



State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES  
PO Box 729  
TRENTON, NJ 08625-0729

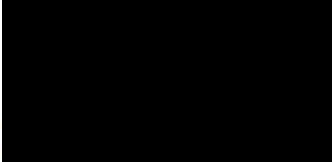
PHILIP MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

CHRISTINE NORBUT BEYER, MSW  
Commissioner

February 9, 2022

LifeTies, 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,

A handwritten signature in cursive script that reads "Christine Beyer".

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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DEPARTMENT OF CHILDREN AND FAMILIES**

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

**AGREEMENT SIGNATURES AND DATES**

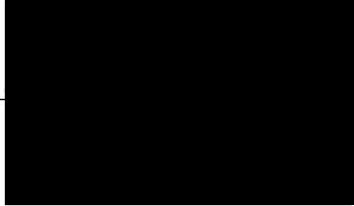
The terms set forth in this Standard Language Document (SLD) supersede any prior SLDs. This SLD governs all executed contracts; and contracts to be entered into by my Organization and DCF on or after the SLD's effective date, which is the below date of the provider organization's signature. DCF determines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

BY:   
(Type)

TITLE: Business Manager  
(Type)

DEPARTMENTAL COMPONENT: DCF/CBO

DATE: 7/10/22

BY:   
(Type)

TITLE: Interim Executive Director  
(Type)

PROVIDER AGENCY: LifeTies Inc.

DATE: 6/13/2022

## **PART I: PROPOSAL**

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

Please complete this form in its entirety

**Incorporated Name of Applicant:** LifeTies, Inc.

**Public**

Enter X as appropriate

**Private-for-Profit**

**Private-Non-Profit X**

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

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

**DUNS #:** [REDACTED]

(if applicable)

**Applicant Mailing Address:** [REDACTED]

**Contact Person:** [REDACTED]

**Phone Number:** [REDACTED]

**Fax:** [REDACTED]

**Email:** [REDACTED]

**Title of RFP:** Healthy Relationships Pride Program in Mercer and Burlington Counties for Youth and Young Adults

**County to be Served:** Mercer County and Burlington County

**Location of Service(s) to be provided (if known):** Mercer and Burlington Counties \_\_\_\_\_

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

**Funding Period:** From January 1, 2022 to December 31, 2024

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

**Authorization**

**Chief Executive Officer:** [REDACTED]

**Signature:** [REDACTED]

**Date:** 11/15/21

**CEO Email:** lmorris@lifeties.org

# THE HEALTHY RELATIONSHIPS PRIDE PROGRAM

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## I. Organizational History and Capacity

LifeTies, Inc. based in Ewing, NJ (Mercer County), has been serving youth and young adults since 1981. Our mission is to nurture wellness and self-sufficiency in vulnerable youth, young adults and their families. LifeTies helps struggling adolescents and young adults successfully transition into adulthood. Our vision is that every youth and young adult can enjoy life's possibilities and have the resources to be healthy, connected and contributing members of their communities. The youth we serve have experienced complex trauma and mental and behavioral health challenges. These youth and young adults also contend with challenges such as homelessness, parenting and early pregnancy, chronic health challenges, and challenges associated with identifying as Lesbian, Gay, Bisexual, Transgender or Queer or Questioning (LGBTQ+). Currently, we serve youth through our two 24/7 residential Group Homes (Triad House and Rainbow House), a Supportive Housing program for unaccompanied homeless youth and homeless pregnant and parenting youth and their children, a Mentoring Program for youth involved in the juvenile justice system and/or chronically absent in school youth, and a LifeLink program for volunteers to provide life skills to youth and other skill-based volunteer services. Our newest programming falls under our Youth and Family Pride Center (described on p.2) which was launched in September 2021.

Through our programs over the last 40 years, we have developed an expertise in working with "at-risk" adolescents and young adults with behavioral health challenges, pregnant and parenting youth and LGBTQ+ youth. LifeTies has a legacy of working with some of the most vulnerable populations of youth in New Jersey, often when others could not or would not work with them. Rainbow House, for example, which was established in 1991, was the first group home in the



country to serve young women and their babies infected with HIV/AIDS. (Rainbow House now serves young women with chronic health challenges and/or behavioral health challenges.) In 2008, when we recognized the disproportionate number of LGBTQ+ youth in the child welfare system, Triad House was the first group home in New Jersey and the third in the country to focus on working with youth who have experienced complex trauma and who identify as LGBTQ+.

Building on more than 30 years of experience serving LGBTQ+ youth and young adults, LifeTies has recently launched the Youth and Family Pride Center (Pride Center) to increase supportive and affirming environments for the LGBTQ+ community. The services proposed will be a component of the Pride Center. The factors that informed the decision to establish the Pride Center include: 1) national statistics that illuminate the unmet need for services for LGBTQ youth, 2) the comprehensive environment scan we conducted in our county and region to find that there is a paucity of services in New Jersey specifically for LGBTQ+ youth, and 3) we met with a number of top managers at Department of Children and Families, in Mercer County schools and Mercer County Division of Mental Health as well as other service providers who confirmed the need for the services. Affirming support is critical for these youth and young adults in everyday environments such as schools, health care settings and in social services. The Pride Center expands LifeTies services to youth in the community, building out from our work serving residents in in out-of-home care. The Pride Center has two primary goals:

- Vulnerable youth and young adults who identify as LGBTQ+ have the core supports needed to foster stability and well-being, and
- Youth and young adults identifying as LGBTQ+ have strong culturally and developmentally relevant relationships with supportive adults.

The Pride Center incorporates and builds on three core areas: Counseling and Support Services for LGBTQ+ youth and families, Mentoring Services for LGBTQ+ youth, and a Training Institute to educate social services providers, schools, health care providers, faith-based organizations, law enforcement and corporations working with LGBTQ+ individuals.

*History Collaborating with Department of Children and Families (DCF)*

The establishment of LifeTies originated from a collaboration with DCF. LifeTies' founder worked for many years in the adolescent unit of DCPD where she observed a gap of services for older youth aging out of the child welfare system. She brought her expertise with adolescents to establish life skills training for aging out youth living in the community through a contract with DCF. Soon afterwards, LifeTies was asked by DCF to start Triad House to provide group home services for these youth. Both Triad House and Rainbow House currently are contracted through the Children's System of Care. Additionally, one of our transitional housing programs, Mary's Place, serving youth ages 18-21, is contracted through the DCF Office of Housing. Until recently, we also worked with the former Office of Adolescent Services staff with our Mentoring Program for DCF involved youth (until the mentoring programs across the state were eliminated). Most recently, LifeTies' Executive Director participated in a 6-day Transgender Training Institute Train the Trainer course with DCF staff and other providers. This cohort has continued to meet for 6 months providing a wealth of information and collaboration across the state. LifeTies has cultivated a collaborative relationship with staff across all departments within DCF for 40 years. Finally, the Executive Director also sits on the Staffing and Oversight Review Subcommittee of the New Jersey Task Force on Child Abuse and Neglect which provides opportunities to collaborate with DCF staff in reviewing challenges the DCF staff face.

Due to this strong partnership with DCF, when LifeTies conducted the needs assessment for the Pride Center last year, DCF staff were the first partners we turned to for input. Key staff from the Children's System of Care, the former Office of Adolescent Services and both Mercer County local DCPD offices provided input on gaps in services and opportunities for building awareness for LGBTQ+ youth. Finally, when the pandemic hit and our 24/7 Group Homes needed to stay open, it was through DCF's tremendous partnership, support, and guidance (almost daily communication in the early days) that we have been able to successfully get through it and keep our youth and staff safe.

*LifeTies experience providing prevention and education*

For forty years, staff have been training vulnerable youth in our group homes and in our supportive housing programs on healthy relationships, dating violence, life skills training, educational supports, housing and job searches and retention. As the first program implemented at LifeTies, staff have been training youth on life skills throughout the community outside of residential homes. LifeTies has a long history of training and educating our staff on trauma informed practices, such as Nurtured Heart and Nurturing Parent, the potential impact of high ACES on youths' trajectories, working with LGBTQ+ youth and implementing affirming practices. Staff are trained in nonviolent practices and crisis de-escalation by two lead staff members who are certified Crisis Prevention Intervention facilitators.

LifeTies also has strong relationships with schools in Mercer County, probation officers, healthcare providers and social service agencies. As a consistent member of Mercer County

Children's Interagency Coordinating Council (CIACC) and Mercer County Youth Service Commission, member of the Trenton Team Community Action Board, LifeTies is well known in the community. We provide trainings throughout the community upon request.

Staff from our mentor program provide trainings for court personnel, faith-based organizations, law enforcement, as well as to community volunteers who want to become mentors. Our mentor pre-service training provides trauma informed care with knowledge of working with vulnerable populations and development of mentoring skills. An integral component of the training focuses on cultural competency and specifically on working with youth who are questioning or identifying as LGBTQ+. Staff have also provided Transgender Training 101 to faith-based organizations in the community, and to LifeTies staff to help them become affirming in their behaviors and develop welcoming environments. In addition, staff provide trainings to college students at Princeton University and The College of New Jersey upon request for them to learn about the populations of youth we serve and their challenges.

### *Governance*

LifeTies is governed by an 11-person Board of Trustees with a range of skills, including legal, financial, human resources, medical, mental health, and commercial real estate. The board focuses on strategic planning, policy making and fiscal oversight. The Executive Director (ED) meets monthly with the board's Executive Committee and the full board meets monthly.

LifeTies' ED provides oversight of program development, fund development and operations.

She supervises a number of staff including two Program Directors who in turn manage two of the core areas of service: Group Homes and Supportive Housing. For LifeTies new Pride Center, a

health care advisory board is currently under formation and has commitments from Henry J Austin Community Health Center and the Capital Health System. LifeTies highly values input from the youth and will solicit input to help guide their needs and areas for support. The input will be gathered from youth served through our Pride Center as well as youth from Triad House.

*Commitment to cultural inclusivity and diversity*

Since our inception, LifeTies has been committed to empowering populations such as LGBTQ+ youth and youth of color, who experience inequitable treatment in their lives on a daily basis. In the past, we have taken pride in our work practices to be inclusive, e.g., gender neutral bathroom signs, pronouns on all email signatures, mandated cultural competency courses, celebrations and recognition of holidays celebrated by our youth and staff with diverse backgrounds. However, after the horrific events of George Floyd and many others last year, we realized there was much more work for us to do to become an anti-racist organization. While historically LifeTies has had a diverse staff, we have made a conscious effort to further increase our diversity. Our staff are diverse racially, ethnically, and in sexual orientation, we have increased the number of bilingual staff, better reflecting the youth we serve. Approximately, 72% of our staff are African American, 11% are Latinx, and approximately 10% identify as LGBTQ+. Our two Program Directors, who are part of the leadership team, are African American. Our Board is diverse with 27% identifying as LGBTQ+ and 27% African American; work is in progress to further diversify the Board through strategic board recruitment strategies. Annually, we review a matrix that has the demographics of the youth we serve, demographics of our staff, volunteers and Board members to understand areas where we need to strategically recruit to better reflect the youth we serve. Additionally, we engage in an annual agency wide succession planning review, assessing

gaps in our workforce, and considering current staff who could be further developed to fill the gaps. An emphasis is on promoting within our organization when vacancies occur to develop needed skills within our workforce.

Last year we added a paid holiday of Juneteenth and this year we were able to have our first agency-wide Juneteenth celebration held at our site. This year we also reviewed our staff policy and procedures manual and employee handbook to ensure that they have inclusive language throughout. We also have required all existing staff and new staff to take the Kerwin Institute Implicit Bias Training so that we share a common language within the organization. Currently, the Executive Director and Director of Residential Services and Training Institute are taking a 5 month DEI course from the YRM Consulting Group offered through NonprofitConnect. As part of the course, participants are required to go through an intensive organizational assessment to understand areas that need to be strengthened. Based on the analysis, new concrete policies and practices (which go much further than inclusive language) will be put into place in February 2022 to both be more inclusive and to state our commitment to inclusivity throughout the organization in policy manuals, visible posters, and in practice.

We recognize that the LGBTQ+ youth we serve come from families with varying levels of acceptance of youth's LGBTQ+ status depending upon various factors such as culture, religion and family values. When providing interventions or workshops whether it be with youth, their families or professionals in the community, trainings will be carefully developed to be sensitive to diversity in values within the group we will be training. Our main goal will be providing a way for information to be heard without alienating participants. To provide culturally sensitive

and relevant resources and services, LifeTies will solicit input from their staff with training experience and the LGBTQ+ youth served in the Pride Center and at Triad House who come from diverse backgrounds on key areas to include in the trainings. These staff and the youth will then review the draft training materials. We will work collaboratively with Womanspace and Providence House to address cultural sensitivity in reviewing and developing their trainings.

*LifeTies' trauma informed practices and policies*

As noted in our policies in the Appendices, we developed our policies around the key components of trauma informed care: safety, choice, collaboration, trustworthiness, and empowerment. Trauma in all its forms, be it acute, chronic or complex, can have a significant and pervasive impact on the victims' functioning in all life domains. It is an unfortunate expectation that LGBTQ+ individuals may endure complex traumas which require highly supportive, multidisciplinary, and affirming approaches to services and treatment. Navigating systems of support that are not affirming may further traumatize LGBTQ+ individuals and increase the likelihood of adverse outcomes. For over 40 years, LifeTies has been working with LGBTQ+ adolescents who have endured complex traumas such as abuse, neglect, homelessness, and community violence. The goal in doing so has been developing safe spaces, not just within the walls of the organization- but in schools, community organizations, families, and partner provider programs. In an effort to provide quality prevention education and support around dating violence for the LGBTQ+ community, LifeTies will employ a trauma-informed approach in the following areas: Assessment: When assessing persons served and determining the appropriate referrals and services, LifeTies will ensure to exercise deference to the voice and choice of the persons served; providing personal power, supported decision making;

acknowledging that the person served has all of the power. LifeTies will encourage the same for all participating providers. Education/Training: LifeTies will ensure that all persons providing training demonstrate competency in best practices for working with victims and perpetrators of intimate partner violence and affirming services for individuals who are LGBTQ+. LifeTies, will prioritize foundational principles learned through nonviolent crisis Intervention training (CPI)- Care, Welfare, Safety and Security. The safety of persons served and providers will be a critical training and educational component for the program.

## II. Need and Impact

Intimate partner violence is a significant problem facing (LGBTQ+) individuals that has often been overlooked. Yet research has repeatedly shown that people identifying as LGBTQ+ have equal or higher rates of intimate partner violence than heterosexuals. This holds similarly for youth. Teen dating violence is more prevalent for LGBTQ+ youth than heterosexual youth. A study conducted by the Urban Institute Justice Policy Center found that "...higher shares of LGBTQ youth reported victimization experiences of cyber dating, physical dating, psychological dating abuse, and sexual coercion. Further, higher shares of LGBTQ youth reported perpetrating cyber dating abuse, physical dating violence, and psychological dating abuse" (Zweig, Dank, Lachman and Yahner, 2013). As sexual minorities, LGBTQ+ individuals experience stressors from bias and discrimination that impose unique features and dynamics for preventing, recognizing and addressing intimate partner violence (IPV). According to the minority stress model in the CDC's Youth Risk Behavioral Surveillance Survey, mental health disparities among LGBTQ youth result from increased experiences of discrimination and rejection from others (Meyers, 2003).



