023 December	\$5,494.00
2024 January	\$5,494.00
2024 February	\$5,494.00
2024 March	\$5,494.00
2024 April	\$5,494.00
2024 May	\$5,494.00
2024 June	\$5,494.00
2024 July	\$5,500.00
2024 August	\$5,494.00
2024 September	\$5,494.00
2024 October	\$5,494.00
2024 November	\$5,494.00
2024 December	\$5,494.00
2025 January	\$5,494.00
2025 February	\$5,494.00
2025 March	\$5,494.00
2025 April	\$5,494.00
2025 May	\$5,494.00
2025 June	\$5,494.00
2025 July	\$5,495.00
2025 August	\$5,494.00
2025 September	\$5,494.00
<b>Grand Total</b>	<b>\$214,285.00</b>

Payments by State Fiscal Year *
---------------------------------

2023 1630-091	\$65,934.00
2024 1630-091	\$65,934.00
2025 1630-091	\$65,934.00
2026 1630-091	\$16,483.00
<b>Grand Total</b>	<b>\$214,285.00</b>

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



Component

I

SEC - ver 06/14/22

## Schedule of Estimated Claims Third Party Contracts

Provider Name Project Self Sufficiency

Component Name Domestic Violence Direct Services FVPSA ARP SEC

Contract Administrator

Division	DOW	Contract No	230SUW	Contract Start	7/1/2022	Contract End	9/30/2025
----------	-----	-------------	--------	----------------	----------	--------------	-----------

Type of Funding	1-Time Funding		
1630-091 Family Violence Prevention Services Act- American Rescue Plan (93.671)			
	Month	YY	Amount
	July	22	\$5,500.00
Enter	August	22	\$5,494.00
Mod #	September	22	\$5,494.00
1 thru 10	October	22	\$5,494.00
above.	November	22	\$5,494.00
If new or	December	22	\$5,494.00
renewal	January	23	\$5,494.00
leave	February	23	\$5,494.00
blank	March	23	\$5,494.00
Match	April	23	\$5,494.00
Required?	May	23	\$5,494.00
(enter	June	23	\$5,494.00
Yes/No)			
0.0%	Total		\$65,934.00

Type of Funding		1-Time Funding	
1630-091 Family Violence Prevention Services Act- American Rescue Plan (93.671)			
	Month	YY	Amount
	July	23	\$5,500.00
Enter Mod #	August	23	\$5,494.00
1 thru 10 above.	September	23	\$5,494.00
If new or renewal leave blank	October	23	\$5,494.00
	November	23	\$5,494.00
	December	23	\$5,494.00
	January	24	\$5,494.00
	February	24	\$5,494.00
Match Required?	March	24	\$5,494.00
(enter Yes/No)	April	24	\$5,494.00
	May	24	\$5,494.00
	June	24	\$5,494.00
0.0%	Total		\$65,934.00

Type of Funding	1-Time Funding		
1630-091 Family Violence Prevention Services Act- American Rescue Plan (93.671)			
	Month	YY	Amount
	July	24	\$5,500.00
Enter	August	24	\$5,494.00
Mod #	September	24	\$5,494.00
1 thru 10	October	24	\$5,494.00
above.	November	24	\$5,494.00
If new or	December	24	\$5,494.00
renewal	January	25	\$5,494.00
leave	February	25	\$5,494.00
blank	March	25	\$5,494.00
Match	April	25	\$5,494.00
Required?	May	25	\$5,494.00
(enter	June	25	\$5,494.00
Yes/No)			
0.0%	Total		\$65,934.00

Type of Funding	1-Time Funding		
1630-091 Family Violence Prevention Services Act- American Rescue Plan (93.671)			
	Month	YY	Amount
	July	25	\$5,495.00
Enter Mod #	August	25	\$5,494.00
1 thru 10 above.	September	25	\$5,494.00
If new or renewal leave blank			
Match Required?			
(enter Yes/No)			
0.0%	Total		\$16,483.00

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

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

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

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

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

Component Match Percentage	0.00%
Component Match Amount	\$0.00
Original Component Ceiling	\$214,285.00
Modifications to Component Ceiling	\$0.00
Total Component Ceiling	\$214,285.00
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

NOTES:



STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT INFORMATION FORM  
PAGE 1 OF 17

Agency: Project Self-Sufficiency of Susta  
Address: [REDACTED]  
Phone: [REDACTED]  
Chief Executive Officer: [REDACTED]  
Prepared By: [REDACTED]

Agency Federal ID#: [REDACTED]  
 Charities Registration #: [REDACTED]  
☒ Non-Profit Agency ☐ For-Profit Agency ☐ Public Agency  
 Budget Period: June 1, 2022 to September 30, 2025 Agency Fiscal Year End: June 30  
 Schedules Completed: 1 2 3 4 5 6  
☐ Cash Basis ☒ Accrual Basis

Date: 9/1/2022

[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.

Fiscal Officer

Agency: Project Self-Sufficiency  
Contract#: 230SUW

PERIOD COVERED 6/1/22 to 9/30/25

[illegible]

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

Agency: Project Self-Sufficiency  
Contract#: 230SUW

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED 6/1/22 to 9/30/25

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	FY23	FY24	FY25	FY26				UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
1	Case Manager / To Be Named	1		40	\$ 128,348	\$ 39,250	\$ 39,250	\$ 39,250	\$ 10,598					
2	Case Manager/Bilingual Translator / [REDACTED]	2	Mar-22	5	\$ 18,394	\$ 5,625	\$ 5,625	\$ 5,625	\$ 1,519					
3	Social Media/Outreach / [REDACTED]	3	Mar-07	3	\$ 21,425	\$ 6,552	\$ 6,552	\$ 6,552	\$ 1,769					
4					\$ -									
5					\$ -									
6					\$ -									
7					\$ -									
8					\$ -									
9					\$ -									
10					\$ -									
11					\$ -									
12					\$ -									
13					\$ -									
14					\$ -									
15					\$ -									
16					\$ -									
17					\$ -									
18					\$ -									
19					\$ -									
20					\$ -									
21					\$ -									
22					\$ -									
23					\$ -									
	SUBTOTAL(pg. 1)				\$ 168,167	\$ 51,427	\$ 51,427	\$ 51,427	\$ 13,886	\$ -	\$ -	\$ -	\$ -	\$ -
	BUDGET CATEGORY A: EMPLOYEE SUBTOTAL				\$ 168,167	\$ 51,427	\$ 51,427	\$ 51,427	\$ 13,886	\$ -	\$ -	\$ -	\$ -	\$ -

**Agency: Project Self-Sufficiency**  
**Contract#: 23OSUW**

PERIOD COVERED 6/1/22 to 9/30/25[illegible]

Agency: Project Self-Sufficiency  
Contract#: 23OSUW

PERIOD COVERED 6/1/22 to 9/30/25

[illegible]

Agency: Project Self-Sufficiency  
Contract#: 23OSUW

PERIOD COVERED 6/1/22 to 9/30/25

[illegible]

**Agency: Project Self-Sufficiency**  
**Contract#: 23OSUW**

PERIOD COVERED: 6/1/22 to 9/30/25

[illegible]

Agency: Project Self-Sufficiency  
Contract#: 23OSUW

PERIOD COVERED 8/1/22 to 9/30/25

[illegible]



Agency: Project Self-Sufficiency  
Contract#: 23OSUW

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

PERIOD COVERED 8/1/22 to 9/30/25

BUDGET CATEGORY F. OTHER		1	2	3	4	5	6	7	8	9	10
LINE ITEM	BASIS FOR ALLOCATION	TOTAL	FY23	FY24	FY25	FY26	0	0	0	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
Staff Recruitment	\$625/quarter	\$ 7,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -					
Social Media Advertising	\$126/month	\$ 3,024		\$ 1,512	\$ 1,512						
Zoom subscription	\$80/month	\$ 1,976		\$ 988	\$ 988						
		\$ -									
		\$ -									
		\$ -									
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SUBTOTAL(pg.1)		\$ 12,500	\$ 2,500	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Agency: Project Self-Sufficiency  
Contract#: 23OSUW

PERIOD COVERED 6/1/22 to 6/30/25

[illegible]

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B  
SCHEDULE 1-COST ALLOCATION DATA  
PAGE 12 OF 17

Agency: Project Self-Sufficiency  
Contract#: 23OSUW

☒ THIS SCHEDULE IS NOT APPLICABLE.

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PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED

6/1/22 to 9/30/25

[illegible]

Agency: Project Self-Sufficiency  
Contract#: 23OSUW  
THIS SCHEDULE IS NOT APPLICABLE

6/1/22 to 8/30/25

**Supporting documentation is required to substantiate the allocations.**

Agency: Project Self-Sufficiency  
Contract#: 23OSUW

**STATE OF NEW JERSEY**  
**DEPARTMENT OF CHILDREN AND FAMILIES**  
**ANNEX B**  
**SCHEDULE 3-APPLICABLE CREDITS**  
**PAGE 14 OF 17**

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED

☒ THIS SCHEDULE IS NOT APPLICABLE

6/1/22 to 9/30/25

#	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				

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B  
SCHEDULE 4 - RELATED ORGANIZATION  
PAGE 15 OF 17

1111

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED

6/1/22 to 9/30/25

[illegible]

☒ THIS SCHEDULE IS NOT APPLICABLE

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B  
SCHEDULE 5 - DEPRECIATION/USE ALLOWANCE  
PAGE 16 OF 17

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

PERIOD COVERED 6/1/22 to 9/30/25

[illegible]

Agency: Project Self-Sufficiency  
Contract#: 23OSUW  
IF THIS SCHEDULE IS NOT APPLICABLE

IF THIS SCHEDULE IS NOT APPLICABLE

B	PURPOSE	
D	BUDGET PREPARATION	
	MODIFICATION BUDGET	
C	EXPENDITURE REPORT	
	PERIOD COVERED	6/1/22 to 9/30/25

[illegible]



State of New Jersey  
DEPARTMENT OF CHILDREN AND FAMILIES

This BUSINESS ASSOCIATE AGREEMENT is between the New Jersey Department of Children and Families (DCF) and its undersigned contractor. This Business Associate Agreement sets forth the responsibilities of the **contractor as the Business Associate**, and **DCF as the 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 thereunder 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 of HIPAA and its implementing regulations, 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:

- a. "Business associate" shall mean s 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.
- b. "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 the New Jersey Department of Children and Families.
- c. "Agreement" shall mean this Business Associate Agreement.
- d. "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.
- e. "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.