The Trevor Project (2021) found LGBTQ youth who experienced physical dating violence in the past year were significantly more likely to report a past year suicide attempt. The study found that 11% of LGBTQ youth reported dating someone in the past year where they experienced dating violence. Although LGBTQ youth under age 18 had comparable odds of experiencing physical dating violence compared to those over 18, there were significant differences within gender identity and race/ethnicity. Cisgender LGBT girls/women had greater odds of reporting dating violence than cisgender LGBT boys/men. Trans girls/women, Trans boys/men and non-binary youth and youth who were questioning were more likely to experience physical dating violence in the past year compared to cisgender LGBT boys/men.

Latinx LGBTQ youth had greater odds of experiencing dating violence than White LGBTQ youth. Black and White youth had the same odds of experiencing dating violence, but Asian LGBTQ youth had 35% lower odds of experiencing dating violence than White LGBTQ youth. There was further variance among race in disclosing the dating violence. While overall over one third of youth did not tell anyone about the dating violence, 47% of Black LGBTQ youth had higher rates of not telling anyone.

A UCLA Williams Institute report (2015) found some of the barriers LGBT IPV victims face are unique to their sexual orientation and gender identity. Some of the barriers include legal definitions of domestic violence that exclude same-sex couples, dangers of “outing” oneself when seeking help and fear of rejection from family and peers, and lack of knowledge about LGBT friendly resources. Further, they fear homophobia from service providers and do not feel

confident in the sensitivity from law enforcement or court personnel if they seek assistance. Research also found that LGBTQ men and women do not believe shelters to be helpful as they fear homophobia, and gay and transgender men fear that the shelters are not open to them. Affirming support is critical for youth and young adults who identify as LGBTQ+. Child Trends reports that family and friend support promotes mental health and well-being and protects against psychological distress and depression. Trevor Project research (June 2019) states that LGBTQ youth who reported having at least one accepting adult were 40% less likely to report a suicide attempt in the past year. The Trevor Project's 2021 National Survey on LGBTQ Youth Mental Health found that youth who had high levels of LGBTQ pride had 20% lower odds of attempting suicide than youth with lower levels of pride. For transgender and nonbinary youth, the relationship between pride and suicide attempts was even stronger, with high levels of pride associated with 30% lower odds of a past-year suicide attempt.

The National Coalition of Anti-Violence Programs in 2015 noted that "LGBTQ people are particularly vulnerable to verbal harassment and financial abuse as power and control tactics in IPV as they experience higher rates of bias motivated violence in other areas of their lives, such as in their families, workplaces, and schools." While acceptance by family members has been found to have one of the most positive associations with self-esteem and general health, only 6 in 10 LGBTQ youth are out to their immediate families. Hence, educating teachers, mentors, care providers and others on these unique challenges and impact in being an accepting adult or 'ally' can make a huge difference. For LGBT students, allies help them feel safer and more included in school, resulting in a more positive and successful school experience. In addition to supporting

individual LGBT students, allies challenge anti-LGBT behavior and work proactively to ensure safer, more inclusive schools for all students.

According to the Williams Institute, New Jersey's LGBTQ population is approximately 343,000 people ages 13 and up: 55,000 of which are youth between the ages of 13 and 17. For LGBTQ+ individuals, New Jersey has groups that provide legal assistance and advocacy such as Garden State Equality. There is a LGBTQ+ agency in Mercer County that provides social support groups for LGBTQ+ youth, but its focus is not on IPV. While both Mercer and Burlington Counties have strong and well-established domestic violence agencies, they do not have special programming focusing on LGBTQ+ youth and young adults. These IPV agencies both desire to provide greater access and knowledge about their services to LGBTQ+ youth. Currently no organization in Central New Jersey is focused on prevention and education for youth- and young adult-serving agencies that will encourage linkages to IPV and behavioral health services.

LifeTies is proposing to bridge this gap in services through implementation of the Healthy Relationships Pride Program in Mercer and Burlington Counties. Trainings will be provided to youth and young adults as a prevention strategy and a mechanism to provide access to services if needed. The program will also work collaboratively with IPV providers and key youth serving agencies to provide community education about IPV within this population, and raise awareness among community providers to provide welcoming and affirming services. Program staff also will assist youth in navigate resources in each of the counties and help advocate for needed serves. The Pride Program will establish a partnership model with the potential to expand education and referrals to more counties.

### III. Program Approach: Overview of proposed services and their impact

LifeTies, Inc. is proposing the *Healthy Relationships Pride Program (HR Pride Program)*, a three-year initiative in Mercer and Burlington Counties to address intimate partner violence challenges through prevention and education such that IPV is prevented and LGBTQ victims of IPV can seek and receive the support and services they need. The *HR Pride Program* addresses the DCF priority to establish culturally specific programming for IPV victims. Our program is geared toward young people (ages 14-24) who identify as LGBTQ+. This initiative will be piloted the first year in Mercer County and then expanded into Burlington County the second year, with both counties receiving the program through the second and third years. This program has two primary objectives specific to supporting LGBTQ+ youth and young adults: 1) Prevent and/or de-escalate IPV among LGBTQ+ school-age youth and young adults, and 2) Increase options and accessibility for LGBTQ victims of Intimate Partner Violence to seek and receive culturally sensitive services not previously available.

We will be utilizing four strategies to meet these objectives:

- Provide Bi-directional training with well-established IPV providers in each county.
- Build cultural competence of leaders and administrators in key youth-serving agencies and schools.
- Provide outreach to youth directly via workshops with gender and sexuality alliances (GSAs) in schools and messaging through social media.
- Establish a network of affirming providers and a referral system for youth and young adults to IPV services or other needed services, making the path to support easily accessible.

The following activities will take place to carry out the four strategies.

*Strategy 1 Provide Bi-Directional Training*

Womanspace, in Mercer County, will train LifeTies staff and volunteers utilizing their 60-hour Womanspace Domestic Violence and Sexual Assault Advocate Training on how to prevent, recognize and de-escalate IPV. LifeTies will train Womanspace staff and volunteers and Providence House staff and volunteers, in Burlington County, strategies to work with LGBTQ+ youth and young adults, with an emphasis on working with vulnerable youth with high Adverse Childhood Experiences (ACEs) and who have experienced complex trauma. LifeTies will provide both Nurtured Heart and de-escalation techniques through Crisis Prevention Intervention training. In both counties, LifeTies staff will set up regular meetings with Womanspace in Year 1 and Providence House in Year 2 to develop training materials, anticipate challenges that may come up, develop a safety net for any LGBTQ+ youth who access services, and discuss output and impact measures.

*Strategy 2: Build Cultural Competency Among Leaders*

In addition to building IPV skills in our staff and volunteers and cultural competency skills in the IPV organizations, we will build cultural competency among other key staff throughout Mercer and Burlington Counties. We strive to raise awareness of the risks of dating violence within the LGBTQ+ community among staff working in schools (school administrators, guidance counselors, nurses and teachers), homeless shelters, court personnel, judges, law enforcement, Care Management (CMO) workers, DCPP workers, Board of Social Services, agency clinicians, and other youth serving providers, so that LGBTQ+ victims will be provided access to services. We will offer workshops, held in-person or virtually, which can be 2 hours, 4 hours or full day

training depending upon the agency's needs. The workshops are designed so they can take place over multiple days. Topics that will be covered: Topic 1 Introduction to LifeTies and IPV agency (when co-presenting), Topic 2 History of Intimate Partner Violence and why LGBTQ+ youth are at risk, Topic 3 Defining Intimate Partner Violence including Legal Definition, Topic 4 Various approaches to IPV work, Topic 5 Trends for LGBTQ+ youth and their mental health, highlighting the correlation between mental health and affirming families, friends or trusted adult, Topic 6 Trends on dating violence among youth and rates of dating violence depending upon gender identity, age and race, Topic 7 Impact of IPV on youth, Topic 8 Barriers to youth not disclosing IPV, Topic 9 How to Respond to Youth Disclosure, Topic 9 Community Resources to offer victims, Topic 10 Affirming practices that can be implemented in schools or workplaces, Topic 11 Prevention practices that can be implemented in schools or work environments, Topic 12 Policies and practices to consider to be more inclusive when promoting healthy relationships. Our Healthy Relationships Pride Advocate will set up workshops by reaching out to LifeTies partners through CIACC, Youth Service Commission and local DCPD offices, and our partnering IPV agencies' contacts in schools and in the community. Workshops will be held on-site at receiving agencies (e.g., in meetings rooms at law enforcement offices, in court conference rooms) in accessible locations or virtual via video conferencing if necessary.

*Strategy 3: Provide outreach and training to youth*

Outreach to youth and young adults will take place through in-person and virtual workshops and through a social media campaign. The Student Workshops will cover the following topics: Topic 1 Introduction to LifeTies, Topic 2 What makes a healthy relationship, Topic 3 What makes an unhealthy relationship, Topic 4 Defining Intimate Partner Violence, Topic 5 Patterns of Abusive

Dating Relationship, Topic 6 Statistics on IPV and dating violence among LGBTQ+ community and variance among gender identities, Topic 7 Who to tell if dating violence occurs, Topic 8 Types of resources offered nationally e.g., hotlines, Topic 9 Local community resources and how to access them. Our Pride Advocate will work with our Pride Center staff (who currently are working within schools) to share their contacts; they also will access IPV partners in each county to access their school contacts. We will reach out to guidance counselors and principals in each of the school districts as well as teachers who are facilitating Gender, Sexuality Alliance (GSA) clubs in each of the high schools. We will also reach out to coordinators of the GSA clubs at local colleges. Youth and young adults being served by other social service providers such as congregant care settings homeless shelters also would have access to these workshops.

#### Social Media Outreach

To reach school administrators, teachers and students, LifeTies will work with a professional videographer to create an instructional video to be used when training professional staff and youth in the community. The video footage will contain messages from youth on dating violence as well as statistics to raise awareness. It then will be edited into various short pieces to be put on tik-tok and instagram to reach youth and young adults via social media. Some social media advertisements will be purchased to boost our outreach.

#### *Establish network of affirming providers*

One of our goals is to establish safe and LGBTQ+ friendly resources to IPV victims. After training professionals and other social service providers throughout the community, we will seek to develop letters of agreement and referral processes with these agencies to facilitate easy access

for any youth we refer. We have strong relationships with Mercer County Department of Human Services which runs the Youth Service Commission and Care Management Organization in Mercer County and also heads up Mercer County CIACC (see letters of support in Appendices). The Pride Advocate with the assistance of Training Director, Youth and Family Pride staff, and consultants from the IPV agencies will make a list of resources throughout Mercer and Burlington Counties to forge relationships with the many agencies in each county to offer our workshop and introduce them to the special needs of the population that we are serving. The Pride Advocate will also refer youth to our Community Resource Coordinator under the Pride Center to access other LGBTQ+ supportive services in need e.g., healthcare providers who will assist transgender youth with medical transitioning.

### *Accessibility of Services*

Our Healthy Relationships Pride Program will be open Monday through Friday from 9a.m. – 5p.m. In our outgoing message on our program voicemail, we will list a 24/7 hotline for people to access if they are calling after hours. Workshops will be held on-site. However, in Mercer County, we also can provide the option of meeting with youth at our LifeTies office if requested. Our conference room in our main headquarters is ideal for a more intimate group of up to 12 people and our second office in Ewing has a larger training space for up to 25 people if needed. In Burlington County, we will use the conference room at Providence House for any groups that want to meet in person outside of the school or workplace. Both of LifeTies conference rooms are handicap accessible. However, it is our intention that the vast majority of workshops, if not all, will take place within schools in classrooms or auditoriums and at workplaces so that transportation will not be a barrier. See photos and addresses of conference room in Appendix.



### *Referral Process*

LifeTies has a no reject/eject policy. We are open to providing training to all groups who request our services. No youth who contacts our Pride Advocate requesting services will be turned away for services. We will create a referral form collaboratively with the IPV consultants for referrals to their agencies. We will provide a referral form for all organizations requesting workshops either for youth they serve or for professionals. We also will accept referrals from professionals who would like to access resources for youth in their schools or organizations who may not have participated in our workshops. Letters of Agreement will be developed for any agencies where we do a series of workshops for youth e.g., series of workshops for GSA.

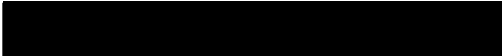
### *Confidentiality*

Note that in all trainings, current client confidentiality will be protected. To this end, all examples or testimonials will be de-identified. Any training participants wishing to share potential or known dating violence or IPV will be provided options for anonymous and/or confidential referrals. As discussed in the evaluation section, we use a HIPAA compliant case management system. For youth requesting referrals, we would only put first name and last initial in the database to maintain confidentiality. Additionally, in every workshop with youth, the Pride Advocate's contact information will be distributed so that a youth can reach out to meet with them by phone, in-person or virtually to discuss their needs.

## IV. Staffing and Personnel

A total of 6 staff members (5 existing staff and one new staff person), four consultants and two interns will assist with this project.

**Healthy Relationships Pride Advocate** (to be hired) will be under our new Healthy Relationships Pride Program under LifeTies Youth and Family Pride Center. Community trainings will be led by the Healthy Relationships Pride Advocate, the full-time staff member hired upon the start of this award. Once the Pride Advocate is fully oriented and trained, this person will manage the collaboration with Womanspace and Providence House. The person hired will be knowledgeable about the diversity of LGBTQ+ identities, cultures and communities, intersectionality, social and other indicators of LGBTQ+ individuals' mental health and holistic well-being, human development, and identity development. The position will require excellent written and oral communication skills; experience with public speaking, developing and delivering educational trainings, and facilitating group activities. For the position, a Bachelor's Degree in Psychology, Social Work, Gender Studies or a related field is preferred. See the full position description in Appendices. The Pride Advocate will build on internal agency capacity to work with individuals who identify as LGBTQ+, develop and implement strategies to raise awareness and to educate the LGBTQ+ community about sexual and intimate partner violence and provide training, education and outreach to various service providers, community members and those interested in accessing services. They will also be responsible for making referrals to services and processing referrals that come in for our workshops and needed resources.

 *Residential and Training Institute Director* (not funded under this grant) will assist with training Womanspace and Providence House on LGBTQ+ youth considerations, Nurtured Heart and CPI trainings. She will coordinate with Womanspace

on training LifeTies staff and volunteers. Vivian will be the responsible for overseeing the quality and completion of the newly developed curricula. She oversees the LifeTies, Inc. Rainbow and Triad House. Vivian is a New Jersey Licensed Social Worker and Certified School Social Worker with 16 years of diligent service to youth, adults and families. She has extensive experience in various settings including: adolescent residential care, secondary and higher education student services, Intensive in Community Counseling, and the criminal courts. She has committed her education and career to empowering youth and families through education, trauma-informed and strengths-based practices, advocacy, and civic engagement.

██████████ LifeTies' *Executive Director*, (not funded under this grant) provides oversight of all new program development, agency operations, and fund development. She is a certified trainer in Transgender Training 101 and provides this training to our staff as well as in the community. She will be responsible for all grant reporting and processing contracts ensuring that the work and activities are completed on time as per our proposal.

██████████ *Community Resource Coordinator* (not funded under this grant) provides short term counseling and support groups under LifeTies Youth and Family Pride Center. She works closely with the Mercer County schools, Care Management Organizations, and other social service providers to receive referrals and coordinate resources. Ebony will work collaboratively with the Pride Advocate in identifying needed LGBTQ+ resources in Mercer County and will share contacts for GSA groups in schools. Ebony is trained in TF-CBT.

██████████ *Mentor Coordinator* (not funded under this grant) oversees our LGBTQ+ Mentor Coordinator program under LifeTies Youth and Family Pride Center, assisting with recruitment, screening, training and supervising volunteer mentors using an evidence-based curriculum. Jazmin will work collaboratively with the Pride Advocate to provide training on dating violence to the volunteer mentors. She also will give priority to mentors that are needed for youth who have experienced dating violence. Jazmin assists with education outreach working with LGBTQ+ GSA groups and training professionals in the community. She has a masters degree in Bi-Cultural Studies from the University of Texas.

██████████ *Director of Supportive Housing*, (not funded under this grant) is a certified trainer in Crisis Prevention Intervention (CPI) and will assist with providing this training to the IPV partner staff and volunteers. She has an expertise in housing homeless young adults and navigating the housing system in Mercer County. She also will serve as a resource for any young adults needing housing.

### *Volunteers and Interns*

Volunteers will be used several ways in this project. By the second year in Mercer County, we will recruit and train one intern who will assist us with outreach and scheduling trainings assisting the Pride Advocate in delivering our trainings in Mercer County. By our second year working in Burlington County (year 3 of grant), we will recruit an intern to assist us with our outreach and Burlington County trainings. Each intern will go through the 60 hour training offered through the IPV partner as well as LifeTies Healthy Relationships Pride training. Additionally, all of our mentors are volunteers. These mentors for our LGBTQ+ youth provide

a critical role for youth needing a relationship with an affirming trusted adult. Finally, LifeTies will be providing training for the volunteer victim advocates that are under Womanspace and Providence House. Approximately 25 Mercer and 25 Burlington new victim volunteers will be trained each year. These victim volunteers' roles are explained below under Womanspace.

### *Consultants*

**Accurate Accounting,** [REDACTED] *Finance Director* (consultant) is our Finance Director and has an expertise in working with non-profit agencies and government contracts. She will track grant expenditures and prepare all financial reports for the grant.

[REDACTED] *Performance Improvement Specialist* (consultant) assists us with data collection and analyses across all programs at LifeTies. Carl will assist us with setting up the new program in our case management system so that all referrals received, and referrals made for services on behalf of our youth, will be tracked. He also will assist with data collection and analyses of stake holder satisfaction surveys and post training evaluations.

**Womanspace** (consultant) Womanspace, headquartered in Mercer County, provides survivor-centered care, offering training and support to systems that interface with marginalized survivors, including justice, housing, and welfare, to eliminate systemic barriers to assistance and to do no further harm. Womanspace provides professional training and community education for court and judicial personnel, human services, healthcare, mental health, education, and law enforcement professionals, community and faith-based organizations, schools and colleges. Emergency and transitional housing services, including short term emergency housing through

their Safe House and transitional housing through Barbara's House, and the Domestic Violence Victim Response Team (DVVRT). The DVVRT is a partnership of Womanspace, Mercer County, New Jersey law enforcement agencies and community members. DVVRT members are volunteer victim advocates who have received extensive training and work with police departments in local municipalities to respond to reported incidents of domestic violence. They also provide Legal advocacy through volunteer advocates assisting victims in Family Court and Municipal Court. Legal consultation is also provided through Volunteer Family Law Attorneys for survivors at the Legal Clinic. Womanspace also provides counseling, support and crisis intervention to English and Spanish speaking clients.

**Providence House** (consultant) represents the domestic violence services provided by Catholic Charities Diocese of Trenton and provides domestic violence services in Burlington and Ocean counties. The Pride Program will utilize Providence House as a consultant to support outreach and trainings in Burlington County. Providence House Domestic Violence Services seeks to end the cycle of domestic abuse through education, empowerment and advocacy while providing a safe haven from abuse. Providence House Domestic Violence Services was established in Burlington County in 1978. Services include assisting victims to: Separate from abusive individuals, change living arrangements, file restraining orders, establish boundaries and become aware of their options. Their services include 24-hour domestic violence hotline, emergency safe houses, individual counseling and support groups, children's counseling and legal advocacy. Additionally, Catholic Charities houses Family Growth, a counseling service in Trenton and Hightstown and multiple counties throughout the state. It will be a program that we will refer our youth to for services after we have trained the clinicians.

**BeaCreative Digital Media** located in Princeton, NJ has over 30 years experience in video production. They provide videos for political consultants, corporate and agency producers, non-profits and business owners. They also have an expertise in creating social media posts for Instagram, Tik-Tok, LinkedIn and Facebook using the footage shot from the video.

#### Safe-Child Standards

LifeTies follows applicable safe child standards. See Appendices for full description of implementation of our policies which comply with these standards.

#### V. Program implementation schedule

The program will begin within 30 days of contract execution with DCF and will be fully operational within 60 days of contract execution. LifeTies would initially focus on Mercer County the first year and expand its services to Burlington County. While as noted in the DCF proposal request that level of service will be agreed upon with DOW after being awarded the grant, LifeTies anticipates that they will provide a minimum of 100 workshops over three years to youth, schools, law enforcement, health care and social service providers.

An overview of the timeline will be as follows, with the full Program Implementation Schedule in the Appendices. If awarded, LifeTies will post the Pride Advocate position immediately, with the goal of hiring the position upon contract execution.

**Year 1:** Upon contract execution, the Pride Advocate position will begin and complete LifeTies orientation which includes numerous online courses on working with abused and neglected youth, cultural competency, HIPPA rules, as well as extensive review of our Policies and Procedures and trauma informed practices. In the first quarter, a schedule will be developed for LifeTies-Womanspace partnership meetings which we anticipate being on a weekly or bi-weekly basis during this quarter. Three activities will be primary: bi-directional training on IPV and LGBTQ+ considerations; developing the training content collaboratively with IPV service providers for each audience; and establishing the outreach plan for reaching each audience. LifeTies staff will train Womanspace staff and volunteers on serving LGBTQ+ youth and young adults, on Crisis Prevention Intervention strategies, and working with youth with behavioral health challenges through the Nurtured Heart Curriculum. Womanspace will train LifeTies key staff on IPV and how to access available services. The Pride Advocate will lead development of the training content, working with Womanspace staff, Training Institute Director and attaining youth input to establish clear, effective and audience-sensitive content. During this quarter, our Performance Improvement Specialist also will work collaboratively with the Pride Advocate in designing the case management database to effectively track services being provided.

The initial outreach plan will build on LifeTies current relationships with schools and their participation in the CIACC and Youth Services Commission. School trainings will be planned for the fall 2022 school year. A presentation for the agencies who participate in the CIACC will be scheduled for June 2022. LifeTies staff will collaborate with Womanspace to reach out to law enforcement, probation officers and court personnel, planning for co-facilitated trainings in summer 2022.



In the second quarter, the Pride Advocate will provide outreach to law enforcement agencies, probation officers and court personnel. During this quarter, the program will schedule and hold 5 co-facilitated training workshops with these audiences. LifeTies and Womanspace staff will meet after these trainings to assess the experience and make appropriate revisions to the trainings. The Pride Advocate and ED will work with the videographer to create the instructional video for the workshops. In the third quarter, the instructional video will be completed and edited for social media. In the third and fourth quarters, the Pride Advocate will hold 20 - 25 workshops with schools, healthcare providers and other agencies. At the end of the first 12 months, the program will review with Womanspace staff the number of referrals that were received related to the trainings. Workshop training evaluations will be analyzed after each workshop. Satisfaction surveys will be sent to youth and training participants on an annual basis.

**Year 2:** The HR Pride Program will expand to Burlington County in the second year. A schedule will be set up for LifeTies-Providence House Partnership meetings. Staff at Providence House will receive trainings on working with LGBTQ+ youth and young adults, behavioral health challenges and de-escalation. Providence House staff will introduce the Pride Advocate to key contacts in law enforcement, the courts and the schools. In the first quarter, 10 trainings will be held with at least three in Burlington County, co-facilitated with Providence House staff.

LifeTies and Providence House staff will meet to review these trainings and revise as needed. In the second quarter, staff will continue outreach to key audiences and will hold five trainings in Burlington County and 10 in Mercer County. In the last two quarters, the Pride Advocate will hold 20 to 25 trainings in each county. An intern will be recruited, screened, and trained for Mercer and towards the end of Year 2, an intern will be recruited, screened and trained for

Burlington. Evaluation efforts will be implemented after each training, outputs will be gathered from the IPV agencies annually.

**Year 3:** LifeTies staff will explore funding options for sustaining and expanding the Pride Program in existing and additional counties. Staff will apply for funding options throughout this year. In each of the four quarters, the Pride Advocate and interns will hold 10 trainings in each county. In the fourth quarter, LifeTies staff will complete the final evaluation report for the award.

## VI. Outcome and evaluation

Program evaluation and performance improvement is an integral part of LifeTies' operations. Our Performance Improvement Specialist assists in guiding these efforts. The evaluation will solicit feedback to inform the training and referral content, and collect outputs and outcomes in three phases: 1- Assess the training and referral process while in development to understand current knowledge, gaps and expectations, 2 – Assess the training and referral process during program implementation and 3 – Evaluate the impact of the trainings on knowledge and referrals. For the training process, LifeTies staff will evaluate the quality and effectiveness of the training content and materials through piloting the materials with representatives from the target audiences. For example, we will have youth as well as other professionals in the community participate in a pilot workshop and then provide feedback on the materials. (Youth will be provided a stipend for their participation and curricula review.) See Appendices for assessment questions. After five trainings, LifeTies staff will aggregate the evaluations and incorporate feedback that could strengthen the trainings. Staff will collect outputs throughout the program, working closely with the two IPV consultants. At the end of each 12-month period, the

Performance Improvement Specialist will aggregate the outputs and review Post workshop evaluation tool responses for reporting to LifeTies leadership and to inform planning for the next year’s trainings. At the end of each year, staff will provide summary of total outputs and impact, along with lessons learned and opportunities for additional services and trainings.

Outputs collected include:

<i>Output Type</i>	<i>Measure</i>
Workshops completed each quarter	# workshops, county, audience type and # of participants
Referrals received for dating violence and/or IPV services through LifeTies, including from trainings	#, receiving agency (Womanspace or Providence House), referral attribution
Referrals to LifeTies from the two IPV agencies	Number and type of service requested
Social media posts	Number of views and ‘likes’ & shares

VII. Leveraging and Sustainability

LifeTies is committed to this project and leveraging this funding for its sustainability. This award will establish a close partnership between LifeTies and Womanspace and Providence House that can continue into the future. LifeTies will explore seeking funds together with these partners. LifeTies will also seek funds on its own to support the Pride Advocate position and expand trainings to additional counties through annual fundraising, grant opportunities and fee for service from other trainings. In terms of annual fundraising, LifeTies has 20-25 major donors to draw from and has hired a development consultant to expand its fundraising base, build board ambassadorship and establish the structure for bringing a development person on staff. We are planning to offer fee-for-service trainings to corporate audiences through our Training Institute to bring in more revenue. Finally, we also hold an annual fundraiser each Spring which will contribute to sustaining this initiative.

## VIII. Budget

This project is proposed to take place over three years April 1, 2022 – March 31, 2025. (This spans over four fiscal years, and thus, four Annex B budgets have been prepared for each fiscal year. Since start date in actuality is dependent upon award date, we will report on the first full fiscal year of operation which is aligned with FY23 Annex B.

### **Personnel**

#### *Salary*

Healthy Relationships Pride Advocate	<b>\$44,471</b>
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#### *Benefits*

ER Payroll Taxes .0945	\$4,203
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Workers Comp 1.426/100 of salary	\$ 634
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Health Insurance - \$540/month (assuming 20% increase in November)	\$6,696
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Dental Insurance \$16.10/mo	\$ 193
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<b>Benefits Total</b>	<b>\$11,726</b>
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<b>Personnel Total</b>	<b>\$56,197</b>
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#### **Professional Consulting Fees**

IVP Agency Consulting	\$1,500
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Performance Improvement Specialist \$36/hour @40 hours	\$1,620
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Accounting Support \$75/hour @ 28 hours Performance	\$2,100
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IT support \$29.16 month	\$ 350
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Videographer Fees	\$5,000
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<b>Professional Consulting Fees Total</b>	<b>\$ 10,570</b>
<b>Materials/ Supplies</b>	
Program Materials and Handouts and brochures Includes printing of all handouts, LifeTies folders, brochures	\$1,185
CPI Workbooks to train IPV partner agency staff 10@\$26 each	\$ 260
Office Supplies – \$50/month	\$ 600
<b>Materials and Supplies Total</b>	<b>\$2,045</b>
<b>Facilities</b>	
Office Rent - \$1900/mo anticipated increase . Divided by 7.4 employees approximately \$262.33 per employee X 12	<b>\$3,148</b>
<b>Other</b>	
Telephone - \$35/month for cell phone	\$ 420
Case Management Software (Apricot) For subscription \$711 for one standard user license	\$ 711
Relias Online Learning	\$ 170
Social Media Advertising	\$ 500
Mileage Reimbursement \$161 miles @ .31 mile/month	\$ 600
<b>Other Total</b>	<b>\$2,401</b>
<b>GRAND TOTAL</b>	<b>\$74,361</b>

## **PART II: APPENDICES**



Trauma Informed Care at LifeTies, Inc.

- I. Safety
  - A. Each youth, young adult at staff member are entitled to live and work in an environment that is safe, and free from bullying, harassment, and intimidation.
  - B. LifeTies will always be a safe space for its staff and persons served, allowing for an environment which is psychologically safe for nurturance and growth to take place.
  - C. Staff will participate in discussions, activities and/or training at orientation and annually on the following topics:
    - Violence in the Workplace
    - Domestic/Intimate Partner Violence
    - Introduction to ACEs and Trauma Informed Care
    - Trauma and the Brain: Impacts on Behaviors and Functioning in Congregant Care
    - Community Violence- processing and responding to vicarious/secondary trauma among helping professionals and persons served
    - Active Shooter Protocols
    - Emergency Evacuation
    - Responding to Crisis
    - Nonviolent Practices
- II. Trustworthiness and Transparency
  - A. LifeTies conducts all operations in a transparent manner
    - Reports to families, stakeholders, funders and/or agency community to report annual impact, areas for growth, unmet needs, barriers, and agency strengths and needs.
  - B. LifeTies upholds its Code of Ethics when conducting all of its business practices.
  - C. LifeTies' staff builds trust with persons served, families and providers by ensuring honest, timely, and quality information, services, and feedback.
  - D. LifeTies ensures that all persons served knows their rights, procedures for submitting grievances, and set expectations for receiving a timely response for concerns.
  - E. LifeTies ensures that the Minimum Necessary Rule, and all components of HIPAA are applied to ensure the confidentiality and privacy of all persons served.