- f. "HIPAA" shall mean the Health Insurance Portability and Accountability Act.
  - g. "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.
  - h. "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.
  - i. "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).
  - j. "Notice of Privacy Practices" shall mean the Notice of Privacy Practices required by 45 CFR 164.520, provided by Covered Entity to Individuals.
  - k. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, Subparts A and E.
  - l. "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.
  - m. "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.
  - n. "Required by Law" shall have the same meaning as in 45 CFR 164.501.
  - o. "Secretary" shall mean the Secretary of the United States Department of Health & Human Services or his designee.
  - p. "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**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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 of intrusion.
7. 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.

8. 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).
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.

15. Business Associate shall implement administrative, physical and technical safeguards that protect the confidentiality, integrity, and availability of PHI in compliance with the Security Rule.
16. 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. .
17. 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.
18. Business Associate shall at all times, pursuant to NJSA 9:6-8.10a, maintain the confidentiality of reports of child abuse or neglect, information obtained by the Department of Children and Families in investigating such reports including reports received pursuant to section 20 of P.L.1974, c.119 (C.9:6-8.40), and reports of findings forwarded to the child abuse registry pursuant to section 4 of P.L.1971, c.437 (C.9:6-8.11). Disclosure of such may only be made pursuant to one of the enumerated exceptions pursuant to NJSA 9:6-8.10b.
19. 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:
  - a. 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. Additional Insurance Considerations**

- 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), and expenses in connection therewith, on account of loss of life, property or injury or damages that 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 Subcontractors with regard to PHI or the requirements of this Agreement or the Privacy Rule. The provisions 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 acknowledges the possibility of criminal sanctions and penalties for breach or violation of this Agreement or the Privacy Rule pursuant to 42 U.S.C. 1320d-6.
4. Business Associate acknowledges that Social Security number and Social Security Administration (SSA) records, information or data regarding individuals (records) are confidential and require safeguarding. Failure to safeguard Social Security numbers and other SSA records can subject the Business Associate and its employees to civil and criminal sanctions under Federal and State laws including the Federal Privacy Act at 5 U.S.C. 552a; Social Security Act sections 205 and 1106 (see 42 U.S.C. 405(c)(2)(C)(viii) and 42 U.S.C. 1306, respectively); and N.J.S.A. 56:8-164. The Business Associate shall ensure that all persons who will handle or have access under this Agreement to any Social Security Number or other SSA record will be advised of the confidentiality of the records; the safeguarding requirements to protect the records and prevent unauthorized access, handling, duplication and re-disclosure of the SSA records; and the civil and criminal sanctions for failure to safeguard the SSA records. The Business Associate shall enact and/or maintain safeguards necessary to protect these records and prevent the unauthorized or inadvertent access to, duplication of or disclosure of a Social Security number or other SSA record.
5. Business Associate acknowledges that all Medicaid applicant and beneficiary information is confidential, and 42 C.F.R. 431.300 to 307 restricts the use or disclosure of information concerning applicants and beneficiaries to purposes directly connected with the administration of the plan. Purposes directly related to plan administration include: (a) Establishing eligibility; (b) Determining the amount of medical assistance; (c) Providing services for beneficiaries; and (d) Conducting or assisting an investigation, prosecution, or civil or criminal proceeding related to the administration of the plan.
6. 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, agents, 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.
7. The obligations of the Business Associate under this Section shall survive the expiration of this Agreement.



**F. Miscellaneous**

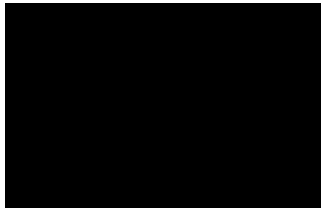
1. A reference in this Agreement to a section of the Privacy Rule means the section as in effect or, it may be amended or interpreted by a court of competent jurisdiction.
2. Business Associate and Covered Entity agree to take such action as is necessary to amend this Agreement from time to time in order 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.
6. Any notices to be given hereunder shall be made via Regular and Certified US Mail, Return Receipt Requested, to the addresses of the Business Associate and the Privacy Officer of the Covered Entity.

**G. Attestations**

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 the 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.

**Covered Entity Agency:** Department of Children and Families

**Signature:**



**Date:** 9-13-22

**Printed Name:**

**Title:** Director of Contracting

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

**Business Associate Organization:**

**Signature:**



**Date:** 8/2/22

**Printed Name:**



**Title:** Executive Director

## Notice of Standard Contract Requirements, Processes, and Policies

### I. Instructions:

Please carefully read all the information on these page(s) and then sign, scan, and email this executed document to: OfficeOf.ContractAdministration@DCF.NJ.Gov

### II. Organizations awarded contracts are required to comply with:

- A. the terms and conditions of the Department of Children and Families' (DCF) contracting rules and regulations as set forth in the Standard Language Document (SLD), or the Individual Provider Agreement (IPA), or Department Agreement with a State Entity. Contractors may view these items on the internet at: <https://www.nj.gov/DCF/documents/contract/forms/StandardLanguage.doc>
- B. the terms and conditions of the policies of the Contract Reimbursement Manual and the Contract Policy and Information Manual. Contractors may review these items on the internet at: <https://www.nj.gov/DCF/providers/contracting/manuals>
- C. all applicable State and Federal laws and statutes, assurances, certifications, and regulations.
- D. the Equal Employment Opportunity (EEO) requirements of the State Affirmative Action Policy, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
- E. the laws relating to Anti-Discrimination, including N.J.S.A 10:2-1, Discrimination in Employment on Public Works.
- F. the Diane B. Allen Equal Pay Act, N.J.S.A. 34:11-56.14 and N.J.A.C. 12:10-1.1 et seq., mandate to provide the Commissioner of Labor and Workforce Development a report regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category using the report templates found at <https://nj.gov/labor/equalpay/equalpay.html>.
- G. the confidentiality rules and regulations related to the recipients of contracted services including, but not limited to:
  - 1. Compliance with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.

Department of Children and Families  
(Rev. 04.23.2022)

2. Maintenance of client specific and patient personal health information (PHI) and other sensitive and confidential information in accordance with all applicable New Jersey and Federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
  3. Safeguarding of the confidentiality of case information as mandated by N.J.S.A. 9:68.10a with the understanding that the release of any information may be in violation of State law and may result in the conviction of individuals for a disorderly person's level offense as well as possibly other disciplinary, civil, or criminal actions pursuant to N.J.S.A. 9:6-8.10b.
  4. Ensuring the content of every contractor's web site protects the confidentiality of and avoids misinformation about the youth served and provides visitors with a mechanism for contacting upper administrative staff quickly and seamlessly.
- H. the terms of Executive Order No. 291 (EO 291) issued March 7, 2022; and DCF Administrative Order 14 titled Limitations on Activity Involving Russia, Belarus, and Ukraine; prohibiting the use of DCF funds to knowingly procure goods or services from any entity owned by or closely tied to the governments of Russia or Belarus, their instrumentalities, or companies investing directly in the same. In addition, every entity contracting with the State must submit to DCF a copy of a signed certification that it is not engaged in prohibited activities in Russia or Belarus, as defined in L.2022, c.3 (S1889). The certification is available at:  
<https://www.nj.gov/dcf/providers/contracting/forms/>
- I. the requirement of N.J.S.A. 52:34-15 to warrant, by signing this document, that no person or selling agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business. If a breach or violation of this section occurs, the State shall have the right to terminate the contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage, or contingent fee.

**III. Organizations awarded contracts are advised:**

- A. As noted in Section 5.12 of the SLD, or in Section 5.03 of the IPA, the initial provision of funding and the continuation of such funding under this contract is expressly dependent upon the availability to DCF of funds appropriated by the State Legislature and the availability of resources. Funds awarded under this contract program may

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not be used to supplant or duplicate existing funding. If any scheduled payments are authorized under this contract, they will be subject to revision based on any audit or audits required by Section 3.13 Audit of the Standard Language Document (SLD) and the contract close-out described in: Contract Closeout - CON-I-A-7-7.01.2007 (nj.gov)

- B. All documentation related to products, transactions, proof of services and payments under this contract must be maintained for a period of five years from the date of final payment and shall be made available to the New Jersey Office of the State Comptroller upon request.
- C. Any software purchased in connection with the proposed project must receive prior approval from the New Jersey Office of Information Technology, and any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.
- D. Any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.
- E. Contractors shall maintain a financial management system consistent with all the requirements of Section 3.12 of the SLD or the IPA.
- F. As defined in N.J.S.A. 52:32-33, contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320 b-8 to serve in this State.
- G. DCF endorsed the Prevent Child Abuse of New Jersey's (PCANJ) Sexual Abuse Safe-Child Standards (Standards) as a preventative tool for contractors working with youth and children to reference when implementing policies and procedures to minimize the risks of the occurrence of child sexual abuse. The Standards are available on the internet at: <https://www.nj.gov/dcf/SafeChildStandards.pdf>
- H. NJ Rev Stat § 9.6-8.10f (2017) requires the Department of Children and Families (DCF) to conduct a check of its child abuse registry for each person who is seeking employment in any facility or program that is licensed, contracted, regulated, or funded by DCF to determine if the person is included on the child abuse registry as a substantiated perpetrator of child abuse or neglect. Contractors are to utilize the Child Abuse Record Information (CARI) Online Application to set-up a facility account by visiting: <https://www.njportal.com/dcf/cari>
- I. DCF staff may conduct site visits to monitor the progress and problems of its contractors in conforming to all contract requirements and in accomplishing its

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responsibilities. The contractor may receive a written report of the site visit findings and may be expected to submit a plan of correction, if necessary, for overcoming any problems found. Corrective Action Plan (CAP) requirements, timeframes and consequences are explained on the internet at: [https://www.nj.gov/dcf/policy\\_manuals/CON-I-A-8-8.03\\_issuance.shtml](https://www.nj.gov/dcf/policy_manuals/CON-I-A-8-8.03_issuance.shtml)

- J. Contractors must have the ability to maintain the full operations census specified in the contract, and to submit timely service reports for Contracted Level of Service (CLOS) utilization in the format and at the time DCF requests.
- K. Contractors awarded contracts must have the ability to achieve full operational census within the time DCF specifies. Extensions may be available by way of a written request to the Contract Administrator, copied to the DCF Director managing the contracted services.
- L. As noted in Section 4.01 of the SLD or the IPA, DCF or the contractor may terminate this contract upon 60 days written advance notice to the other party for any reason whatsoever.
- M. DCF will advise contractors of the documents and reports in support of this contract that they must either timely submit or retain on-site as readily available upon request. The contractor also shall submit all required programmatic and financial reports in the format and within the timeframes that DCF specifies as required by Section 3.02 of the SLD or IPA. Changes to the information in these documents and reports must be reported to DCF. Contractors are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed the NJ Department of Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms. Failure to timely submit updated documentation and required reports may result in the suspension of payments and other remedies including termination.