- F. LifeTies' staff exercises appropriate boundaries and conduct all matters with the highest level of professionalism, utilizing rational detachment and other best practices that guide our work.
- III. Peer support/mutual self-help
- A. LifeTies offers opportunities for youth in all programs to connect with one another, providing mutual support and guidance from those with lived/relatable experiences.
- B. LifeTies ensures that persons served have access to community-based support systems consistent with the needs and interests of persons served (HiTops, Children's Home Society, intramural and school based activities, sports and recreation).
- C. Staff members (with or without lived experience) will utilize best practices that are consistent with peer support:
- Mutuality: when appropriate share mutual experiences to benefit the person served
  - Provide emotional support
  - Provide mentorship and/or link to formal mentorship programs
  - Empower youth to make decision for themselves
  - Engage youth in to engage in (and make accommodation to support engagement in) advocacy efforts like state facilitate speaker's bureaus, youth councils, etc.
- IV. Collaboration
- A. LifeTies acknowledges that all members of our teams (administrative, direct care, support staff and volunteers) contribute to our therapeutic environments and make significant contributions to the well-being of persons served.
- B. LifeTies facilitates family engagement activities; encourages mentorship relationships; and allows chosen to family to engage in treatment planning with other providers and the person served.
- C. LifeTies is committed to ensuring that all persons served are integral in the development of treatment and service plans; and are offered opportunities to work with staff to track goal achievement. They should be included in all meetings regarding their care, unless such involvement can adversely impact their wellbeing.
- Treatment plans are all individualized as are standards for rewards, consequences, safety and soothing plans.
- V. Empowerment, voice and choice





- A. Persons served and families at LifeTies are offered several options to express thoughts, feeling and ideas regarding services rendered by the organization (through surveys, councils; and access to decision making administrative personnel).
  - B. Persons served should be empowered to make decisions regarding their treatment, rewards, and consequences. In addition, persons served should be provided an opportunity to contribute their feedback on potential personnel, when possible.
    - Staff will be empowered with a trauma lens to best evaluate behaviors, strengths, needs, barriers and strategies for interventions
    - Staff will acknowledge that trauma is pervasive and significantly impacts brain chemistry and the ability to process information and emotions. As such staff will exercise patience, and provide opportunities to reset before making important decisions about programming, needs, consequences and rewards.
  - C. LifeTies staff will recognize that persons served may experience trauma in different ways and that its impact can vary.
    - Staff will understand the different forms of trauma and vicarious trauma; and best practices to engage with persons impacted by trauma.
    - Staff will take steps to ensure that they don't further traumatize or trigger youth by reviewing content of audio visual materials, speakers, and groups in advance of exposing person's served; and ensuring that persons served are aware of the topics that will be discussed in advance whenever possible.
  - D. LifeTies staff acknowledges that persons served are always the possessors of power in relationships with providers. As such, staff will consistently avoid power struggles with persons served and will apply the Rogerian concept of unconditional positive regard at all times.
  - E. Staff utilizes strengths based language and concepts related to the Nurtured Heart to give reports on behavior, progress and functioning in LifeTies programs.
  - F. LifeTies administration makes meaningful efforts to acknowledge greatness and the many contributions of its staff.
- VI. Diversity, Equity, Inclusion and Belonging
- A. LifeTies staff will understand trauma in the context of the different races, religions, cultures and communities served; and how this impacts communication, behavior and the effectiveness of interventions.



- B. LifeTies agrees to uphold self-accountability and community accountability as shared core values in the way we center equity, anti-racism, and inclusion with each other in the organization.
- C. LifeTies acknowledges that mistakes and conflicts may occur and that our commitment to accountability also requires a commitment to ensure that there is a process in place for conflict resolution and repair for staff and persons served (if consented and desired).
- D. LifeTies celebrates the expansiveness of identity and work to foster systemic change so that everyone can receive care that is grounded in equity and respect.
- E. LifeTies commits to respecting an individual's pronouns, names, and expressed identities, including their choice to disclose or not, and will not make assumptions based on one's identity.



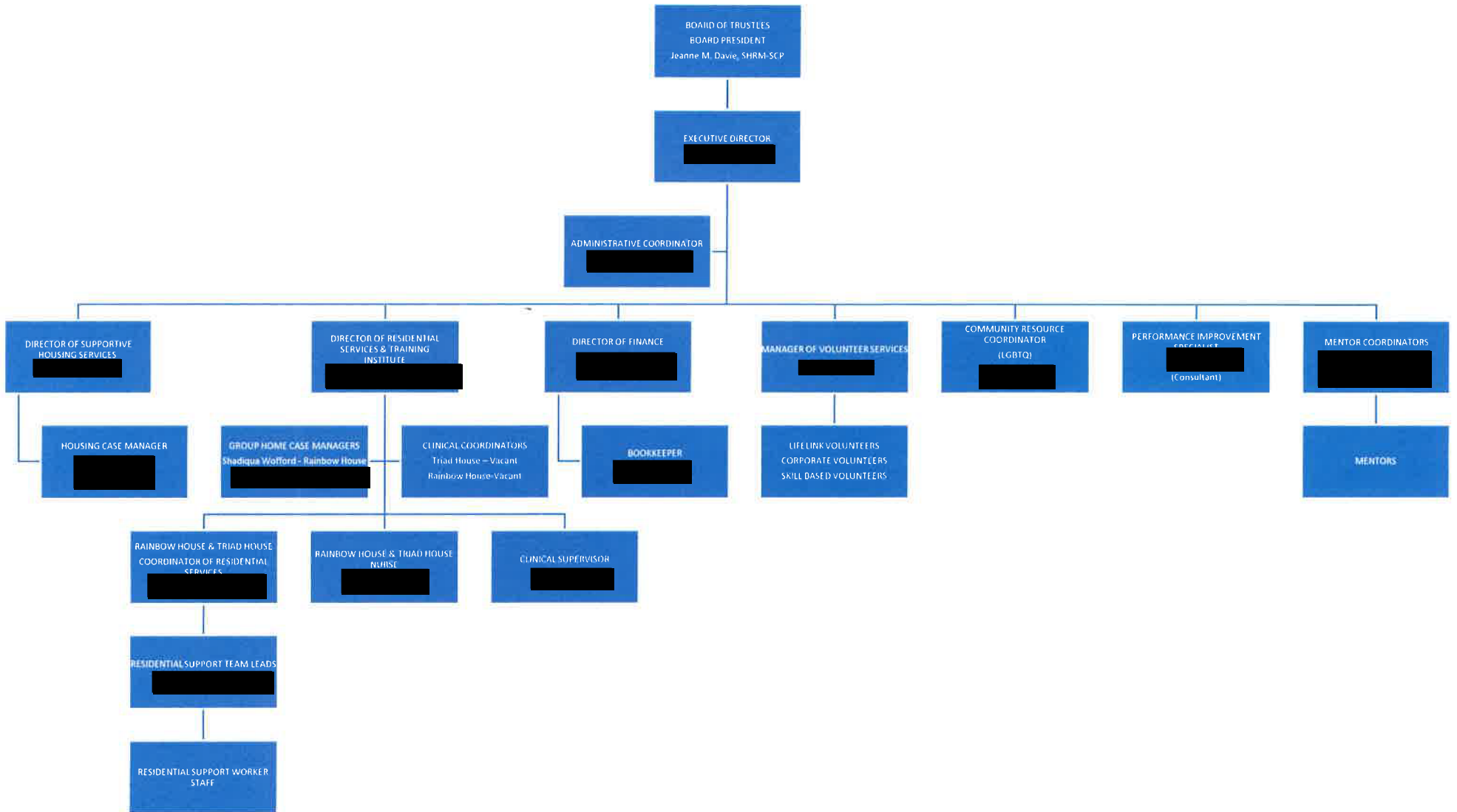
**Board Roster – (as of November 10, 2021)**

<p><b>Jeanne M. Davie, SHRM-SCP</b>  <b>Board President*</b>          Edmund Optics          Vice-President of Human Resources</p>  <p>Period of Service: 10/17/17          Term Expiration: 10/2021</p>	<p><b>Jeffrey B. Albert</b>  <b>Board Vice President*</b>          Strategic Planning Committee Chair          Princewood Properties</p>  <p>Period of Service: Since 9/19/17          Term Expiration: 10/2021</p>
<p><b>Kristen Elder, CPA</b>  <b>Board Treasurer*</b>          Accountant          Bookminders®</p>  <p>Period of Service: 7/21/2019          Term Expiration: 6/2021</p>	<p><b>Maureen Kushmore</b>  <b>Board Secretary*</b>          Janssen IT Manager:          Strategic Business Improvement &amp;          New Business Development</p>  <p>Period of Service: Since 1/1/17          Term Expiration Date: 1/2023</p>
<p><b>Sherry Bachalis, CPA</b>  <b>NRG Energy</b></p>  <p>Period of Service: Since 4/20/2021          Term Expiration: 5/2023</p>	<p><b>Bryan Baugh, MD</b>          Global Medical Affairs Leader          Janssen</p>  <p>Period of Service: Since 5/23/16          Term Expiration: 5/2022</p>
<p><b>Dominique J. Carroll</b>          Attorney at Law          Fox Rothschild LLP          Princeton Pike Corporate Center</p>  <p>Period of Service: Since 2/14/2020          Term Expiration: 2/2022</p>	<p><b>Richard Catenacci, Esq.</b>          Fundraising/Marketing Committee Member          Retired Partner          Connell Foley</p>  <p>Period of Service: Since 2/21/12          Term Expiration: 2/2022</p>
<p><b>Kristen Gurdin, Esq.</b>          Assistant General Counsel and Chief Policy Counsel          Robert Wood Johnson Foundation</p>  <p>Period of Service: Since 1/20/2021          Term Expiration: 1/2023</p>	<p><b>Gerald Magrini</b></p>  <p>Period of Service: Since 3/28/18          Term Expiration: 3/2022</p>
<p><b>Asa Paris</b>          Human Resource Chair          Deputy Administrator, Mercer County</p>  <p>Period of Service: Since 4/27/10          Term Expiration: 4/2022</p>	

\*All Board Officers make up the Executive Committee



### Agency Organization Chart As of 11.10 .2021



LifeTies, Inc.  
November 1, 2021



**County of Mercer**  
**Department of Human Services**  
McDADE ADMINISTRATION BUILDING  
640 SOUTH BROAD STREET  
P.O. BOX 8068  
TRENTON, NEW JERSEY 08650-8068  
TELEPHONE: (609) 989-6526  
FAX: (609) 989 -6032

**BRIAN M. HUGHES**  
**County Executive**

KELVIN S. GANGES  
Chief of Staff

LILLIAN L. NAZZARO, ESQ.  
County Administrator

MARYGRACE BILLEK  
Director

November 1, 2021

Commissioner Christine Norbut Beyer  
Department of Children and Families  
50 E. State Street  
Trenton, NJ 08625

Dear Commissioner Beyer and Colleagues:

On behalf of the Mercer County Department of Human Services, we support LifeTies in building their capacity to address domestic violence in the LGBTQ+ community through training and education. The Mercer County Department of Human Services has supported LifeTies, Inc.'s youth mentoring programs for three years as well as life skills program for several years. Through our collaboration, we have a deep appreciation for their strong commitment to serving low income, vulnerable youth and depth of expertise in supporting LGBTQ+ youth and young adults. We respect the community reputation and expertise LifeTies has developed over their 40 year history of confronting the most challenging problems facing at-risk youth. Their consistent and high-quality services have enabled them to develop partnerships with the critical youth-serving agencies in our county.

The Mercer County Department of Human Services fosters a comprehensive Human Services delivery system that enhances the health, safety, and quality of life for all residents of Mercer County. The department's goal is to create an environment of public trust by empowering and strengthening individuals and families, advocating for sound policy, mobilizing resources, and acting as champions for those citizens who are most vulnerable and in need of services. LifeTies' work is aligned with our goals.

LifeTies, Inc.  
November 1, 2021

Partnerships among community-based organizations, such as the one this award would fund between LifeTies and Womanspace, support our goals in mobilizing and maximizing county resources. This partnership would leverage the expertise of both organizations and expand domestic violence prevention and services for the LGBTQ+ community and the agencies that serve LGBTQ+ youth and young adults. If funded, the Mercer County Department of Human Services would disseminate through a variety of methods, information on LifeTies workshops for youth-serving agencies and educate key divisions, such as the Youth Services Commission and Office on Homeless Services and Department of Mental Health, on their increased capacity to address domestic violence among LGBTQ+ youth and young adults.

We wholeheartedly endorse LifeTies application for funding.

Sincerely,

A handwritten signature in black ink, appearing to read "Marygrace Billek". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail.

Marygrace Billek  
Director of Human Services  
County of Mercer



November 10, 2021

LifeTies, Inc.



Dear representatives from the DCF-Division of Women (DOW),

We are pleased to support the application to DOW from LifeTies, Inc. to address the intersection between intimate partner violence (IPV) and the unique challenges for LGBTQ+ youth and young adults.

Capital County Children's Collaborative (CCCC) serves youth and their families that are experiencing emotional, behavioral, substance use disorders, intellectual and/or developmental disabilities and chronic medical health challenges. Our employees serve as Care Managers for youth enrolled with our program. Our Nurses and Health and Wellness Educators provide additional support for youth enrolled in our Behavioral Health home. Our Care Managers assist youth and families with referrals to programs that are customized to each youth's needs, including mentoring and therapeutic services.

At CCCC, we see an ongoing need to recognize and address the distinctive challenges that LGBTQ+ youth and young adults experience. We have a long history of making referrals to LifeTies group homes, Triad House and Rainbow House as well as to their life skills program. We also refer juvenile justice-involved youth or youth with chronic absenteeism in school to LifeTies' mentoring programs. Most recently, we are pleased to refer youth to their new LGBTQ+ mentoring program and/or for support services for LGBTQ+ youth and families in Mercer County.

As chair of Mercer County's Children's Interagency Coordinating Council (CIACC), I have observed firsthand how linkages between the participating agencies that serve youth, including LifeTies, can make a difference in strengthening the safety net. I recognize the critical need for education for these agencies on IPV challenges for LGBTQ+ youth and young adults. The CIACC would be a great resource for LifeTies to raise awareness on recognizing, preventing, and accessing intervention services for LGBTQ+ individuals. If funded, LifeTies could utilize the CIACC for providing education.