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

- A. If services are provided at licensed sites, contractors must meet all NJ Department of Children and Families and other applicable Federal Licensure Standards.
- B. If services are paid with Medicaid funds, contractors must have the demonstrated ability, experience, and commitment to enroll in NJ Medicaid, and subsequently submit claims for reimbursement through NJ Medicaid and its established fiscal agent, within prescribed times.

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- C. If services are paid with federal funds (including Medicaid funds), contractors must adhere to the provisions set forth in the Rider for Purchases funded in whole or in part, by federal funds. <https://www.nj.gov/dcf/providers/contracting/forms/RIDER-For-Purchases-Funded-by-Federal-Funds-7.31.2020.pdf>
- D. If services are provided by programs licensed, contracted, or regulated by DCF and provide services to individuals with developmental disabilities, contractors must comply with:
  - 1. the Central Registry of Offenders against Individuals with Developmental Disabilities law, N.J.S.A 30:6D-73 et seq. (Individuals on the Central Registry are barred from working in DCF-funded programs for persons with developmental disabilities. If you are not registered to access the Central Registry, DCF will facilitate the qualified applicant's registration into this system after the award of a contract.); and
  - 2. Danielle's Law:  
<https://www.state.nj.us/humanservices/dds/documents/fireprocurement/dd/Danielle%27s%20Law.pdf>
- E. If services are to be administered by the Contracted System Administrator (CSA), contractors must conform with, and provide services under, protocols that include required documentation and timeframes established by DCF and managed by the CSA. The CSA is the single point of entry for these services and facilitates service access, linkages, referral coordination, and monitoring of CSOC services across all child-serving systems. Contractors of these services will be required to utilize "Youth Link", the CSOC web-based out-of-home referral/bid tracking system process to manage admissions and discharge after being provided training.
- F. If services are to be provided to youth and families who have an open child welfare case due to allegations of abuse and neglect, then contractors shall deliver these services in a manner consistent with the DCF Case Practice Management Plan (CPM) and the requirements for Solution Based Casework (SBC), an evidence-based, family centered practice model that seeks to help the family team organize, prioritize, and document the steps they will take to enhance safety, improve well-being, and achieve permanency for their children. SBC provides a common conceptual map for child welfare case workers, supervisors, leadership, and treatment providers to focus their efforts on clear and agreed upon outcomes. DCF may require contractors to participate in DCF sponsored SBC training, and to be involved in developing plans with the consensus of other participants, incorporating the elements of the plans into their treatment, participating in Family Team Meetings, and documenting progress and outcomes by race, age, identified gender, and other criteria DCF deems relevant and appropriate.

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G. If services provided under a DCF contract are for mental health, behavioral health, or addictions services by a contractor with at least 10 regular full-time or regular part-time employees who principally work for the contractor to provide those services, then P.L. 2021, c.1 (N.J.S.A. 30:1-1.2b) requires the contractor to:

1. submit no later than 90 days after the effective date of the contract an attestation: (a) signed by a labor organization, stating that it has entered into a labor harmony agreement with such labor organization; or (b) stating that its employees are not currently represented by a labor organization and that no labor organization has sought to represent its employees during the 90-day period following the initiation or renewal of the contract; or (c) signed by a labor organization, stating that it has entered into an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (N.J.S.A. 30:1-1.2c). The required attestation is submitted to ensure the uninterrupted delivery of services caused by labor-management disputes and is a condition of maintaining a DCF contract. The failure to submit it shall result in DCF's issuance of a financial recovery and a Corrective Action Plan (CAP). Should the contractor not adhere to the terms of the CAP, DCF shall cancel or not renew the contract upon obtaining a replacement contractor to assume the contract or otherwise provide the services. An extension of the 90-day deadline shall be warranted if a labor organization seeks to represent a contractor's employees after the contract is renewed or entered into, but within the 90-day period following the effective date of the contract. The Commissioner of DCF may review any interested person's report of a failure by the contractor to adhere to these requirements and upon finding that a covered contractor failed to adhere to the requirements shall take corrective action which may include a CAP, financial recovery, and cost recoupment, and cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and
2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients until the 366<sup>th</sup> day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. The Commissioner of DCF shall take into account, prior to awarding or renewing any contract, any prior failures reported by any interested party to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered contractor's employees or service recipients and require at a minimum the submission of a CAP to contain, limit, or mitigate the spread of COVID-19 cases. Should the



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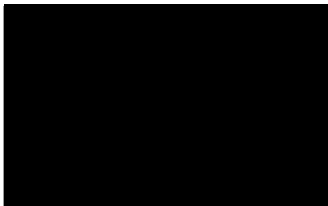
contractor fail to implement a plan or repeatedly fail to demonstrate good faith efforts to contain, limit, or mitigate the spread of COVID-19, the Commissioner shall act, including financial penalties or cancellation or non-renewal of the contract.

- H. If the employees of a contractor or its subcontractor enter, work at, or provide services in any state agency location, then they are covered by Executive Order No. 271 (EO 271), which was signed and went into effect on October 20, 2021. A covered contractor must have a policy in place: (1) that requires all covered workers to provide adequate proof, in accordance with EO 271, to the covered contractor that the covered worker has been fully vaccinated; or (2) that requires that unvaccinated covered workers submit to COVID-19 screening testing at minimum one to two times weekly until such time as the covered worker is fully vaccinated; and (3) that the covered contractor has a policy for tracking COVID-19 screening test results as required by EO 271 and must report the results to local public health departments. The requirements of EO 271 apply to all covered contractors and subcontractors, at any tier, providing services, construction, demolition, remediation, removal of hazardous substances, alteration, custom fabrication, repair work, or maintenance work, or a leasehold interest in real property through which covered workers have access to State property. EO 271 excludes financial assistance; contracts or sub-contracts whose value is less than the State bid Advertising threshold under N.J.S.A. 52:34-7; employees who perform work outside of the State of New Jersey; or contracts solely for the provision of goods.
- I. If a contract includes the allocation and expenditure of COVID-19 Recovery Funds, then it is covered by Executive Order No. 166 (EO166), which was signed by Governor Murphy on July 17, 2020. The Office of the State Comptroller ("OSC") is required to make all such contracts available to the public by posting them on the New Jersey transparency website developed by the Governor's Disaster Recovery Office (GDRO Transparency Website), and by subjecting them to possible review by an Integrity Monitor.

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

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Signature



Date:

8/2/22

Printed Name:



Title:

Executive Director

Attachment 2 Notice of Executive Order 166 Requirement for Posting of Winning Proposal  
and Contract Documents

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

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

The contract resulting from this [RFP/RFQ] is subject to the requirements of Executive Order No. 166. Accordingly, the OSC will post a copy of the contract, including the [RFP/RFQ], the winning bidder's proposal and other related contract documents for the above contract on the GDRO Transparency website.

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

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



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

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

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

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

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

## II. DOMESTIC PREFERENCE FOR PROCUREMENTS

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

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

## III. PROCUREMENT OF RECOVERED MATERIALS

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

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

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

## IV. EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

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

securing compliance.

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

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

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

#### **VI. COPELAND ANTI KICK-BACK ACT**

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

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

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

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

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

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

#### **VIII. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

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

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

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

##### **Clean Air Act**

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

##### **Federal Water Pollution Control Act**

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

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

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

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

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

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

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



**REQUEST FOR PROPOSALS**

**For**

**American Rescue Plan Supplemental Funding for**

**Domestic Violence Services**

**Domestic Violence Funding of up to \$1,500,000 Total Available**

**Seven (7) awards of up to \$214,285.00**

**CFDA # 93.671**

**There will be no Bidders Conference for this RFP**

**Questions are due by October 15, 2021**

**Bids are due: November 17, 2021**

Christine Norbut Beyer, MSW  
Commissioner

September 24, 2021

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## **Funding Agency**

State of New Jersey  
Department of Children and Families  
50 East State Street  
Trenton, New Jersey 08625

### **Special Notice:**

There will be no Bidders Conference for this RFP. Questions will be accepted in advance by providing them via email to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov) until **October 15, 2021** by 12PM. Technical inquiries about forms and other documents may be requested anytime.

## **Section I – General Information**

### **A. Purpose**

In response to the unprecedented national Coronavirus (COVID-19) public health emergency, President Biden signed the American Rescue Plan into law. This economic stimulus bill will assist New Jersey's efforts to prepare, prevent, and respond to the COVID-19 pandemic. With the passage of this bill, New Jersey received federal funding through the Family Violence Prevention and Services Program to support and maintain domestic violence shelters, supportive services, and culturally specific programs during this time.

The Department of Children and Families, Division on Women (DCF-DOW) announces the availability of funding for the provision of domestic violence prevention and supportive services for adult and youth victims of family violence, domestic violence, or dating violence, as well as family and household members.

DCF-DOW is aiming to expand its provider network for direct services by making:

**Seven (7) awards available at \$214,285 each.**

- **Direct service is defined as any combination of allowable services listed in Section D which include but are not limited to: housing; crisis response; counseling; victim advocacy; or legal assistance which is provided to domestic violence victims/survivors and/or their children. The goal of this funding is to allow providers who are not under contract with DCF-DOW for domestic violence services to join its provider network. If you currently contract with DCF-DOW for DV services in any geographic area, then you are not eligible for this funding opportunity.**

Eligible entities include the following:

- Agencies that do NOT currently contract with DCF-DOW for domestic violence direct services.

- Agencies that currently have a contract with **other** Divisions at DCF. Agencies that currently have a contract with DCF-DOW for services **other than** domestic violence direct services such as sexual violence direct services or Displaced Homemakers Programs.

The project period is **March 15, 2021 through September 30, 2025**. Retroactive pre-award costs that have occurred since March 15, 2021 in response to the COVID-19 public health emergency are allowed. ARP supplemental funding will remain available until expended and through the end of Federal Fiscal Year 2025, September 30, 2025, but subgrantees can choose to spend down funds fully prior to that time.

PLEASE NOTE: ARP funds should be used to supplement and not supplant other federal, state, and local public funds in accordance with 42 U.S.C § 10406(c)(6).

### **Domestic Violence Services and COVID-19**

Under the New Jersey Prevention of Domestic Violence Act, an act of domestic violence occurs when an individual commits one of the predicate offenses, such as assault, harassment, or stalking, to another individual when a special relationship is present. This relationship may or may not be intimate, and may include a household member, or former spouse. The act can occur once, or multiple times over the course of several years. (See N.J.S.A. 2C:25-17 et seq.).