We wholeheartedly endorse LifeTies application for funding to provide education and training in this crucial area.

Sincerely,

A handwritten signature in black ink that reads "Deb Megaro".

Deb Megaro  
Chief Executive Officer

Deborah Megaro Chief Executive Officer  
3535 Quakerbridge Road Suite 800, Hamilton, NJ. 08619  
P 609-584-0888 F 609-584-6258  
[www.capitolkids.org](http://www.capitolkids.org) [www.mercerresourcenet.org](http://www.mercerresourcenet.org)



Job Title – Healthy Relationships Pride Advocate  
Full-Time Position for Healthy Relationships Pride Program

**Company Description**

LifeTies, Inc. is a person-centered agency. LifeTies values listening to, informing and involving youth, young adults and families in their care.

LifeTies, Inc. is an EEO (Equal Employment Opportunity) employer. LifeTies, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**Position Summary**

The candidate must be knowledgeable about the diversity of LGBTQ identities, cultures and communities, intersectionality, social and other indicators of LGBTQ individuals' mental health and holistic well-being, human development, and identity development. Excellent written and oral communication skills; experience with public speaking, developing and delivering educational trainings, and facilitating group activities. Bachelor's Degree in Psychology, Social Work, Gender Studies or a related field preferred. Upon hire, the Healthy Relationships Pride Advocate must successfully complete the 60-hour Domestic Violence and Sexual Assault Advocate Training provided by Womanspace.

**Core Competencies:**

- Person-centered care
- Trauma-Informed Care
- Interpersonal and Communications Skills
- Advocacy
- Teamwork and Collaboration

**Duties and Responsibilities:**



- Build on internal agency capacity to work with individuals who identify as LGBTQ+.
- Develop and implement strategies to raise awareness and to educate the LGBTQ+ community about sexual and intimate partner violence.
- Ensure materials/trainings are inclusive for all genders and sexualities.
- Provide training, education and outreach to various service providers, community members and those interested in accessing services.
- Assist with supportive and/or psycho-educational groups for LGBTQ+ survivors.
- Connect LGBTQ+ survivors of violence with social service providers and other resources in the community.
- Identify resources needed and future programming through training participants' input.
- Participate in Mercer County and Burlington County community collaborations.
- Participate in collaborative work with Womanspace and Providence House.
- Develop and advance relationships, partnerships and collaborative projects that facilitate recognition of LGBTQ+ identities in organizations, agencies and other entities providing services to youth and young adults.
- Enter all data into agency case management system on a timely basis
- Administer assessments after service delivery to measure effectiveness of materials.
- Complete monthly and quarterly statistics and reports.
- Assist with office procedures pertinent to the operations of the program.

#### **Job Requirements:**

- Bachelor's Degree in Psychology, Social Work, Gender Studies, or a related field preferred - work experience may substitute for education on a year-to-year basis.
- Excellent public speaking and written skills
- Bilingual preferred with ability to read, write and communicate effectively in Spanish
- Must successfully complete the 60 hour Domestic Violence and Sexual Assault Advocate Training provided by Womanspace
- Must pass criminal background check and child abuse background check
- Must have a valid driver's license and access to a vehicle.

#### **Work Days**

While the majority of work will take place between Monday and Friday from 9 a.m.- 5 p.m., must have flexibility to occasionally work some evenings and weekends to accommodate community requests for training engagements.

#### **Covid-19 Requirements**

Covid-19 vaccine strongly recommended

Masks must be worn in all of LifeTies facilities at all times until further notice.



**PROFESSIONAL EXPERIENCE**

July, 2017 - **LifeTies, Inc.**  
Present ***Executive Director***

Ewing, NJ

- Oversees seven programs - two Department of Children and Families (DCF) contracted group homes for older youth who experienced childhood trauma with multiple levels of complex challenges (one home for LGBTQ+ youth and one for youth with chronic health challenges), supportive housing program for older youth involved with DCF transitioning into adulthood, supportive housing program for homeless young adults, and a mentoring program for juvenile justice involved youth as well as the Youth and Family Pride Center.
- Responsibilities include overseeing 30 employees, fiscal management, facility management, oversight of staff and volunteer training, human resources, compliance with contracts and licensing regulations, public relations activities including development of annual report, public awareness, website and social media, special events, fundraising and developing and implementing policies and achievement of strategic plan goals.
- Writes federal, state, and local government grant proposals and corporate and foundation grant proposals with very high success rate.
- Oversees practices and procedures to ensure they are aligned with social work standards, trauma informed practices, culturally appropriate practices and evidence-informed and evidence-based approaches.
- Responsible for the fiscal integrity of Life Ties, ensuring the accuracy and timeliness of all monthly financial statements that accurately reflect Life Ties' financial condition, and maintains an effective and cost efficient office environment.
- Oversees implementation of performance measurement system, ensuring continuous evaluation of services and procedures to improve practices on a continuous basis.
- Responsible for all program practices and procedures being aligned with national accreditation standards (CARF).

Aug. - June **Bergen County Court Appointed Special Advocates (CASA)**  
2016 2017 ***Interim Executive Director***

Hackensack, NJ

- Oversaw CASA program in Bergen County. Responsibilities included supervision of staff of five and 130 volunteers, grant-writing and reporting, grants management, fiscal management, public relations, web-site development, fundraising, oversight of volunteer and staff pre-service and in-service trainings.
- Oversaw implementation of Peer Coordinator model, providing training and support for seasoned child advocates to coach volunteer advocates enhancing program efficiency.
- Created policies with the Board of Trustees to ensure compliance with National CASA standards and the Administrative Office of the Courts standards,
- Developed recommendations for systems and best practices for the agency in terms of internal control procedures, fiscal management, fundraising, board practices and program development.

- Developed LGBTQ+ In-Service Training Series for child advocates, staff and other child welfare professionals to create LGBTQI Cultural Competency with a focus on foster youth.
- Planning Aging-Out Conference collaboratively with Bergen County Family Court, Bergen Division of Child Protection and Permanency and Rutgers University Office of Child Advocacy for youth ages 14-21.
- Serve on statewide Marketing Committee to develop statewide public relations plan.

May - Aug. 2016 **Court Appointed Special Advocates (CASA) of Union County, Inc.** Elizabeth, NJ  
*Interim Executive Director*

- Oversaw CASA program in Union County and assisting with transition as the agency searched for a new Executive Director. Responsibilities included supervision of staff of seven, grant-writing and reporting, grants management, fiscal management, oversight of volunteer and staff pre-service and in-service training, ensuring compliance with National CASA standards, Administrative Office of the Courts Standards, and Division of Child Protection and Permanency Policies.
- Developed recommendations for systems and best practices for the agency in terms of internal control procedures, fiscal management, fundraising, board structure, board practices and program development.
- Member of Search Committee for permanent Executive Director.
- Trained new Executive Director

2016 - 2017 **National Court Appointed Special Advocates Association (NCASAA)** Seattle, WA  
*Co-Chair of Performance Measurement Committee*

- Worked collaboratively with NCASAA staff and local program staff to develop a flexible performance measurement system. As a baseline for developing that system, the performance measurement committee will provide guidance in articulating a theory of change, and subsequently in developing logic models. This work will establish a common language that defines inputs, outputs, and outcomes. The committee will assist National CASA in selecting performance measures and in creating a research agenda that moves the organization towards becoming evidence-based.

2000 - 2016 **Court Appointed Special Advocates (CASA) of Mercer County, Inc.** Ewing, NJ  
*Co-Founder and Executive Director*

- Oversaw CASA programs in Burlington and Mercer Counties which recruit, screen, train and supervise community volunteers to advocate in court for children who have been removed from their homes due to abuse or neglect and placed in the foster care system. CASA volunteers conduct independent investigations on the well-being of the children, use the information they collect to advocate for safe and permanent homes for the children and advocate for their educational, medical, dental, mental health, and recreational needs.
- Responsibilities included supervision of staff of twelve in two offices (Ewing and Mt. Holly) and oversight of over 200 volunteer advocates, strategic recruitment and screening of 100 new volunteers annually, grant-writing and reporting, grants

management, fiscal management, facility management, oversight of volunteer and staff pre-service and in-service training, public relations activities including development of annual report, public awareness, website and social media, special events, developing and implementing policies, implementation of program's Diversity Plan, ongoing program evaluation, and ensuring compliance with National CASA standards, Administrative Office of the Courts Standards, and Division of Child Protection and Permanency Policies.

- Spearheaded annual Aging Out Seminar with family court staff, child welfare staff, University faculty and community service providers for youth ages 14-21. Selected national speaker for annual Mark B. Levin event.
- Wrote federal, state, and local government grant proposals and corporate and foundation grant proposals with very high success rate.
- Managed over 1 million dollar budget, prepared budget reports for funders, Board of Trustees, and auditor.
- Annually increased the program's capacity – over 325 children were being served annually by over 200 child advocates in Mercer and Burlington counties.
- Served as Database Upgrade Committee for New Jersey CASA network. Assessed databases to determine which one will best meet the network's needs to measure outcomes.
- Served on CASA statewide committee to determine and develop standardized data collection and metrics for program evaluation in conjunction with computerized database.
- Served on CASA of NJ Program Committee to assist with development of quality assurance assessment and standardizing CASA best practices statewide.
- Facilitated merger of CASA of Burlington County into CASA of Mercer County, Inc..
- Grant Reviewer for National CASA Association entailing review of proposals submitted by CASA State agencies.

1996 - 2000 ***Consultant, Program Evaluation and Social Research***

- **Administrative Office of the Courts, State of New Jersey** Trenton, NJ  
In conjunction with Rutgers University School of Social Work Faculty, gathered baseline data on existing CASA programs throughout the state. This resulted in widely disseminated report to Judges and Court staff throughout New Jersey.
- **Princeton University** Princeton, NJ  
In conjunction with Professor of Sociology, Paul DiMaggio, assisted with the development of the Cultural Policy and the Arts National Data Archive.

1988 - 1996 **Educational Testing Service** Princeton, NJ  
***Research Scientist***

- Conducted program evaluations on a variety of new products in development through quantitative and qualitative methods. Supervised research team to pilot test Pacesetter English, Math and Spanish materials. Collected data from teachers and students, reported results to The College Board; conducted evaluations on Praxis, Stage III, which is a school teacher certification test.
- Studied the implementation of technology in high school math classes with Stevens Institute of Technology.

## EDUCATION

- **Northwestern University**, M.A., Ph.D., Sociology
- **Smith College**, A.B. Sociology
- **Rutgers University** – Leadership Coaching for Organizational Performance Certified Coach
- **Transgender Training Institute** – Trained to teach Transgender Training 101 to cisgender adults
- American Management Association Continuing Education Credits in Effective Management

## OTHER ACTIVITIES

- Co-Chair of Mercer County Youth Homeless Committee – entails development of a needs assessment for Mercer County on this vulnerable population. This includes developing a process to identify homeless youth including those who have aged out of the child welfare system and are “couch surfing” (not included in HUD’s definition of “homeless”) and developing mechanisms to successfully link them to community services.
- Instrumental in developing SafeRest Youth Council, providing youth with lived experience to voice their needs as the transition from foster care or group home programs in terms of housing and support service needs.
- Member of New Jersey Task Force on Child Abuse and Neglect Staffing and Oversight Review Subcommittee - entails review of federal monitoring reports of NJ Child Welfare system and development of assessments for child welfare staff to improve positive outcomes for foster children specifically in areas where the outcomes are below standards in the modified settlement agreement.
- Participant in Mercer County Youth Services Commission, CIACC, Princeton-Mercer Regional Chamber of Commerce, Alliance for Children, Youth and Families.

## SELECTED PUBLICATIONS AND PRESENTATIONS

- “Assessing Behavior Styles of Volunteers as a Tool for Supervision and Retention of Volunteers,” presentation at National CASA Conference, Chicago, IL (2011).
- “CASA in New Jersey: A Study of New Jersey Court Appointed Special Advocate Programs” Rutgers University School of Social Work with Donald Dickson, Judith Baer, G. Lawrence Farmer, Raquel Fruchter, and Rebecca Sutton (1999).
- “Comparing Sample Frames for Research on Arts Organizations: Results of a Study in Three Metropolitan Areas.” *Journal of Arts Management, Law and Society* 28: 41-66. Deborah Kaple, Sigmund Rivkin-Fish, Hugh Louch, Lori Morris and Paul DiMaggio (1998).
- “Theatres and Communities: Three Scenes” by Howard S. Becker, Michael McCall Lori V. Morris, and Paul Meshejian in *Social Problems*, Volume 36, No. 2(April, 1989), pp. 93-116.

Trauma informed, results and data driven professional, NJ Licensed Social Worker with 20 years of direct practice and senior management experience in various settings including: adolescent out of home care, secondary and higher education student services, intensive in-community counseling, criminal justice systems. Proven leadership with emphasis on data collection, program development, successful accreditation, policy creation and advances in Diversity, Equity and Inclusion in organizations.

**EDUCATION**

**Master of Social Work, MSW**

Rutgers, the State University of New Jersey  
Graduate School of Social Work  
Concentration: Children and Families

**Master of Education, M.Ed.**

American InterContinental University  
Graduate School of Education  
Concentration: Instructional Technology

**Bachelor of Arts, B.A.**

Major: Political Science  
Rutgers, the State University of New Jersey  
Douglass College

**LICENSES/CERTIFICATIONS**

- ◆ NJ Licensed Social Worker, NJ Department of Consumer Affairs
- ◆ NJ Certified School Social Worker, NJ Department of Education
- ◆ Certified CPI- Non-Violent Crisis Intervention Trainer
- ◆ Certified Nurtured Heart Instructor
- ◆ Certified Nurturing Parenting Instructor (Bavolek)

**PROFESSIONAL EXPERIENCE**

**Unlocked Potential, LLC.**

**Independent Contractor- Intensive In-Community Therapist  
2016-2018**

- ◆ Provide individual in-home therapy for youth ages 7-21
- ◆ Serve as an advocate and support for youth with special needs and behavioral health challenges through interactions with Child Study Teams, Care Management Organizations, Mobile Response, treatment providers, and DCP&P.

**LifeTies, Inc.**

**Director of Group Home Services**

**01/2013-present**

- ◆ Oversee program staffing (licensed social workers, case managers and direct care staff) and youth while managing the day to day operations of two-12 bed group homes for adolescents ages 12-21 who are LGBTQ, have chronic medical conditions; trauma histories, behavioral and/or emotional challenges; in addition to youth who are parenting or pregnant.
- ◆ Facilitate the identification and screening of referrals for out of home placement through the NJ Children's System of Care

M.Ed., MSW, LSW

**CONTACT**

LinkedIn

cont'd

- reviews of clinical, behavioral and strength and needs assessments; completion of Joint Care Reviews and Strength and Needs assessments.