Domestic violence has been recognized as a public health issue that can cause serious health-related consequences. Adverse effects may include physical injury like broken bones or head injury or have long term effects on cardiovascular or gastrointestinal systems due to chronic stress and anxiety.<sup>1</sup> The Centers for Disease Control and Prevention (CDC) reports that health costs associated with domestic and intimate partner violence exceed 5.8 billion dollars annually and can result in disability, hospitalization, or death.<sup>2</sup>

Individuals from all cultures, races, religions, ethnicities, genders, socio-economic classes, sexual orientations, abilities and ages can experience domestic violence. However, individuals from marginalized communities are disproportionately affected by domestic violence as they experience risk factors like poverty, language barriers, social isolation, and lack of access to economic and social resources at a higher rate. These factors make them particularly vulnerable to victimization and create barriers to connecting with services.

Since the pandemic took hold, research has shown an increase in domestic

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<sup>1</sup> 1 Black, Michele C., PhD. Intimate Partner Violence and Adverse Health Consequences: Implications for Clinicians. American Journal of Lifestyle Medicine 5.5 (2011)428-439.

<sup>2</sup> 2 Centers for Disease Control and Prevention (CDC). Costs of Intimate Partner Violence against Women in the United States. Atlanta (GA): CDC, National Center for Injury Prevention and Control; 2018.

violence incidences across the globe. Unemployment and economic stress, medical emergencies, lack of housing and food instability all increase the risk of domestic violence. Social distancing and isolation further exacerbate the situation by making it harder to connect with peers and outside supports.

Despite the stay-at-home orders, New Jersey's hotline calls and requests for services still increased by 63% from 2019. Prior to the pandemic, shelter and housing consistently topped the list of needs for domestic violence survivors and the need has only grown. DCF data shows survivors stayed in shelters longer during the pandemic as housing remains limited. The length of stay in shelter extended by 21% and stays in hotel have extended by 92%. During 2020, hotel and motel placements increased from 2 in 2019 to 1,047 in 2020. The pandemic highlighted that alternative and innovative housing solutions are greatly needed to assist survivors gain permanent and long-term stability.

In addition to the rampant public health concerns, COVID-19 has also had a devastating economic impact on the state as evidenced by over 1.2 million individuals filing for unemployment benefits. Nearly 99% of abusive relationships involve some type of financial abuse. Job loss and job security are often affected by domestic violence. As unemployment rates skyrocketed due to the pandemic, victims and survivors continued to struggle with economic independence.

The pandemic has disproportionately affected underserved and marginalized communities. The Center for Survivor Advocacy and Justice (CSAJ) reported a 50% increase in incidences in communities marginalized by race, gender, ethnicity, sexual orientation, cognitive and physical ability, and immigration status. Additionally, individuals from marginalized populations are experiencing unemployment and financial challenges at a higher rate than their white counterparts. These increased economic burdens added to preexisting health disparities have exacerbated community challenges.

Throughout the course of the pandemic, the transition to telehealth allowed many providers to increase the attendance rate of services significantly. However, access to technological resources ranges. Those living in poverty and in marginalized communities may not have internet or electronic devices for services.

The National Center on Domestic Violence, Trauma and Mental Health report an increased prevalence of victimization by an intimate partner in mental health settings as well as in populations seeking treatment for substance use disorders. Many abusers use individual's experiences with mental health or substance use disorders as a method of control. The stigma associated with each and lack of coordinated responses also creates more barriers for survivors and their children in obtaining assistance. Survivors are best served when advocates can respond holistically to the many manifestations of abuse and trauma.

The Division on Women is committed to promoting trauma-informed services and developing numerous pathways for healing and processing for survivors of domestic violence. For these reasons, DCF-DOW has established the following priority areas for this grant:

- 1) Alternative housing solutions for long-term stability
- 2) Economic and financial programming
- 3) Legal assistance
- 4) Culturally specific programming
- 5) Substance use and/or mental health concerns

Special consideration will be given to applicants that also prioritize these areas.

## **B. Background**

The Department of Children and Families is a family and child serving agency, working to assist New Jersey residents in being or becoming safe, healthy and connected.

In 1974, the Division on Women was established as a pioneering state agency to create, promote and expand the rights and opportunities for all women throughout the state. DOW is housed within DCF and administers state and federal domestic violence and sexual violence to agencies in every county in New Jersey. DOW collaborates with government and non-government agencies on federal, state and county levels to ensure the compassionate treatment of all survivors, and provides resources, support and technical assistance to agencies carrying out the work.

The Family Violence Prevention Services Act (FVPSA) is operated by the Family and Youth Services Board at the Administration for Children and Families, U.S. Department of Health and Human Services. FVPSA was signed into law as Title III of the Child Abuse Amendments of 1984. It is the primary federal resource addressing domestic violence as a public health issue dedicated to the provision of domestic violence shelters, supportive services, and related programming for victims of domestic/dating violence and their dependents.

The American Rescue Plan (ARP) provides critical and unprecedented support to children, families, and communities in response to the COVID pandemic and resulting economic downturn, which have been exacerbated by historic racial injustices. ARP funding provides a comprehensive approach to support children and families, meet communities where they are and address systemic inequities.

## **C. Target Population/Admission**

The ARP funding will support agencies in New Jersey in implementing vital

domestic violence services to assist New Jersey's efforts to prepare, prevent, and respond to the COVID-19 pandemic. The target population includes all victims and survivors of family violence, domestic violence and dating violence as well as their family and household members who reside in New Jersey, whether or not the violence occurred in New Jersey.

Domestic violence programs shall be designed to meet the needs of the target population, especially individuals that have been historically underserved. Underserved populations include groups that lack accessible or relevant services due to geographic locations, racial and/or ethnic backgrounds, sexual orientation, or specific needs like language, disabilities, immigration status, or age.

Eligible organizations include local public agencies and nonprofit organizations, including faith-based, charitable, community-based, Tribal, or voluntary associations that **do NOT currently have a contract with DCF-DOW for domestic violence direct services**. Programs that receive funding must be accessible and delivered without discrimination on the basis of age, disability, gender, gender-identity, sexual orientation race, color, national origin, or religion. (42 U.S.C. §10406). All victims of domestic violence, regardless of citizenship, legal status, or tribal affiliation are to have the same access to services without the need to produce documentation of residency/citizenship. Programs must be able to assist victims of domestic violence with Limited English Proficiency(LEP), and Deaf or hard of hearing.

#### **D. Services to be Funded**

##### **Domestic Violence Services**

Domestic Violence funding can be used for housing, prevention activities and services to support victims/survivors during the COVID-19 pandemic. Please note, an applicant does not need to operate a physical shelter to apply for these funds. Per FVPSA legislation, at 42 U.S.C. § 10408(b), funds can be used to support voluntary services that include, but are not limited to:

##### **1. Crisis Calls and Intervention**

Services can include a means for providing direct emergency assistance to survivors on a 24-hour basis. This can occur through a hotline or chat system. Crisis intervention is a process by which a person identifies, assesses, and intervenes to assist an individual in crisis to restore balance and reduce harmful effects. Crisis intervention can occur in-person and/or telephonically.

##### **2. Housing Options**

The funding can support shelter and/or alternative housing options. This includes not only emergency shelter, which complies with Department of Community Affairs licensing standards (N.J.S.A. 55:13C 1 et seq.), but also rental vouchers, hotel/motel placement, and other long-term and/or short-term housing solutions. Funded programs are not required to lease or own apartments or lodgings for survivors and

their families. Additionally, funding can support the provision of food, clothing, and personal supplies for individuals residing in shelter. Nominal moving expenses and furnishings for a survivor's new home may also be provided.

### **3. Victim Advocacy**

Victim advocacy is designed to help the victim/survivor navigate various systems to obtain needed resources or services. This includes assistance with employment, housing, address confidentiality, shelter services, health care, victim's compensation, immigration, courts, law enforcement and more. Services can help survivors create a customized plan that holistically meets the unique needs of clients.

### **4. Individual and Group Counseling**

Counseling services may vary depending on the client's individual needs and may be provided in the following combinations: long or short term; supportive or crisis-oriented; and individual and/or group basis.

### **5. Legal Advocacy and Legal Representation**

Legal advocacy includes assisting clients with criminal and civil legal issues. This includes providing clients with court-related information, preparing paperwork for restraining orders, filing for visas, and accompanying a client to court. This can also include accompanying a client to an administrative hearing, such as unemployment, Social Security, TANF, or SNAP hearing.

### **6. Medical Accompaniment**

As health-related issues are prevalent among domestic violence victims and survivors, medical assistance is vital. Supportive services include accompanying a domestic violence victim to, or meeting a victim at, a hospital, clinic, or medical office.

### **7. Transportation**

Funding may be utilized to provide transportation assistance to facilitate shelter admission or support residential clients to access community supports like court appearances and medical appointments. An organization may utilize its own vehicle (with written approval) or assist indirectly through bus passes, vouchers, sub-contractors, or other arrangements.

### **8. Community Education and Training**

Funding may be used to educate and increase awareness of domestic violence in the community. This may include presentations or trainings about domestic violence and/or services related to victims of domestic violence and their children.

## **9. Partnership and Collaboration**

The organization may identify and forge relationships with community systems. Participation in multi-disciplinary committees, work groups and joint planning activities may also be included. Additionally, funding can be used to cultivate and recruit potential volunteers and referral partners to provide various forms of support.

## **10. Prevention Services**

Applicants may utilize funding for prevention-based services like access to preventive health and behavioral health programs, educational programs in schools, parenting skills classes, and community campaigns designed to alter norms and values conducive to domestic or dating violence.

## **11. Services for Children**

Survivors may need child-care assistance when navigating systems, utilizing healing services, or in gaining valuable skills. Applicants may utilize funding to assist survivors with day care, tutoring, or recreational services. Applicants may use this funding to offer services for children exposed to domestic violence like trauma-focused cognitive behavioral therapy, art therapy, and music, theater, or play therapy.

## **12. Offender Services**

Perpetrator services ARE allowable expenses under this funding source. However, services must be voluntary and cannot be mandated.

## **13. Technology**

Technology enhancements to support transitioning to virtual and remote services. This also includes technology assessments, best practices, and trainings to enable programs to support victims and their families with online learning, employment searches, remote participation in supportive services and case management.

## **14. Consultant Services**

These funds may be used to provide counseling services to staff to assist with staff burnout or vicarious trauma. Consultants may also assist with emergency preparedness.

## **15. Translation and Interpretation**

Services to assist agencies in providing culturally and linguistically appropriate services.

## **16. Substance use disorders and/or mental health needs**

This includes substance use counselors, specialized mental health counselors, support groups, referrals to intensive outpatient programs and other partners, coordinated protocols, and training and technical assistance for domestic violence programs to better support survivors.

See here for a complete list of allowable activities:

[https://acf.hhs.gov/sites/default/files/documents/fysb/1\\_FY%202021%20FVPSA%20American%20Rescue%20Plan%20Supplemental%20Funding%20Program%20Instruction-%20FormulaGrantees\\_final-05-19-21.pdf](https://acf.hhs.gov/sites/default/files/documents/fysb/1_FY%202021%20FVPSA%20American%20Rescue%20Plan%20Supplemental%20Funding%20Program%20Instruction-%20FormulaGrantees_final-05-19-21.pdf)

### **Unallowable Uses of Funds**

- Direct cash assistance to victims/survivors
- Construction costs (some exceptions apply)
- Renovation costs (some exceptions apply)
- Any mandatory services

## **E. Resources**

### **Geographic Area to Be Served**

Eligible agencies must be located in New Jersey and provide services to the target population in New Jersey. The programs shall serve any eligible individuals electing to receive services in New Jersey regardless of whether their last known physical address was outside of the state.

### **Staffing**

The applicant shall allocate and maintain proper staffing levels that meet the needs of program activities included in the proposal narrative and budget.

#### **1. Staff and Volunteer Retention**

Every effort must be made to hire and retain individuals with recognized expertise in the field of domestic violence, as well as experience with mental health and trauma, substance abuse, social services, and systems advocacy. The applicant shall ensure staff and volunteers reflect the language, race, and cultural backgrounds of the survivors it serves.

#### **2. New Staff Training & Development**

Prior to interacting with clients or providing direct services, all staff and volunteers shall complete a minimum 40 hours of training in the field of domestic violence

#### **3. Intern/Volunteer Program**

Volunteers are valuable members to domestic violence programs. To build a strong pool of interns and volunteers, the agency must commit to recruiting, training and developing those who want to volunteer. Volunteers shall go through the same screening, orientation and training protocols as staff.

### **Applicable Laws and Regulations**

All DCF funded agencies must comply with:

- The Violence Against Women Act (42 U.S.C. 13701 et seq);
- Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq);



- The Prevention of Domestic Violence Act (N.J.S.A. 2CL15-17 et seq);
- Shelters for Victims of Domestic Violence Act (N.J.S.A. 30:14-1 et seq);
- Standards for Shelters for Victims of Domestic Violence Act (N.J.A.C. 10:130);
- Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 et seq);
- The Sexual Assault Survivor Protection Act (N.J.S.A. 2C:14-13 et seq.);
- Confidentiality of Substance Abuse Records (N.J.S.A. 26:2B-20);
- Licensing standards as set forth in N.J.A.C. Title 5 Chapter 15, Emergency Shelters for the Homeless and as administered by the New Jersey Department of Community Affairs; and
- New Jersey Law Against Discrimination (N.J.S.A. 10:5-12).

The New Jersey Law Against Discrimination makes it unlawful to subject people to differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, and AIDS and HIV status. The DCF-funded agency must prohibit discrimination in program admission and the provision of services, as well as agency hiring and promotional process.

### **Voluntary Participation Only**

To ensure safety for domestic violence victims/survivors and their family, the applicant should operate with the highest level of ethical practice and accountability to survivors and the community. The federal government bars Family Violence and Prevention Services Act (FVPSA) recipients from mandating survivors to participate in programming to access other services. All services must be available on a voluntary basis.

### **Trauma-informed Approach**

Additionally, DCF is looking for an organization that articulates a trauma-informed philosophy and healing-centered approach to its service delivery. This approach incorporates an understanding of the pervasiveness of trauma and its impact on every aspect of service provision. Not all survivors will experience violence in the same way, and each survivor will have individual needs. Being trauma-informed requires programs to understand and respond with sensitivity to the culture, behaviors, attitudes and emotional needs of survivors.<sup>3</sup>

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<sup>3</sup> Phillips, Heather, MA, Eleanor Lyon, PhD, Mary Fabrisi, PsyD, and Carole Warshaw, MD. *Promising Practices and Model Programs: Trauma-Informed Approaches to Working with Survivors of Domestic and Sexual Violence and Other Trauma*. Center on Domestic Violence, Trauma and Mental Health, 2015.

### **Acceptance/Remittance Criteria for Services**

The denial of domestic violence services to a survivor can have serious and lasting safety implications. Decisions about discontinuing services shall not be based on survivors' personalities, immigration status, mental health, substance abuse history, age of survivor's children or their decision to return to the abuser. The only viable reason for denial is that the individual is not a victim of domestic violence or the individual poses a threat of inflicting harm on staff or residents. When the provider is at capacity, every effort should be made to refer the survivor with another DV county provider.

### **Protecting Confidentiality**

Pursuant to the New Jersey Administrative Code, Section 10:130-2.5 (a) all services are confidential, accessible to the general public, and provided free of charge by specially trained professionals. The applicant shall abide by confidentiality policy at DCF as follows:

- The applicant shall observe the confidentiality provisions in 42 U.S.C. 10406(c) (5) with respect to all information collected by DCF.
- The applicant shall not disclose personal identifying information collected from a service recipient, including persons receiving services via a state or federally funded grant program, to any persons without the informed, written, and reasonably time-limited consent of that person, unless compelled by statute or court.
- If disclosure is required by law or court order, the applicant shall make reasonable efforts to:
  - Inform the person of the necessary disclosure; and
  - Protect the privacy and safety of affected persons.
- The applicant shall not make public the address or location of any domestic violence shelter facility that otherwise maintains a confidential location, except with written authorization of the person or persons responsible for the operation of that shelter.
- The applicant shall have written policies addressing documentation, storage of confidential information and access to other protected material.
- The applicant shall have a policy on the retention and destruction of documents.

### **Data Collection and Management**

The applicant is required to collect data and submit to DOW in a timely fashion. Reporting tools and timelines are established in partnership with DCF. DOW only collects aggregate data that does not include any personally identifying information that could possibly identify a victim of domestic or sexual violence.

### **Continued Quality Improvement Standards**

DCF engages in Continuous Quality Improvement (CQI) to identify and analyze strengths and areas needing improvement. DCF is committed to the process of ongoing evaluation as a vehicle to learn and develop solutions to improve the quality of services. It is expected that the awarded agency will engage in ongoing CQI to ensure programs are systematically and intentionally

increasing positive outcomes for individuals and families they serve.

The applicant shall be required to submit monthly reports of demographics and service data as part of the CQI process. The applicant will be required to collect and report pertinent client and program data, relative to service activities and measurable program outcomes.

## **F. Funding Information**

The Department will make available:

- Seven (7) separate awards, each up to for **\$214,285**.

DCF reserves the right to award all or a portion of the requested amount.

ARP supplemental funding project period is **March 15, 2021 through September 30, 2025**. Retroactive pre-award costs that have occurred from March 15, 2021 in response to the COVID-19 public health emergency are allowed. Activities proposed under ARP supplemental funding may end prior to September 30, 2025. ARP supplemental funding will remain available until expended and through the end of FY 2025, September 30, 2025, but funds may be fully spent down prior to that time.

## **Matching Funds**

**No** match is required for the FVPSA ARP grant awards.

Funds awarded under this program may not be used to supplant or duplicate existing funding.

## **Technical Assistance and Support**

All newly funded agencies through the ARP grant will be provided comprehensive technical assistance and support through DCF-DOW and its partner, the New Jersey Coalition to End Domestic Violence. This support will assist new providers with grants and financial management, nonprofit administration, sustainability, stakeholder engagement and more.

## **G. Applicant Eligibility Requirements**

1. Applicants must be for profit or non-profit corporations and/or Universities that are duly registered to conduct business within the State of New Jersey.
2. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
3. If Applicant is **under a corrective action plan with DCF (inclusive of its Divisions and Offices) or any other New Jersey State agency or authority, the Applicant may not submit a proposal for this RFP if written notice of such limitation has been provided to the Agency**

**or authority.** Responses shall not be reviewed and considered by DCF until all deficiencies listed in the corrective action plan have been eliminated and progress maintained to the satisfaction of DCF for the period of time as required by the written notice.

4. Applicants shall not be suspended, terminated or barred by any agency for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Applicants that are presently under contract with DCF must be in compliance with the terms and conditions of their contract.
6. Where required, all applicants must hold current State licenses.
7. Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.
8. Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.
9. Applicants must have the ability to achieve full operational census within **60** days of contract execution.
10. All applicants must have a Data Universal Numbering System (DUNS) number. To acquire a DUNS number, contact the dedicated toll-free DUNS number request line at 1-866-705-5711 or inquire on-line at: <http://fedgov.dnb.com/webform>
11. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

#### **H. RFP Schedule**

<b>October 15, 2021</b>	<b>Deadline for Email Questions sent to</b> <a href="mailto:DCF.ASKRFP@dcf.nj.gov">DCF.ASKRFP@dcf.nj.gov</a>
<b>November 17 , 2021</b>	<b>Deadline for Receipt of Proposals by 12:00PM</b>

Proposals received after 12:00 PM on **November 17, 2021** will **not** be considered.

#### **All proposals must be delivered ONLINE:**

To submit a proposal online, applicant must submit an AOR form. The AOR form must be completed and sent to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov)

- Registration for the Authorized Organization Representative (AOR) Form

Once the AOR is submitted and the applicant is granted permission to proceed, instructions will be provided for submission of the proposal.

Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission by submitting an AOR form.

We recommend not waiting until the due date to submit your proposal in case there are technical difficulties during your submission. Registered AOR forms may be received 5 business days prior to the date the bid is due.

### **Submission Requirement:**

It is required that you submit your proposal as one PDF document. If the Appendices file is too large, it can be separated into more pdf parts, such as Part 3, Part 4, etc. Please do not upload separate documents.

## **I. Administration**

### **Screening for Eligibility, Conformity and Completeness**

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection. Five (5) points will be deducted for each missing document. If documents are missing from the proposal, DCF may provide an email notice to the Applicant after the bid is submitted. Applicants will have up to five (5) business days after notice from DCF to provide any potentially missing documentation without penalty. If the deductions total 20 points or more, the proposal shall be rejected as non-responsive.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a) The application was received prior to the stated deadline.
- b) The application is signed and authorized by the applicant's Chief Executive Officer or equivalent.
- c) The applicant attended the Bidders Conference (if required).
- d) The application is complete in its entirety, including all required attachments and appendices.
- e) The application conforms to the specifications set forth in the RFP.

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

## **Proposal Review Process**

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the Applicants that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the successful Applicant.

Requested information was covered-	10 Points
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Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements-	25 Points
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Background of organization and staffing explained-	15 Points
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The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, or any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

All applicants will be notified in writing of the Department's intent to award a contract.

## **Special Requirements**

The successful Applicant shall maintain all documentation related to proof of services, products, transactions and payments 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.

Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy, as attached as **Exhibit A**.

Applicants must comply with laws relating to Anti-Discrimination, as attached as **Exhibit B**.