- ◆ Manage the completion of intake, admission, treatment plans, programming and planning, and discharge for youth.
- ◆ Oversight of program budgeting and spending: forecasting and managing resident census and donor acquisition to ensure program fiscal progress.
- ◆ Completion of all contracts and Department of Children and Families Out of Home licensing applications for facilities; including Annex A via PerformCare, PSSR, Application for Out of Home Residential Facility.
- ◆ Facilitate trauma informed staff training and coaching regarding behavioral and emotional support for youth; crisis de-escalation; parent education; trauma informed cared and nonviolent practices.
- ◆ Develop strong partnerships with agencies and service providers: Division of Developmental Disabilities, and Vocational Rehabilitation; Division of Child Protection and Permanency, Children's Futures, Robert Wood Johnson, and Care Management Organizations
- ◆ Engage in program development through the exploration of grants, request for proposals and other funding opportunities to support the develop of new programs and services for youth.
- ◆ Serve as a member of a multidisciplinary quality assurance team committed to evaluating and improving service delivery.

#### **Emily Fisher Charter School of Advanced Studies**

##### **04/2009-06/2012- Assistant Coordinator of Student Services/School Social Worker**

- ◆ Managed an alternative program for 20 students with serious social, emotional, behavioral, legal and truancy challenges; provided individual support services based on needs assessments.
- ◆ Served in capacity of Social Work Clinical Intern under the supervision of LCSW from 2008-2009
- ◆ Facilitated individual and group counseling for students and families.
- ◆ Oversaw the operations of 7 instructional and 10 student services staff
- ◆ Served as Bullying Harassment and Intimidation officer for schools.
- ◆ Managed caseload of 60 students for regular individual counseling and high priority support services.
- ◆ Oversaw the functions of the Child Study Team

#### **New Perspectives Counseling Services**

##### **06/2010-present- Social Work Coordinator**

- ◆ Supervised social services staff- 1- LSW and 2 MSW/LAC; and interns
- ◆ Contracted to complete youth and family intake interviews for services.
- ◆ Provide clinical assessment for youth referred by DCP&P, Mercer County Family Court, Juvenile Justice Commission and Perform Care
- ◆ Facilitate group therapy for LGBTQ+ youth
- ◆ Serve as a liaison between youth, families and external community resources; provide referrals for services.

#### **HomeFront, Inc. - New Jersey WorkFirst Program- West Trenton, NJ**

##### **05/08- 5/09- Job Developer/Social Worker**

- ◆ Developed and implemented a comprehensive curriculum for employment training, concentrated on engaging the job market, employment attainment and retention, entrepreneurship and self development.
- ◆ Coordinated the agency's internship program
- ◆ Fostered relationships with local businesses to link clients with employment opportunities.
- ◆ Provided group and individual counseling services.

#### **Rutgers University Office of Financial Aid (OFA) - New Brunswick, NJ**

##### **6/01-11/07- Senior Financial Aid Officer**

- ◆ Provided counseling for students/families with education financing
- ◆ Facilitated outreach workshops for current & potential students.
- ◆ Supervised 23 staff in areas of client services, confidentiality and financial aid practice.
- ◆ Awarded institutional, state, and federal Title IV funds for graduate & undergraduate students



# NEW JERSEY DIVISION OF CONSUMER AFFAIRS

Sean P. Neafsey  
Acting Director  
[Read Bio](#)



### License Information

Accurate as of November 14, 2021 1:15 PM

[Return to Search Results](#)

Name: [REDACTED]

Address: Trenton, NJ

Profession/License Type: Social Work Examiners, Licensed Social Worker

License No: 44SL05599400

License Status: Active

Status Change Reason: License Issuance

Issue Date: 12/1/2009

Expiration Date: 8/31/2022

NO Board Actions. For more information contact New Jersey State Board of Social Work Examiners at (973) 504-6495

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No Public Documents

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[REDACTED]

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## Education

### Master of Arts in Bicultural Studies

December 2020

University of Texas San Antonio (UTSA)

### Bachelor of Arts in Women's and Ethnic Studies, Minor in Communication (emphasis in Media Studies)

May 2018

University of Colorado Colorado Springs (UCCS)

## Selected Work Experience

### LifeTies

#### LGBTQ+ Mentor Coordinator

September 2021-Present

- Oversee and coordinate the LifeTies LGBTQ+ Mentor Program
- Develop, coordinate & execute training for volunteer mentors
- Provide professional staff support to the mentor, mentee, and their family
- Develop, coordinate, & execute LGBTQ+ mentor program curriculum and policies
- Design and deliver educational LGBTQ+ workshops for middle school and high school students and staff

### San Antonio College Mexican American Studies Center

#### Education Outreach Coordinator

November 2018-August 2021

- Coordinated, developed & executed programming to support underrepresented groups of students on campus (e.g., students of color, first-generation, immigrant, LGBTQIA+, etc.)
- Facilitated diversity and inclusivity workshops, organized lectures, panels and other events, and hosted national and local academics, journalists, artists and organizers
- Provided student support, community resources, and mentorship for first-generation and underrepresented groups of students (remote and in person)
- Revamped MAS courses - worked with MAS faculty to redesign their classes to include more High-Impact Practices (HIPS)
- Coordinated and launched the MAS Student Center's remote transition due to COVID-19 pandemic

### LGBT+ Resource Center at the Multicultural Office of Student Affairs, Inclusion, & Community

#### Education Outreach Coordinator

December 2016-August 2018

- Provided mentorship, advocacy & support for LGBT+ student youth
- Coordinated, developed & executed programming to support underrepresented groups of students on campus (e.g., students of color, first-generation, immigrant, LGBTQIA+, etc.)
- Maintained website & resource guide for prospective & current LGBT+ students on campus.
- Assisted supervisor in contacting and negotiating contracts with speakers for LGBT+ events.

### UCCS Office of the Associate Vice Chancellor for Inclusion and Academic Affairs

#### Student Assistant

January 2018-May 2018

- Prepared assessment of the campus climate
- Assisted in the development and execution of a peer mentorship program for the UCCS campus in tandem with several departments

### UCCS Adelina Gómez Scholars Program

#### Resident Assistant & Teaching Assistant

Summer 2018

- Supervised & mentored high-school students from low-income Denver public high schools
- TA for Intro to Social Movements course to such students, including mentoring, tutoring, and grading.



### **Selected Workshops Developed**

- Empowerment Poetry Workshop: What stories live inside you? (2018)
- LGBTQ Gender and Sexuality: Student Identity Development (2018)
- Diversity Awareness for University Orientation Welcome Leaders (2018)
- Inclusive Sex Ed: Trauma Informed Sexual Education for All Bodies (2018)
- Understanding Microaggressions and Intersectionality (2017)
- LGBTQ 1010 for Pikes Peak Library District (2017)
- Coalition Building with QTPOC Communities (2017)
- Building Inclusive Spaces for QTPOC Students (2017)
- Transgender Affirming Practices for Healthcare Professionals (2017)
- General Safe Zone 101 Revamp (2016)
- Trans Safe Zone Revamp (2016)

### **Professional Memberships**

- National Women's Studies Association (2019-Present)
- Mujeres Activas en Letras y Cambio Social (2018-Present)
- National Association for Chicana and Chicano Studies (2017-Present)

### **Professional Development**

- Association of Raza Educators, Sowing Seeds of Praxis: Ethnic Studies Institute (2020)
- So, you want to be an Ally? (2020)
- UndocuPeers Training: Liberating Campus Climate (2018)
- Colorado University Transforming Gender Conference (2016, 2017, 2018)
- Colorado University LGBTQ & Ethnic and Minority Affairs Committee Summit (2016)
- Safe Zone Training, University of Colorado Colorado Springs (2016)

### **Selected Service and Advocacy**

#### **Colorado Springs Dream Team**

##### **Social Media Team (2017 - 2019)**

- Immigrant Justice Organization

#### **TESSA**

##### **Confidential Victim's Advocate (2014 - June 2018)**

- Confidential services for victims of domestic violence and sexual assault in Colorado Springs

#### **United We Dream**

##### **Volunteer for Winter Dream Act Campaign (December 2017-January 2018)**

- Largest immigrant youth-led network



Creating high-quality, evidence-based programs that drive success outcomes for urban and at-risk populations. Mental health professional with interest in leveraging expertise with crisis intervention and behavioral health to offer individual and group therapy to diverse clients. Client advocate known for implementing clinical social work programs that promote optimal health in children, adolescents, and adults overcoming substance abuse, psychiatric, or emotional issues. Empathetic partner who collaborates with teams and families to deliver behavioral health solutions that empower the most challenging client populations to adopt sustainable life changes.

**EXPERIENCE**

**9/2021 – PRESENT**

**LGBTQ+ COMMUNITY RESOURCE COORDINATOR, LIFETIES INC**

Provide individual, group and family therapy to LGBTQ+ youth and young adults, ages 10-21, who have experienced family or peer rejection and/or bullying. The counseling services provide access to LGBTQ+ resources, peer support groups, community education, life skills training and navigating community resources. The role also includes providing psychoeducation series to Middle schoolers and High School students addressing LGBTQ+ themes and inclusive sexual education.

**07/2017 – 1/2021**

**CLINICIAN, PENNSYLVANIA HOPSITAL**

Hired to coordinate and deliver therapeutic services to caseload of 8 families. Lead intensive, community and in- home, trauma - informed therapy treatment sessions with individual and family therapy and psychoeducation groups 3 times per week. Conduct intake evaluations and diagnostic assessments to guarantee appropriate level of service. Meet with medical director to discuss client care and outcomes. Maintain 40 on-call hours monthly to support client in crisis situations. Surpassed individual client needs, establishing network of community providers to address barriers to service.

**EDUCATION**

**10/2018**

**MASTER OF SCIENCE, WALDEN UNIVERSITY**

CLINICAL MENTAL HEALTH COUNSELING

**05/2007**

**BACHELOR OF ARTS, VIRGINIA UNIVERSITY**

## CRIMINAL JUSTICE

### SKILLS

- Psychoeducation
- Evidence-Based Treatment Plans
- Conflict Resolution
- Cultural Competency & Sensitivity
- Community Partnerships
- Trauma-Informed CBT Training & Education

### CERTIFICATIONS

**Licensed Associate Counselor (LAC)** | New Jersey Office of the Attorney General      January 2019

**National Certified Counselor (NCC)** | National Board of Certified Counselors      January 2019



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## Accomplished Director of Social Services

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Seasoned, goal-focused professional with demonstrated track record and expertise developing and managing new and existing programs. Progressive experience in program development and management, and trending data while facilitating services by maintaining a caseload of clients. Proven expertise in driving efficiency and productivity through program evaluation, utilizing community resources and implementation of process improvements. Strong leader with success directing Case Managers, Interns and Volunteers in supporting and achieving objectives.

### Competencies

- Referral Services
- Community Resources
- Collecting Data
- Case Management
- Strategic Planning & Implementation
- Trauma Informed

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## Career Experience

Life Ties Inc., Ewing, NJ

### **Director of Supportive Housing Programs, 2019 – Present**

Responsible for developing, managing and supervising the HUD Contracted Transitional Housing/Rapid Rehousing (TH/RRH) Programs and New Jersey Department of Children and Families Contract- Mary's Place (Transitional Living Program) for Adolescents. Responsible for project management, program development and budgeting for the youth 18 to 24 years of age, unaccompanied, pregnant and parenting youth.

- Developing and managing the overall management of HUD funded project for homeless unaccompanied and accompanied youth (pregnant and parenting) and young adults for Transitional and Rapid-Rehousing.
- Ensure all programs meet compliance and program regulations.
- Responsible for hiring, supervising and training all staff in transitional and rapid-rehousing programs.
- Responsible for determining, recording, collecting and documenting occupancy fees.
- Responsible for appropriately screening all candidates for programs.
- Conducts inspections for admissions and discharges for the housing programs.
- Act as liaison between tenants and property owners.
- Conduct and facilitate resident council meetings.
- Responsible for identifying rental properties and developing working relationships with property managers.
- Manage and oversee consumer data in HMIS, Apricot, New Jersey Spirit database systems.
- Maintain a caseload of four youth.
- Collects and document savings received from consumers in the housing programs.
- Responsible for ordering and tracking supplies for the office and housing programs.

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Life Ties Inc., Ewing, NJL

**Director of Mentoring & Supportive Housing Programs, 2016 – 2019**

Responsible for developing, managing and supervising the TILT (Teenage Independent Living Training) Mentoring Program. Currently managing and supervising the new HUD Contracted Transitional Housing/Rapid Rehousing and New Jersey Department of Children and Families Contracted- Mary's Place (Transitional Living Program) for Adolescents. Responsible for project management, program development and budgeting for the mentoring and supportive housing and rapid rehousing projects for youth and young adults impacted by the child welfare system. Provide supervision to the mentor coordinator, case managers, student interns, and volunteers. Implement training and professional development for the betterment of the team. Compile timely monthly reports to management. Attended community meetings to stay up to date on current events. Brainstormed resources useful for consumers. Track and identify trends to report the data across all programs.

Key Contributions:

- Champion the overall development and management of the Mentoring and Supportive Housing Programs.
- Screen, interview and determine eligibility for consumers for the mentoring and supportive housings.
- Developing and managing the overall management of newly funded HUD project for homeless unaccompanied and accompanied youth, and young adults for Transitional and Rapid-Rehousing.
- Ensure all programs meet compliance and program regulations.
- Responsible for hiring, supervising and training all staff in mentoring, transitional and rapid-rehousing programs.
- Responsible for determining, recording, collecting and documenting housing fees.
- Responsible for appropriately screening all candidates for programs.
- Conducts inspections for admissions and discharges for the housing programs.
- Act as liaison between tenants and property owners.
- Conduct and facilitate resident council meetings.
- Responsible for identifying rental properties and developing working relationships with property managers.
- Manage and oversee consumer data in HMIS, Apricot, New Jersey Spirit database systems.
- Maintain a caseload of four youth.
- Collects and document savings received from consumers in the housing programs.
- Responsible for ordering and tracking supplies for the office and housing programs.

Life Ties Inc., Ewing, NJ

**Director of Life Skills & Supportive Housing Programs, 2013 – 2016**

Managed and supervised the TILT (Teenage Independent Living Program)/Life Skills and Mary's Place (Transitional Living Program) for Adolescents. Handled the project management and program development for the supportive housing project for youth aging out of the welfare system. Provided supervision to Life Skills Coaches, Aftercare Coordinator, Client Services Coordinator, Student Interns and Volunteers. Enforced training and professional development for the betterment of the team. Compiled timely monthly reports to management. Attended all community meetings to stay up to date on current events. Brainstormed resources useful for consumers. Tracked and identified trends to report the data across all programs.

Key Contributions:

- Conducted the interviews for referral candidates eligible for the life skills, mentoring, and supportive housing project.