The successful Applicants must comply with the Notice of Standard Contract Requirements, Processes, and Policies, as attached as **Exhibit C**.

Applicants must submit a signed Attestation-Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts, as attached as **Exhibit D**.

Applicants must comply with the federal requirements-Updated Rider for Purchases Funded by Federal Funds of 2CFR 200.317. See **Attachment 1**.

Applicants must comply with Notice of Executive Order 166. See **Attachment 2**.

Applicants must comply with confidentiality rules and regulations related to the participants in this program including but not limited to:

1. Applicants must comply with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
2. Keep client specific and patient personal health information ("PHI") and other sensitive and confidential information confidential in accordance with all applicable New Jersey and federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
3. Recognize and understand that case information is mandated by N.J.S.A. 9:6-8.10a is to be kept confidential and the release of any such information may be in violation of state law and may result in the conviction of individuals for a disorderly person's level offence as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.

All applicants are advised that any software purchased in connection with the proposed project must receive prior approval by the New Jersey Office of Information Technology.

Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.

## **J. Appeals**

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to:

Office of Legal Affairs  
Contract Appeals  
50 East State Street 4<sup>th</sup> Floor  
Trenton NJ 08625

This shall be received no later than ten (10) business days following receipt of the notification or by the deadline posted in this announcement.

## **K. Post Award Review**

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting: [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov).

Post Award Reviews will not be conducted after six months from the date of issuance of this RFP.

## **L. Post Award Requirements**

Successful applicants will be required to comply with the terms and conditions of the Department of Children and Families' contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual and the Contract Policy and Information Manual. Applicants may review these items via the Internet at [www.nj.gov/dcf/providers/contracting/manuals](http://www.nj.gov/dcf/providers/contracting/manuals)

Selected applicants will also be required to comply with all applicable State and Federal statutes, assurances, certifications and regulations regarding funding.

Upon receipt of the award announcement, and where appropriate, selected applicants will be minimally required to submit one (1) copy of the following documents:

1. A copy of the Acknowledgement of Receipt of the NJ State Policy and Procedures returned to the DCF Office of the EEO/AA
2. Proof of Insurance naming DCF as additionally insured from agencies



3. Bonding Certificate

4. Notification of Licensed Public Accountant (NLPA) with a copy of Accountant's Certification

The actual award of funds is contingent upon a successful Contract negotiation. If, during the negotiations, it is found that the selected Applicant is incapable of providing the services or has misrepresented any material factor in its ability to manage the program, the notice of intent to award may be rescinded.

## **Section II – Application Instructions**

### **A. Proposal Requirements and Review Criteria**

In conjunction with DCF's review of the narrative descriptions inserted under each numbered subsection below, DCF will assess the documents submitted with responses to this opportunity. DCF will determine the score for each section based on the quality, completeness, and accuracy of both the narrative descriptions and the documents it deems to be relevant.

Applicants must submit a Narrative with the following parameters:

- The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1 inch on the left and right.
- The font shall be no smaller than 12 points in Arial or Times New Roman.
- There is a (30) page limitation for the narrative portion of the grant application. Annex B budget pages, and attachments do not count towards the narrative page limit. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements.
- The narrative must be organized appropriately, address the key concepts outlined in the RFP, and include all attachments.

### **Proposal Narrative**

Each proposal narrative must contain responses organized by heading in the same order as presented below:

#### **I. Organizational History and Capacity (15 Points)**

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Department of Children and Families and/or relevant projects with other state or federal governmental entities.

Describe the agency's background and experience in implementing the services described in the RFP.

Describe the agency's governance structure and its administrative, management. Note the existence of professional advisory boards that support the operations.

- **Include a Governing Body List. (A "governing body" is any of the following: Board or Directors -or- Managing Partners, if LLC/Partnership, -or- Board of Chosen Freeholders of Responsible Governing Body. List must be dated and include the following: names, titles, emails, phone numbers, addresses, and terms for all members of Governing Body.) as part of the appendix.**
- **Attach a current agency-wide organizational chart.**

Provide an indication of the organization's demonstrated commitment to cultural inclusivity and diversity. Explain how the provider's policies, materials, environment, recruitment, hiring, promotion, training and Board membership reflect the community or the intended recipients of the services you provide. Describe how the organization will provide resources and services in a way that is culturally sensitive and relevant.

Describe how the requirements of this initiative will be met through your policies implementing trauma informed practices.

- **Include written policies implementing trauma informed practices, if available.**

## **II. Need and Impact**

**(10 Points)**

Applicants should clearly describe the need or issue to be addressed, and its impact on the community. The application will be evaluated as to how effectively it:

- Describes the nature and scope of problem with relevant state and local level data as well as agency statistics.
- Discusses the target population to be served and ensure this includes at least one underserved population. The applicant should include population size and demographics as well as any relevant statistics to link the need for assistance.
- A summary of existing services in the geographic location, including identified gaps in the current provision. Describe how your program will bridge identified gaps and overcome barriers to underserved.

### III. Program Approach

(30 Points)

Specify a program approach that includes an overview of the proposed services and their anticipated impact on the target population. Include the following:

- A description of the services to be provided. Include how DCF-DOW's priorities areas for this funding will be met;
- An explanation of how the services will be accessible and culturally-responsive;
- A description of any service coordination, collaborative efforts or processes that will be used to provide the proposed services and increase services to underserved populations
  - **Attach any affiliation agreements or Memoranda of Understanding**
  - **Include no more than 2 Professional letter(s) of support** from community organizations that you already partner with **as part of the appendix**. Letters from any New Jersey State employees are prohibited.
- Information on the accessibility of services, including the hours and days that services will be available to clients, and the geographic location(s) where services will be provided. Include also a description of any transportation options available to clients and wheelchair accessibility;
  - **Submit a description of program space as part of the appendix (include address).**
  - **Additional photos and/or floor plans are also welcomed, if available-attach as part of the appendix.**
- A description of client eligibility requirements, referral processes and client rejection/termination policies; and
- A description of the process for maintaining confidentiality of client records.

### IV. Staffing and Personnel

(10 Points)

Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service

activities.

Describe how the proposed program will recruit and utilize volunteers.

**Attach in the Appendices section of the application the following items:**

- **job descriptions that include education, training, and experience;**
- **a sample staff schedule for a month depicting staff shifts and hours; and**
- **resumes of any existing staff who will perform the proposed services, including any professional licenses.**

DCF-DOW supports standards created for domestic violence agencies. DCF endorsed Prevent Child Abuse New Jersey's (PCA-NJ) Safe-Child Standards in August 2013. These standards are used as a tool for implementing policies and procedures and ensure a baseline of quality services.

Describe how the applicant agency's operations mirror or abide by the applicable standards.

- **Include a brief (no more than 1 page double spaced) Safe-Child Standards Description demonstrating ways in which your agency's operations mirror the Standards as part of the appendix.**

The Standards are available at:

<https://nj.gov/dcf/providers/notices/nonprofit/> and

<https://www.nj.gov/dcf/SafeChildStandards.pdf>

## **V. Program Implementation Schedule (10 Points)**

Provide a timeline for fully implementing the proposed services.

- **Attach a separate Program Implementation Schedule as part of the Appendix.**

Provide as part of the narrative how your organization will execute the program implementation schedule and meet the requirements of the RFP. If operating a shelter facility, provide applicable leases or other agreements.

Applicants must have the ability to begin serving the target population within **30** days of contract execution. Describe how the applicant

organization shall commit to develop these requirements and have them available.

**VI. Outcome and Evaluation (5 Points)**

Provide a brief narrative and **attach copies of any evaluation tools** that will be used to determine the effectiveness and quality of the program services, and the frequency the tools will be used.

**VII. Leveraging and Sustainability (5 Points)**

Identify the total amount and source of any additional financial resources that will be committed to the proposed project as leverage to ensure sustainability.

**VIII. Budget (15 Points)**

The Department will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services (LOS). Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and narrative for the proposed project/program for the first year of operation. The narrative must be part of the 30-page proposal.

- **The Budget forms are to be attached as an Appendix.**

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. Projects may span a period of up to 36 months. The budget should reflect the 12-month funding cycle(s) for which you are applying. For example, if applying for 18 months, please submit 1 twelve-month budget and a 6-month budget. The budget must include, in separate columns, total funds needed for each line item, the funds requested in this grant, and funds secured from other sources. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate budget items, including a description of miscellaneous expenses or "other" items. All funding including matching funds and in-kind contributions shall be included in the budget.

The Budget form shall be required for your proposal. Standard DCF Annex B (budget) forms will be required if your organization is awarded.

Forms are available at:

<http://www.state.nj.us/dcf/providers/contracting/forms/>

A description of General and Administrative Costs are available at:

<http://www.state.nj.us/dcf/providers/notices/>

## B. Supporting Documents

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent. There is a 30-page limitation for the narrative portion of the grant application. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements.

The narrative must be organized appropriately and address the key concepts outlined in the RFP. Attachments do not count towards the narrative page limit.

All supporting documents submitted in response to this RFP must be organized in the following manner:

	<b>Part I: Proposal</b>
1	<input type="checkbox"/> <b>Proposal Cover Sheet</b> – (signed and dated) Website: <a href="https://www.nj.gov/dcf/providers/notices/requests/#2">https://www.nj.gov/dcf/providers/notices/requests/#2</a> Form: <a href="https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc">https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc</a>
2	<input type="checkbox"/> <b>Table of Contents</b> – Please number and label with page numbers if possible in the order as stated in Part I & Part II Appendices for paper copies, CD and electronic copies.
3	<input type="checkbox"/> <b>Proposal Narrative</b> in following order <b>30 Page Limitation</b> I. Organization History and Capacity II. Need and Impact III. Program Implementation IV. Staffing and Personnel V. Program Implementation Schedule VI. Outcome and Evaluation VII. Leveraging and Sustainability VIII. Budget
	<b>Part II: Appendices</b>
4	<input type="checkbox"/> <b>Written policies implementing trauma informed practices, if available.</b> If not applicable, include a written statement.
5	<input type="checkbox"/> <b>Governing Body List. (A “governing body” is any of the following: Board or Directors -or- Managing Partners, if LLC/Partnership, -or- Board of Freeholders of Responsible Governing Body).</b>  List must be Dated and include the following: a. Names b. Titles, c. Emails d. Phone Numbers e. Address <b>and</b> f. Terms
6	<input type="checkbox"/> <b>Current Agency-Wide Organization Chart</b>

7	<input type="checkbox"/>	<b>2 Professional letter(s) of support</b> from community organizations that you already partner with <b>as part of the appendix</b> . Letters from any New Jersey State employees are prohibited.
8	<input type="checkbox"/>	<b>Job Descriptions</b> that include all educational and experiential requirements
9	<input type="checkbox"/>	<b>Resumes of any existing staff who will perform the proposed services</b> (please <u>do not</u> provide home addresses or personal phone numbers), <b>including any professional licenses</b> .
10	<input type="checkbox"/>	<b>A sample staff schedule for a month depicting staff shifts and hours</b>
11	<input type="checkbox"/>	<b>Brief narrative on Staffing Patterns</b>
12	<input type="checkbox"/>	<b>Safe-Child Standards Description</b> of your agency's implementation of the standards (no more than 1 page)
13	<input type="checkbox"/>	<b>Description of program space, if available</b>
14	<input type="checkbox"/>	<b>Additional photos and/or floor plans, if available are also welcomed</b>
15	<input type="checkbox"/>	<b>Summary of evaluation tools</b> that will be used to determine the effectiveness of the program services (no more than 5 pages)
16	<input type="checkbox"/>	<b>Signed Attestation Exhibit D</b>
17	<input type="checkbox"/>	<b>Proposed Program Implementation Schedule</b> or some other detailed weekly description of your action steps in preparing to provide the services of the RFP and to become fully operational within the time specified.
18	<input type="checkbox"/>	Proposed <b>Annex B Budget Form</b> documenting anticipated budget (include signed cover sheet) Annex B: <a href="https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls">https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls</a> Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
19	<input type="checkbox"/>	Applicant's <b>Conflict of Interest policy</b>

20	<input type="checkbox"/>	<p><b>Copies of any audits (not financial audit) or reviews (including corrective action plans) completed or in process by DCF (inclusive of DCF Licensing, Divisions and Offices) or other state entities within the last 2 years.</b> If available, a corrective action plan should be provided and any other pertinent information that will explain or clarify the applicant's position. If not applicable, include a written statement.</p> <p>Applicants are on notice that DCF may consider all materials in our records concerning audits, reviews or corrective active plans as part of the review process.</p>
21	<input type="checkbox"/>	<p>Document showing <b>Data Universal Numbering System (DUNS)</b> Number [2006 Federal Accountability &amp; Transparency Act (FFATA)]  Website: <a href="https://fedgov.dnb.com/webform">https://fedgov.dnb.com/webform</a> Helpline: 1-866-705-5711</p>
22	<input type="checkbox"/>	<p><b>System for Award Management (SAM)</b> printout showing "active" status (free of charge)  Website: Go to SAM by typing <a href="http://www.sam.gov">www.sam.gov</a> in your Internet browser address bar  Helpline: 1-866-606-8220</p>
23	<input type="checkbox"/>	<p>Applicable <b>Consulting Contracts, Affiliation Agreements</b> related to this RFP. If not applicable, include a written statement</p>
24	<input type="checkbox"/>	<p><b>Business Associate Agreement/HIPAA</b> (signed/dated under Business Associate)  [Version: Rev. 8-2019]  Form: <a href="https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx">https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx</a></p>
25	<input type="checkbox"/>	<p><b>Affirmative Action Certificate --or-- Renewal Application [AA302]</b> sent to Treasury  Note: The AA302 is only applicable to new startup agencies and may only be submitted during Year 1. Any agency previously contracted through DCF is required to submit an Affirmative Action Certificate.  Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a>  Form: <a href="https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf">https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf</a></p>
26	<input type="checkbox"/>	<p><b>Certificate of Incorporation</b>  Website: <a href="https://www.nj.gov/treasury/revenue/filecerts.shtml">https://www.nj.gov/treasury/revenue/filecerts.shtml</a></p>
27	<input type="checkbox"/>	<p><b>For Profit: NJ Business Registration</b> Certificate with the Division of Revenue. See instructions for applicability to the organization. If not applicable, include a signed/dated written statement on agency letterhead. (Requested with proposal, required prior to award)  Website: <a href="https://www.nj.gov/njbusiness/registration/">https://www.nj.gov/njbusiness/registration/</a></p>
28	<input type="checkbox"/>	<p><b>Agency By-laws or Management Operating Agreement if an LLC</b></p>



29	<input type="checkbox"/>	<p><b>Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3)</b></p> <p>If not applicable, include a signed/dated written statement on agency letterhead</p> <p>Website: <a href="https://www.nj.gov/treasury/taxation/exemptintro.shtml">https://www.nj.gov/treasury/taxation/exemptintro.shtml</a></p>
30	<input type="checkbox"/>	<p><b>Disclosure of Investigations and Other Actions Involving Bidder Form</b> (PDF) (signed/dated)</p> <p>Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> [Version 3-15-19]</p> <p>Form: <a href="https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf">https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf</a></p>
31	<input type="checkbox"/>	<p><b>Disclosure of Investment Activities in Iran</b> (PDF) (signed/dated) (Requested with proposal, required prior to award)</p> <p>Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> [Version 6-19-17]</p> <p>Form: <a href="https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf">https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</a></p>
32	<input type="checkbox"/>	<p><b>For Profit: Ownership Disclosure Form</b> (PDF) (signed/dated)</p> <p>Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> [Version 6-8-18]</p> <p>Form: <a href="https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf">https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf</a></p> <p>See instructions for applicability to your organization. If not applicable, include a written statement.</p>
33	<input type="checkbox"/>	<p><b>For Profit: Chapter 51/Executive Order 117</b> Vendor Certification --and-- Disclosure of Political Contributions (signed/dated) [Version: Rev 4/1/19]</p> <p>See instructions for applicability to your organization. If not applicable, include a signed/dated written statement on agency letterhead.</p> <p>Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a></p> <p>Form: <a href="https://www.nj.gov/treasury/purchase/forms/eo134/Chapter51.pdf">https://www.nj.gov/treasury/purchase/forms/eo134/Chapter51.pdf</a></p>
34	<input type="checkbox"/>	<p>Certification Regarding <b>Debarment</b> (signed/dated)</p> <p>Website: <a href="https://www.nj.gov/dcf/providers/notices/requests/#2">https://www.nj.gov/dcf/providers/notices/requests/#2</a></p> <p>Form: <a href="https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf">https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf</a></p>
35	<input type="checkbox"/>	<p><b>Statement of Assurances</b> – (Signed and dated)</p> <p>Website: <a href="https://www.nj.gov/dcf/providers/notices/requests/#2">https://www.nj.gov/dcf/providers/notices/requests/#2</a> Form: <a href="https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc">https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc</a></p>
36	<input type="checkbox"/>	<p><b>Tax Forms:</b></p> <p><u>Non Profit</u> <b>Form 990</b> Return of Organization Exempt from Income Tax <b>or- For Profit Form 1120</b> US Corporation Income Tax Return <b>or-LLC Applicable Tax Form</b> and may delete or redact any SSN or personal information</p>

\* The above listed standard forms for RFP's are available at:  
<https://www.nj.gov/dcf/providers/notices/requests/>

See *Standard Documents for RFPs* for forms.

Standard DCF Annex B (budget) forms are available at:  
<https://www.state.nj.us/dcf/providers/contracting/forms/>

\*\* The above listed Treasury required forms are available on the Department of the Treasury website at:

<https://www.state.nj.us/treasury/purchase/forms.shtml>

Click on Vendor Information and then on Forms.

Standard Language Document, and the Contract Reimbursement Manual and Information Manual may be reviewed via the Internet respectively at:

<https://www.nj.gov/dcf/providers/contracting/forms/> and  
[www.nj.gov/dcf/providers/contracting/manuals](https://www.nj.gov/dcf/providers/contracting/manuals)

## **C. Requests for Information and Clarification**

### **Question and Answer:**

DCF will provide applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Inquiries will not be accepted after the closing date of the Question and Answer Period.

Questions must be submitted in writing via email to:  
[DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov).

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. All inquiries submitted to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov) must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought. Each question should begin by referencing the RFP page number and section number to which it relates.

Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP at: <https://www.nj.gov/dcf/providers/notices/requests/>

Technical inquiries about forms and other documents may be requested anytime through [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov).

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.**

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE**  
**CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any 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. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees 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.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, 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.

The contractor 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 Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees 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.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302 (electronically available at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Department of Children and Families, the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**EXHIBIT B**  
TITLE 10. CIVIL RIGHTS  
CHAPTER 2. DISCRIMINATION IN EMPLOYMENT ON PUBLIC WORKS  
*N.J. Stat. § 10:2-1 (2012)*

§ 10:2-1. Antidiscrimination provisions

Antidiscrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

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.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (*C. 18A:18A-51 et seq.*).

## **EXHIBIT C**

### **Notice of Standard Contract Requirements, Processes, and Policies**

#### **I. Instructions:**

**Please carefully read all the information on these page(s) and then sign, scan, and email this executed document to: [OfficeOf.ContractAdministration@DCF.NJ.Gov](mailto:OfficeOf.ContractAdministration@DCF.NJ.Gov)**

#### **II. Organizations awarded contracts are required to comply with:**

- A. the terms and conditions of the Department of Children and Families' (DCF) contracting rules and regulations as set forth in the Standard Language Document (SLD), or the Individual Provider Agreement (IPA), or Department Agreement with a State Entity. Contractors may view these items on the internet at: <https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc>;
- B. the terms and conditions of the policies of the Contract Reimbursement Manual and the Contract Policy and Information Manual. Contractors may review these items on the internet at: <https://www.nj.gov/dcf/providers/contracting/manuals>;
- C. all applicable State and Federal laws and statutes, assurances, certifications, and regulations;
- D. the requirements of the State Affirmative Action Policy, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27;
- E. the laws relating to Anti-Discrimination, including N.J.S.A. 10:2-1, Discrimination in Employment on Public Works; and
- F. the confidentiality rules and regulations related to the recipients of contracted services including, but not limited to:
  - 1. Compliance with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
  - 2. Maintenance of client specific and patient personal health information (PHI) and other sensitive and confidential information in accordance with all applicable New Jersey and Federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
  - 3. Safeguarding of the confidentiality of case information as mandated by N.J.S.A. 9:68.10a with the understanding that the release of any information may be in violation of State law and may result in the conviction of individuals for a disorderly person's level offense as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.
  - 4. Ensuring the content of every contractor's web site protects the confidentiality of, and avoids misinformation about the youth served and provides visitors with a mechanism for contacting upper administrative staff quickly and seamlessly.