Life Ties Inc., Ewing, NJ

**Program Director, Mary's Place Transitional Living Program 2006 – 2013**

Managed and supervised the permanent supportive housing program for adolescent youth. Structured the program including aligning the policies and procedures with objectives through necessary modifications. Oversaw services by coordinating internal and external resources that provide quality services and continued care. Responsible the project management, development and administration, budgeting of a new permanent support housing project for youth aging out of care. Performed all the screenings and thorough interviews for potential tenants. Consistently upheld a caseload of four consumers. Led and monitored student interns and volunteers to ensure performance standards are met. Mentored and liaised between tenants and property owners. Developed a strategic planning strategy by utilizing marketing materials implemented in presentation to attract potential tenants and to highlight the agency's mission, goals, and objectives. Conducted the admission and discharge planning process for candidates.

Key Contributions:

- Created the program focused on quality to coincide with compliance standards in accordance with the New Jersey Department of Children and Families (DCF) regulations.

Archdiocese of Philadelphia, Philadelphia, PA

**Case Management Supervisor, Visitation Homes, Transitional Living Program 2003 – 2006**

Performed a range of case management duties for eighteen families. Handled the management of the entire program in the absence of the Program Director. Led and monitored case managers, student interns and volunteers to ensure performance standards are met. Assisted in leading monthly meetings that outlined the concerns of the remainder of staff and tenants. Tasked to generate permanent housing options for candidates.

Key Contribution:

- Created the program focused on quality to coincide with compliance standards in accordance with the City of Philadelphia Office of Emergency Service (OESS) regulations.

Previous Employment:

**Therapeutic Support Staff**, Delta-T Group, 2002

**Internship**, Mercy Hospice, Catholic Social Services, 2002-2003

**Internship**, Child Care Department, Catholic Social Services, 2001-2002

**Social Work Technician**, Adoption Services, Catholic Social Services, 1997-2001

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## **Education and Credentials**

**Master of Social Work**, May 2003, Temple University – Philadelphia, PA

**Bachelor of Social Work**, May 1997, Temple University – Philadelphia, PA

**Associate of Science**, May 1991, Pierce Junior College – Philadelphia, PA

### **Certifications**

LSW, Licensed Social Worker – Anticipated Completion, May 2022

CPI, Certified Instructor, Nonviolent Crisis Intervention

CPR and AED Certified

Narcean Certificate

**References Available Upon Request**



Sample Schedule for one month

Employee	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pride Advocate		9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	
		9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	
		9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	
		9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	

We understand that some groups may prefer to be trained in the evenings or on the weekends. The Healthy Relationships Pride Advocate will be notified upon being hired that they must have some flexibility in their schedule to accommodate the needs of the groups being served.





### Sample Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	
	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	
	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	
	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	9 a.m.-5 p.m.	

We understand that some groups may prefer to be trained in the evenings or on the weekends. The Healthy Relationships Pride Advocate will be notified upon being hired that they must have some flexibility in their schedule to accommodate the needs of the groups being served.



## Staffing Patterns

The Executive Director, who has managing and report on grants for over 20 years, will provide overall oversight of the grant activities ensuring that services are provided in a timely manner and all financial expenses are tracked and reporting done on time. The ED also will process all contract documents that are needed to execute the contract. The ED currently is responsible for oversight of two other DCF contracts and has the experience working with DCF contracts and licensing. The Finance Director will track all activities in Quickbooks and prepare all requested financial reports.

The Executive Director will hire and supervise the Healthy Relationships Pride Advocate. The ED will meet weekly with the Pride Advocate and bi-weekly with the Youth and Family Pride Center to collaborate and share lessons learned. The Executive Director and Director of Residential Services and Training Institute will attend meetings with the Pride Advocate and our other Youth and Family Pride Center staff and the consulting IVP agencies in Mercer and Burlington Counties to begin partnership activities and bi-directional training. Meeting schedule will be set up with each county but in the first few months, we expect weekly or bi-weekly meetings.

Both LifeTies Director of Residential Services and Training Institute and our Director of Supportive Housing will provide CPI training to the IPV agency staff and volunteers. The Director of Residential Services/Training Institute will also provide Nurtured Heart training to the IPV agencies. The Healthy Relationships Pride Advocate will be required to have previous experience with the LGBTQ+ population, public speaking and training experience. They will be responsible for contacting schools, social service providers, law enforcement, and court personnel to schedule and deliver trainings. The Pride Advocate

will assist with distributing flyers about our programs and work with our social media volunteer to develop and post social media messages on a weekly basis. They also will be responsible for administering all evaluation tools post training to measure our effectiveness. The Pride Advocate also will be available to receive requests of referrals from youth and form other provider agencies to support youth in need and then connect them to the appropriate agencies to support them.

Our Performance Measurement Specialist will collaborate with the Pride Advocate set up the necessary fields in our case management system to track all grant activities. He also will assist with analysis of all data and synthesizing it to share with DCF, IPV agency partners and our leadership so we can continuously improve the services we offer.

## **LifeTies' Compliance with Prevent Child Abuse Safe-Child Standards**

LifeTies has a written policy indicating our commitment to protecting children in care from sexual abuse; all new employees when being onboarded must attest they have read and understand it. As part of our CARF accreditation requirements, we develop a risk management plan for our entire agency on an annual basis which is a live document updated throughout the year. If our safety committee assessment results indicate there are high risk situations for child sexual abuse, our agency will incorporate the finding in the risk management plan to find a solution to minimize the risk with a timeline to complete the task. All staff and volunteers are provided with a code of conduct that specifies acceptable and unacceptable behavior. This code of conduct is incorporated into our agency's Policies and Procedures Manual which staff must read and sign attesting they understand it on an annual basis. Volunteers are required to sign off on code of conduct prior to serving any youth. All staff and volunteers working with youth must go through the following: face-to-face interview, three reference checks, criminal background checks: fingerprinting, Child Abuse Registry Information Check (CARI), Sexual Abuse Registry check and a third party driver background check if driving youth. All staff are required to take numerous courses in our online learning system including several that focus on the employee's role in preventing child sexual abuse, promoting a safe environment, and maintaining professional boundaries. Volunteer mentors are trained on prevention of child sexual abuse through our pre-service training. Each employee must pass a test on each course to ensure comprehension. Finally, we have written policies and procedures on mandated reporting as well as clear written procedures for reporting and handling suspected abuse.



## Description of Program Space

The majority of all of our program activities will take place on site of the schools or agencies or virtually if the pandemic does not permit in –person trainings. However, if a group of youth or professionals prefer to meet off-site, they will be welcome to come to LifeTies’ facilities. Our Administration conference room which is located at [REDACTED] is on the first floor and has a direct entrance from our parking lot to the room. The conference room can comfortably seat 12-15 people (see photos). It has a white board, ability for us to show videos and provide trainings. We have a gender neutral bathroom in the administration building.

If a larger group is interested in training off-site, they can come to our [REDACTED]

[REDACTED] This is the office where the Pride Advocate and Youth and Family Pride Center is housed. It has a multi-purpose room that is flexible, a gender neutral bathroom within the office. We can move tables around to comfortably seat 20-25 participants (see photo). It is on the second floor with access to an elevator. Both sites are handicap accessible and both sites have small kitchens if any refreshments are served. Both sites have positive images of youth with empowering messages on the walls.

If a group in Burlington County prefers to meet off-site, we will arrange for the training to take place at a library in close proximity to the agency.

## Summary of Evaluation Tools

The evaluation will solicit feedback to inform the training and referral content, and collect outputs and outcomes in three phases:

- 1- Assess the training and referral process while in development to hone the sense of current knowledge and practice, gaps and expectations,
- 2- Assess the training and referral process during program implementation and
- 3- Evaluate the impact of the trainings on knowledge and referrals.

Evaluation tools for each phase are included below.

### Phase I: Assess the training and referral process during its development

Process for receiving feedback: LifeTies staff shares draft training materials, including a description of the process for making self-referrals and any materials provided. Staff requests responses to questions and any additional feedback.

Reviewer: The Pride Center Youth Served

Questions:

1. What training methods would high school students prefer? Check all that apply.
  - Online/Internet reading
  - Online/Internet group discussion
  - Training workshop presentation
  - Highly participatory training workshop
  - Discussion groups
  - Peer training
2. Which parts of the content provided are most relevant to students in understanding dating violence?
3. Which are least relevant?
4. What content, if added, could support students in understanding the signs and dangers of dating violence?
5. Would the proposed referral approach respect the participants' safety and privacy? If not sure or no, how might the approach be strengthened to better respect the participants' safety and privacy?
6. For the Post Workshop evaluation tool, how well is it likely to assess the participants experience in the trainings? If appropriate, add suggestions.

Reviewer: representatives from school administration, law enforcement agencies and court personnel, health care providers and other youth-serving agencies

Questions:

1. Have you ever attended a training on critical considerations for people who identify as LGBTQ+ and intimate partner violence?

2. What information is important to you that you hope to learn more about in this training?  
Check all that apply.

- Defining a Healthy Relationship
- Defining Intimate Partner Violence
- Understanding why dating violence is more prevalent in the LGBTQ population than heterosexual population.
- Understanding how to respond if youth discloses dating violence to me.
- Understanding how I can get help for the youth.

3. How will learning about LGBTQ+ people and how to recognize and address dating violence/IPV be helpful to you in your work?

4. What type of training materials do you prefer? Check all that apply.

- Video, audio
- Powerpoint presentations
- Internet resources
- Handouts
- Other \_\_\_\_\_

5. How would you support referrals to LifeTies, Womanspace or Providence House, if you are approached or become aware of an IPV-related concern?

6. For the Post Workshop evaluation tool, how well is it likely to assess the participants experience in the trainings? If appropriate, add suggestions.

Phase 2: Implementing Trainings and Referrals

*A. Trainings for Professionals*

Process: Facilitators collect

- Attendance at Trainings, including agency name and date and time of training
- Sign in sheet completed by participants with their name and role in the agency.

Facilitators distribute the Post Workshop Evaluation, which is a brief, one-page questionnaire (either on paper or, if a virtual training, a link to the electronic tool), immediately after the training before the participants leave.

Post Workshop Evaluation Tool

*Content*

Rate the information covered: 1 = well covered, 2 = mentioned, 3 = not addressed

1. Were the objectives for the training met? Check the appropriate box below.

<b>Training Objectives</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
I can state the unique considerations for serving LGBTQ+ youth and young adults			

I recognize the warning signs and dangers for intimate partner violence for LGBTQ+ youth and young adults			
If I engage with people who may be experiencing IPV, I know what to do next to support them.			
I can explain what a healthy relationship is.			
I can describe why communication is an important part of an emotionally and physically healthy relationship.			
I can explain what assertive communication with a partner to discuss youths' relationship and safer sex is.			
If I have the opportunity to refer to LifeTies, Womanspace or Providence House, I understand how to make these referrals while also protecting the person's confidentiality and safety			

2. If you responded 'No' or 'Not Sure' to any of the statements above, what would improve your ability to meet the objective(s)?
3. What information from the training will be most useful to you?
4. Would you consider accessing the agencies' resources?
5. What suggestions do you have to improve the training content?

*Process*

6. Rate the following by checking the appropriate box in each row:

Quality of presenters	Very Low	Low	Moderate	High	Very High
Presenters' knowledge of subject matter					
Usefulness of Presentation Content					
Effectiveness of training method					
Usefulness of Handouts					

7. What suggestions do you have to improve the *delivery* of the training content?

*B. Trainings for youth*

Post workshop evaluation for youth

*Content*

1. Rate the information covered: 1 = well covered, 2 = mentioned, 3 = not addressed

2. Were the objectives for the training met? Check the appropriate box below.

<b>Training Objectives</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
The training was inclusive and culturally sensitive to youth who are LGBTQ+			
I understand the warning signs and dangers for dating violence or intimate partner violence.			
I can explain what a healthy relationship is.			



I can describe why communication is an important part of an emotionally and physically healthy relationship.			
I can use assertive communication with a partner (now or in the future) to discuss our relationship and safer sex.			
I know what sexual consent means and why it's important			
I know what to do to support peers who may be experiencing IPV.			
I understand how to make referrals to LifeTies, Womanspace or Providence House protecting the person's identity.			
I have confidence that the referral process protects the person's confidentially and safety			
I am likely to access the resources described to learn more.			

3. If you responded 'No' or 'Not Sure' to any of the statements above, what would improve your ability to meet the objective(s)?
4. What information from the training will be most useful to you?
5. What suggestions do you have to improve the training content?
6. Rate the following by checking the appropriate box in each row:

Quality of presenters	Very Low	Low	Moderate	High	Very High
Presenters' knowledge of subject matter					
Usefulness of Presentation Content					
Effectiveness of training method					
Usefulness of Handouts					

Phase 3: Final Summary of Evaluation Findings

On a quarterly basis, the Performance Improvement Specialist and Pride Advocate will summarize the aggregated outputs (see table below) and training feedback, identifying lessons learned and opportunities for additional services and trainings.

Outputs collected include:

<i>Output Type</i>	<i>Measure</i>
Workshops completed each quarter	# workshops, county, audience type and # of participants
Referrals received for dating violence and/or IPV services through LifeTies, including from trainings	#, receiving agency (Womanspace or Providence House), referral attribution
Referrals to LifeTies from the two IPV agencies	Number and type of service requested
Social media posts	Number of views and 'likes' & shares

**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**

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: 11/10/2021

Printed Name:  Title: Executive Director

Organization Name: LifeTies, Inc.