### **III. Organizations awarded contracts are advised:**

- A. As noted in Section 5.12 of the SLD, or in Section 5.03 of the IPA, the initial provision of funding and the continuation of such funding under this contract is expressly dependent upon the availability to DCF of funds appropriated by the State Legislature and the availability of resources. Funds awarded under this contract program may not be used to supplant or duplicate existing funding. If any scheduled payments are authorized under this contract, they will be subject to revision based on any audit or audits required by Section 3.13 Audit of the Standard Language Document (SLD) and the contract close-out described in: [Contract Closeout - CON-I-A-7-7.01.2007 \(nj.gov\)](#)
- B. All documentation related to products, transactions, proof of services and payments under this contract must be maintained for a period of five years from the date of final payment and shall be made available to the New Jersey Office of the State Comptroller upon request.
- C. Any software purchased in connection with the proposed project must receive prior approval from the New Jersey Office of Information Technology, and any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.
- D. Any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.
- E. Contractors shall maintain a financial management system consistent with all of the requirements of Section 3.12 of the SLD of the IPA.
- F. As defined in N.J.S.A. 52:32-33, contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320 b-8 to serve in this State.
- G. DCF endorsed the Prevent Child Abuse of New Jersey's (PCANJ) Sexual Abuse Safe-Child Standards (Standards) as a preventative tool for contractors working with youth and children to reference when implementing policies and procedures to minimize the risks of the occurrence of child sexual abuse. The Standards are available on the internet at: <https://www.nj.gov/dcf/SafeChildStandards.pdf>
- H. NJ Rev Stat § 9.6-8.10f (2017) requires the Department of Children and Families (DCF) to conduct a check of its child abuse registry for each person who is seeking employment in any facility or program that is licensed, contracted, regulated, or funded by DCF to determine if the person is included on the child abuse registry as a substantiated perpetrator of child abuse or neglect. Contractors are to utilize the Child Abuse Record Information (CARI) Online Application to set-up a facility account by visiting: <https://www.njportal.com/dcf/cari>
- I. Contractors and employees of the contractor who provide direct services will have State and Federal background checks with fingerprinting completed and pass now and every two (2) years thereafter. Instruction on the fingerprinting process and background checks will be provided. Community Agency Head and Employee Certification, Permission for Background Check and Release of Information, is a consent form for fingerprinting, certification regarding

criminal background, and a release of information form. It is signed by respective employees in front of a witness and is not to be included in the application. Only the Community Agency Head's signed form must be submitted with the application.

- J. DCF staff may conduct site visits to monitor the progress and problems of its contractors in conforming to all contract requirements and in accomplishing its responsibilities. The contractor may receive a written report of the site visit findings and may be expected to submit a plan of correction, if necessary, for overcoming any problems found. Corrective Action Plan (CAP) requirements, timeframes and consequences are explained on the internet at: [https://www.nj.gov/dcf/policy\\_manuals/CON-I-A-8-8.03\\_issuance.shtml](https://www.nj.gov/dcf/policy_manuals/CON-I-A-8-8.03_issuance.shtml)
- K. Contractors must have the ability to maintain the full operations census specified in the contract, and to submit timely service reports for Contracted Level of Service (CLOS) utilization in the format and at the time DCF requests.
- L. Contractors awarded contracts must have the ability to achieve full operational census within the time DCF specifies. Extensions may be available by way of a written request to the Contract Administrator, copied to the DCF Director managing the contracted services.
- M. As noted in Section 4.01 of the SLD or the IPA, DCF or the contractor may terminate this contract upon 60 days written advance notice to the other party for any reason whatsoever.
- N. DCF will advise contractors of the documents and reports in support of this contract that they must either timely submit or retain on-site as readily available upon request. The contractor also shall submit all required programmatic and financial reports in the format and within the timeframes that DCF specifies as required by Section 3.02 of the SLD or IPA. Changes to the information in these documents and reports must be reported to DCF. Contractors are under a continuing obligation, through the completion of any contract with the State of NJ, to renew expired forms filed the NJ Department of Treasury and to notify Treasury in writing of any changes to the information initially entered on these forms. Failure to timely submit updated documentation and required reports may result in the suspension of payments and other remedies including termination.

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

- A. If services are provided at licensed sites, contractors must meet all NJ Department of Children and Families and other applicable Federal Licensure Standards.
- B. If services are paid with Medicaid funds, contractors must have the demonstrated ability, experience, and commitment to enroll in NJ Medicaid, and subsequently submit claims for reimbursement through NJ Medicaid and its established fiscal agent, within prescribed times.
- C. If services are paid with federal funds (including Medicaid funds), contractors must adhere to the provisions set forth in the Rider for Purchases funded in whole or in part, by federal funds. <https://www.nj.gov/dcf/providers/contracting/forms/RIDER-For-Purchases-Funded-by-Federal-Funds-7.31.2020.pdf>



- D. If services are provided by programs licensed, contracted or regulated by DCF and provide services to individuals with developmental disabilities, contractors must comply with:
1. the Central Registry of Offenders against individuals with Developmental Disabilities law, N.K.S.A 30:6D-73 et seq (Individuals on the Central Registry are barred from working in DCF-funded programs for persons with developmental disabilities. If you are not registered to access the Central Registry, DCF will facilitate the qualified applicant's registration into this system); and
  2. Danielle's Law:  
(<https://www.state.nj.us/humanservices/dds/documents/fireprocurement/ddd/Danielle%27s%20Law.pdf>)
- E. If services are to be administered by the Contracted System Administrator (CSA), contractors must conform with, and provide services under, protocols that include required documentation and timeframes established by DCF and managed by the CSA. The CSA is the single point of entry for these services and facilitates service access, linkages, referral coordination, and monitoring of CSOC services across all child-serving systems. Contractors of these services will be required to utilize "Youth Link", the CSOC web-based out-of-home referral/bed tracking system process to manage admissions and discharge after being provided training.
- F. If services are to be provided to youth and families who have an open child welfare case due to allegations of abuse and neglect, then contractors shall deliver these services in a manner consistent with the DCF Case Practice Management Plan (CPM) and the requirements for Solution Based Casework (SBC), an evidence-based, family centered practice model that seeks to help the family team organize, prioritize, and document the steps they will take to enhance safety, improve well-being, and achieve permanency for their children. SBC provides a common conceptual map for child welfare case workers, supervisors, leadership, and treatment providers to focus their efforts on clear and agreed upon outcomes. DCF may require contractors to participate in DCF sponsored SBC training, and to be involved in developing plans with the consensus of other participants, incorporating the elements of the plans into their treatment, participating in Family Team Meetings, and documenting progress and outcomes by race, age, identified gender, and other criteria DCF deems relevant and appropriate.
- G. If services provided under a DCF contract are for mental health, behavioral health, or addictions services by a contractor with at least 10 regular full-time or regular part-time employees who principally work for the contractor to provide those services, then P.L. 2021,c.1 (C30:1-1.2b) requires the contractor to:
1. submit no later than 90 days after the effective date of the contract an attestation: (a) signed by a labor organization, stating that it has entered into a labor harmony agreement with such labor organization; or (b) stating that its employees are not currently represented by a labor organization and that no labor organization has sought to represent its employees during the 90-day period following the initiation or renewal of the contract; or (c) signed by a labor organization, stating that it has entered into an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony

agreement, as defined in section 4 of P.L.2021, c.1 (C30:1-1.2c). The required attestation is submitted to ensure the uninterrupted delivery of services caused by labor-management disputes and is a condition of maintaining a DCF contract. The failure to submit it shall result in DCF's issuance of a financial recovery and a Corrective Action Plan (CAP). Should the contractor not adhere to the terms of the CAP, DCF shall cancel or not renew the contract upon obtaining a replacement contractor to assume the contract or otherwise provide the services. An extension of the 90-day deadline shall be warranted if a labor organization seeks to represent a contractor's employees after the contract is renewed or entered into, but within the 90-day period following the effective date of the contract. The Commissioner of DCF may review any interested person's report of a failure by the contractor to adhere to these requirements and upon finding that a covered contractor failed to adhere to the requirements shall take corrective action which may include a CAP, financial recovery and cost recoupment, and cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and

2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients as per Section 4 of P.L., c.1 (c.30:1-1.2b) until the 366<sup>th</sup> day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. The Commissioner of DCF shall take into account, prior to awarding or renewing any contract, any prior failures reported by any interested party to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered contractor's employees or service recipients and require at a minimum the submission of a CAP to contain, limit, or mitigate the spread of COVID-19 cases. Should the contractor fail to implement a plan or repeatedly fail to demonstrate good faith efforts to contain, limit, or mitigate the spread of COVID-19, the Commissioner shall take action, including financial penalties or cancellation or non-renewal of the contract.

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

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

## Exhibit D

### Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts

**ALL DCF Providers must sign, scan, and email this executed document to:**  
[OfficeOf.ContractAdministration@Dcf.nj.us](mailto:OfficeOf.ContractAdministration@Dcf.nj.us)

By my signature below, I hereby confirm I am authorized to review and sign this document on behalf of my organization. I additionally confirm:

\_\_\_\_\_ (1) my organization **is not** an entity entering into or renewing a contract or contracts with the Department of Children and Families to provide mental health, behavioral health, or addiction services that employs more than 10 regular full-time or regular part-time employees who principally work for the organization to provide the contracted services as defined in Public Law P.L. 2021, c.1 [if you select this response, please return the signed form as noted above].; OR

\_\_\_\_\_ (2) my organization **is** such an entity and in compliance with Public Law P.L. 2021, c.1., I therefore must submit within the 90-day period following the initiation or renewal of our DCF contract(s) either:

#### **A. An attestation:**

\_\_\_\_\_ signed by a labor organization confirming entry into a labor harmony agreement with such labor organization; **or**

\_\_\_\_\_ stating that our employees are not currently represented by a labor organization and that no labor organization has sought to represent our employees during the 90-day period following the initiation or renewal of our DCF contract(s) after the effective date of this act and up to the time of submission; **or**

\_\_\_\_\_ signed by a labor organization, confirming entry into an agreement or binding obligation to be maintained through the term of the DCF contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **or**

#### **B. A notice:**

\_\_\_\_\_ from a labor organization confirming it seeks to represent our employees after the expiration of the 90-day period following the effective date of our DCF contract, to be followed no later than 90 days after the date of notice stating that we have entered into:

- (1) a labor harmony agreement with the labor organization; or
- (2) an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); **and**

#### **C. A COVID-19 health and safety commitment:**

I ensure the organization will continue to make a good faith effort to comply with minimum health and safety protocols issued by DCF to adequately ensure the safety of the covered providers' employees, and service recipients at least through the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. These efforts include our adherence to the measures service providers may take to prevent and mitigate exposure to, and spread of, the COVID-19 virus while delivering services, as explained by the DCF Commissioner's issuance of Guidance's published on the DCF website at:

[https://www.nj.gov/dcf/coronavirus\\_contractedproviders.html](https://www.nj.gov/dcf/coronavirus_contractedproviders.html) These Guidance's have amended and supplemented, and may continue to amend and supplement, our contract requirements. I additionally

represent I am not aware of any prior failures to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered provider's employees or service recipients.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_