**Program Implementation Schedule**  
**First Quarter Implementation Schedule**

<p><b>Week 1</b></p> <ul style="list-style-type: none"> <li>• Hire Pride Advocate – advertising begins upon notification of award</li> <li>• Order laptop, cell phone and office supplies, case management license, online learning subscription for new position</li> <li>• Set up meeting schedule with Womanspace</li> </ul>	<p><b>Week 2</b></p> <ul style="list-style-type: none"> <li>▪ Meet with existing LifeTies staff to plan Nurtured Heart and CPI trainings and scheduling</li> <li>▪ Begin outreach with schools and contacts notifying them of new available training</li> <li>▪ Begin Orientation of Pride Advocate</li> <li>▪ Weekly meeting with Womanspace</li> </ul>	<p><b>Week 3</b></p> <ul style="list-style-type: none"> <li>▪ Womanspace begin 60 hour Training of LifeTies staff LifeTies Trains Womanspace staff and volunteers</li> <li>▪ Create flyers and begin designing brochure</li> <li>▪ Weekly meeting with Womanspace</li> <li>▪ Outreach to schools, law enforcement, court personnel through meetings explaining new program.</li> </ul>	<p><b>Week 4</b></p> <ul style="list-style-type: none"> <li>▪ LifeTies Trains Womanspace staff and volunteers (Nurtured Heart)</li> <li>▪ Create flyers and begin designing brochure</li> <li>▪ Weekly meeting with Womanspace</li> </ul>
<p><b>Week 5</b> Womanspace Training Continued</p> <ul style="list-style-type: none"> <li>▪ Weekly meeting with Womanspace</li> <li>▪ Develop Curricula</li> </ul>	<p><b>Week 6</b> Womanspace Training Continued</p> <ul style="list-style-type: none"> <li>▪ Weekly meeting with Womanspace</li> <li>▪ Develop Curricula</li> </ul>	<p><b>Week 7</b></p> <ul style="list-style-type: none"> <li>• LifeTies Trains Womanspace staff and volunteers (CPI)</li> <li>▪ Weekly meeting with Womanspace</li> </ul>	<p><b>Week 8</b></p> <ul style="list-style-type: none"> <li>▪ Weekly meeting with Womanspace</li> <li>▪ Develop Curricula</li> <li>▪ Customize curricula for each audience</li> </ul>

<ul style="list-style-type: none"> <li>▪ Outreach to schools, law enforcement, court personnel through meetings explaining new program.</li> </ul> <p>Customize case management software to track activities</p>	<ul style="list-style-type: none"> <li>▪ Develop referral forms</li> <li>▪ Customize case management software to track activities</li> <li>▪ Outreach to schools, law enforcement, court personnel through meetings explaining new program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop Curricula</li> <li>▪ Outreach to schools, law enforcement, court personnel through meetings explaining new program.</li> <li>▪ Customize case management software to track activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Customize case management software to track activities</li> <li>▪ Identify youth and professionals to review training material and pilot the training.</li> </ul>
<p><b>Week 9</b></p> <ul style="list-style-type: none"> <li>• Begin training review and pilot trainings with reviews and input from professionals and youth</li> <li>• Schedule trainings</li> <li>• Begin pilot trainings</li> </ul>	<p><b>Week 10</b></p> <ul style="list-style-type: none"> <li>• Begin training review and pilot trainings with reviews and input from professionals and youth</li> <li>• Schedule trainings</li> <li>• Begin trainings</li> </ul>	<p><b>Week 11</b></p> <ul style="list-style-type: none"> <li>• Review input from youth and professionals</li> <li>• Revise curricula based on input</li> <li>• Schedule trainings</li> <li>• Begin trainings</li> </ul>	<p><b>Week 12</b></p> <ul style="list-style-type: none"> <li>• Begin training review and pilot trainings with reviews and input from professionals and youth</li> <li>• Schedule trainings</li> <li>• Begin trainings</li> </ul>

### Grant Cycle Implementation schedule

Year	Activities: 1 <sup>st</sup> Quarter Weekly Schedule leading up to implementation, see above.	2nd Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
1		<i>Mercer County:</i>	<ul style="list-style-type: none"> <li>▪ Hold 10-15 workshops</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hold 10-15 workshops</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Outreach to school personnel and GSAs</li> <li>▪ Outreach to law enforcement agencies</li> <li>▪ Outreach to court personnel</li> <li>▪ Outreach to social service agencies</li> <li>▪ Hold 5 workshops</li> <li>▪ Begin plan for filming for instructional video</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interim evaluation of Mercer County workshops and referrals.</li> <li>▪ Train Womanspace Volunteers – 2<sup>nd</sup> cohort.</li> <li>▪ Develop MOUs with LGBTQ+ friendly social service providers to provide referrals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Collect data from Womanspace</li> <li>▪ Analyze training evaluations</li> <li>▪ Make changes based upon evaluations</li> <li>▪ Begin recruitment for Mercer County Intern through local colleges and volunteer match.</li> </ul>
2	<ul style="list-style-type: none"> <li>▪ Train Providence House staff and volunteer victim advocates</li> <li>▪ Train clinicians from Family Growth – an additional program under Catholic Charities.</li> <li>▪ Customize training curricula for Burlington County</li> <li>▪ Collaborate with Providence House on outreach plan for Burlington County</li> <li>▪ Hold 10 workshops in Mercer County</li> <li>▪ Train new cohort of Mercer County volunteer advocates and new staff.</li> </ul>	<p><i>Burlington County:</i></p> <ul style="list-style-type: none"> <li>▪ Outreach to school personnel and GSAs</li> <li>▪ Outreach to law enforcement &amp; probation officers</li> <li>▪ Outreach to court personnel</li> <li>▪ Hold 5 workshops in Burlington County</li> </ul> <p><i>Mercer County:</i></p> <ul style="list-style-type: none"> <li>▪ Hold 10 workshops</li> </ul>	<p><i>Burlington County:</i></p> <ul style="list-style-type: none"> <li>▪ Hold 10-15 workshops</li> <li>▪ Develop MOUs with LGBTQ+ friendly social service providers to provide referrals</li> <li>▪ Evaluate workshop feedback and number and type of referrals</li> </ul> <p><i>Mercer County:</i></p> <ul style="list-style-type: none"> <li>▪ Hold 10-15 workshops</li> <li>▪ Train new cohort of volunteer advocates.</li> </ul>	<p><i>Burlington County</i></p> <ul style="list-style-type: none"> <li>▪ Hold 10-15 workshops</li> <li>▪ Evaluate workshop feedback and number and type of referrals</li> <li>▪ Begin recruitment for Burlington County intern</li> </ul> <p><i>Mercer County</i></p> <ul style="list-style-type: none"> <li>▪ Hold 10-15 workshops</li> </ul>

3	<ul style="list-style-type: none"> <li>▪ Hold 10 workshops in both counties</li> <li>▪ Train new Burlington intern</li> <li>▪ Explore funding options to expand to additional New Jersey counties</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hold 10 workshops in both counties.</li> <li>▪ Continue exploring funding options for expansion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hold up to 10-15 workshops in both counties</li> <li>▪ Evaluate program</li> <li>▪ Apply for funding</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hold up to 10-15 workshops in both counties.</li> <li>▪ Evaluate program.</li> </ul>
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## **PART III: APPENDICES**

**2 of 2**



## Conflict of Interest Policy

(from LifeTies Policies and Procedures Manual, p.5)

LifeTies Stakeholders shall always act in the best interest of LifeTies and not permit outside interests to interfere with their job duties. LifeTies prohibits all LifeTies Stakeholders from using their position with LifeTies or LifeTies' relationships for private gain or to obtain benefits for themselves or members of their family.

For purposes of this policy, a potential conflict of interest occurs when a LifeTies Stakeholder's outside interests (e.g., financial or personal interests) interfere with LifeTies' interests or the LifeTies Stakeholder's LifeTies-related duties. For example, a conflict of interest can occur when an employee is in a position to influence a decision that may result in a personal gain for the employee or the employee's family member as a result of LifeTies' dealings.

LifeTies Stakeholders other than contractors are prohibited from having direct or indirect financial interest in the assets, leases, business transactions or current professional services of LifeTies, Inc.

Any LifeTies Stakeholder with the potential for such a situation should disclose their relationship and business transactions with any professional services provided to LifeTies to the Executive Director and the Board President prior to any such engagement.

Any questions about whether a situation may result in conflict of interest for any employee should be addressed to the Executive Director, any questions whether a situation may result in a conflict of interest for a trustee or officer should be directed to the Board President.

### Relationships with Other Employees

Employees who have a special relationship with one another, such as domestic partners or blood relatives, should not supervise one another.

### Outside Employment for LifeTies Employees

LifeTies recognizes that some employees may seek additional outside employment, including second jobs, consulting engagements, self-employment and volunteer activities. To protect LifeTies' confidential information, trade secrets, and other business interests while employees are engaged in outside employment, LifeTies has adopted the following rules and guidelines relating to outside employment by employees:

- Before beginning outside employment, employees must give advance written notice of the outside employment to the Executive Director.
- Outside employment must not interfere with the employee's work performance or work schedule.
- Outside employment may not take place during regular operating work hours Monday through Friday, 9-5 for exempt employees.

- Employees may not use LifeTies' property, facilities, equipment, supplies, IT systems (such as computers, networks, e-mail, telephones or voicemail), time, trademark, brand or reputation in connection with any outside employment.

If an employee is considering outside employment but is not sure if it complies with the rules and guidelines set out in this policy, they should speak with the Executive Director, who will determine whether the outside employment complies with this policy.

Any employee, regardless of position or title, who the Executive Director determines has violated this policy, is subject to discipline, up to and including termination of employment.

#### Outside Business Interests for LifeTies Employees

Employees may have outside business interests and outside employment so long as these do not interfere with job performance at LifeTies. If LifeTies determines that the job performance of an employee is negatively impacted by outside employment, the employee is to be informed and requested to either resign or accommodate the concerns of LifeTies by changing or eliminating the outside employment. An employee may not use any item with the LifeTies logo for personal reasons or for monetary gain.

#### Personal Beliefs

LifeTies recognizes that LifeTies Stakeholders may hold a wide range of personal beliefs, values and commitments. LifeTies' Code of Ethics, as described below is violated when a LifeTies Stakeholder's actions related to their personal beliefs prevent employees from fulfilling that person's LifeTies responsibilities, results in discrimination, harassment or creates a hostile environment for others.



## CONSULTING AGREEMENT

In support of training and education on dating abuse and intimate partner violence (IPV) through LifeTies' Youth and Family Pride Center.

**Agreement Dates:** April 1 2022 to March 31 2025

**Between** LifeTies, Inc. and Womanspace, Inc.

**Goal:** To prevent intimate partner violence experienced by LGBTQ+ youth and young adults through training and education such that LGBTQ+ victims of IPV are supported in seeking and receiving the support and services they need.

With this Agreement, the above named parties agree to enter into a partnership that will support LifeTies and advance its mission to serve our LGBTQ+ community. This partnership leverages the expertise of both agencies to prevent and address intimate partner violence in the LGBTQ+ community.

During this partnership, the contribution of Womanspace will be to:

- Provide their 60-hour training on intimate partner violence to LifeTies staff including 2 Community Resource Coordinators, 1 mentor coordinator and 2 group home clinicians.
- Train LifeTies volunteer mentors on recognizing the signs of intimate partner violence and what to do.
- Support Womanspace staff to receive training on critical considerations for serving LGBTQ individuals including addressing behavioral health challenges and using de-escalation strategies.
- Accept referrals within their capacity for counseling adolescents and provide shelter for adults, including transgender men who may be sheltered in hotels for safety.
- Connect LifeTies to contacts in law enforcement and in the schools for providing trainings.
- Refer LGBTQ+ adolescents and young adults and families to LifeTies for community resources and/or mentoring.

*LifeTies will compensate Womanspace \$2500 for the 60 hour training, time spent advising on IPV content in multiple meetings & co-facilitating trainings in that initial year.*

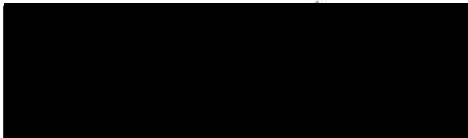
The contribution of LifeTies will be to:

- Train Womanspace staff on critical considerations for people identifying as LGBTQ+, including addressing behavioral health challenges and using the Crisis Prevention Institute's de-escalation strategies.
- Train Womanspace volunteers on challenges for LGBTQ+ and IPV.
- Support LifeTies staff to receive Womanspace's IPV training.
- Refer adolescents and young adults facing dating abuse or intimate partner violence to Womanspace for counseling and shelter (for 18 years old and up).



Executive Director, Womanspace

Date 11/8/21



Executive Director, LifeTies, Inc.

Date 11/10/21



## CONSULTING AGREEMENT

In support of training and education on dating abuse and intimate partner violence (IPV) through LifeTies' Youth and Family Pride Center.

**Agreement Dates:** April 1 2023 to March 31 2025

**Between** LifeTies, Inc. and Catholic Charities, Diocese of Trenton

**Goal:** To prevent intimate partner violence experienced by LGBTQ+ youth and young adults through training and education such that LGBTQ+ victims of IPV are supported in seeking and receiving the support and services they need.

With this Letter of Agreement, the above named parties agree to enter into a partnership that will support LifeTies and advance its mission to serve our LGBTQ+ community. This partnership leverages the expertise of both agencies to prevent and address intimate partner violence in the LGBTQ+ community. For Catholic Charities, Diocese of Trenton, this partnership has a particular emphasis on the staff and services of Providence House, its domestic violence services based in Burlington County.

During this partnership, the contribution of Catholic Charities Trenton will be to:

- Support Providence House staff to receive training on critical considerations for serving LGBTQ individuals including addressing behavioral health challenges and using de-escalation strategies.
- Accept referrals within their capacity for counseling adolescents and providing shelter for adults, including transgender men, keeping their safety in mind.
- Represent Providence House at initial trainings in Burlington County.
- Connect LifeTies to contacts in both Mercer and Burlington Counties in youth-serving agencies, with a specific focus on law enforcement and the schools for providing trainings.

*LifeTies will compensate Providence House \$1500 for time spent advising on IPV content, other providers to support youth in Burlington, customizing training for Burlington & co-facilitating trainings in that initial year.*

The contribution of LifeTies will be to:

- Train Providence House staff, clinicians and volunteers on critical considerations for people identifying as LGBTQ+, including addressing behavioral health challenges and using the Crisis Prevention Institute's de-escalation strategies.
- Refer adolescents and young adults facing dating abuse or intimate partner violence to Providence House for counseling and shelter (for 18 years old and up).

Signature



Service Area Director, Children and Family Services, Catholic Charities, Diocese of Trenton  
Date : November 10, 2021



Executive Director, LifeTies, Inc.

Date 11/15/21

May 17, 2019

LifeTies, Inc.  
[REDACTED]

This letter is to document our understanding with you for the services which we will perform. Professional standards require accountants to document their understanding in writing when these services are being performed. Our services will begin May 17, 2019 and will continue until terminated by either party in writing.

### **OBJECTIVES OF THE ENGAGEMENT AND SERVICES TO BE PERFORMED**

We will provide the accounting services outlined below.

Each month, Accurate Accounting LLC ("Accurate") agrees to perform the following functions:

- Record cash disbursements, cash receipts, payroll and related transactions, as directed by management, in QuickBooks general ledger.
- Reconcile all bank accounts, credit cards, and tie-in cash receipts and disbursements journals.
- Analyze revenue and expense account postings as considered necessary.
- Provide QuickBooks balances sheet, profit and loss, and budget vs. actual reports.
- Attend monthly board meetings or other meetings as requested.

Quarterly, Accurate agrees to perform the following functions:

- Reconcile, prepare and submit required grant reports to management for approval

Annually, Accurate agrees to perform the following functions:

- Propose adjusting or correcting journal entries to be reviewed and approved by management.
- Prepare books and records for audit by an independent CPA.
- Answer inquiries on specific accounting matters
- Assist management with internal controls and streamlining processes
- Assist management in preparing the annual budget and grant applications

Accurate will not perform management functions or make management decisions on behalf of the organization. However, we will provide advice and recommendations to assist management of the organization in performing its functions and making decisions.

### **LIFETIES' RESPONSIBILITIES**

The organization agrees to perform the following functions in connection with Accurate's provision of the accounting services:

- Assume all management responsibilities, including determining cash receipts journal and cash disbursement journal transaction coding and approving all proposed journal entries.
- Designate an individual who possesses suitable skill, knowledge, and experience to oversee the accounting services and evaluate the adequacy and results of the services performed.
- Accept responsibility for the results of the accounting services, including the journal entries, general ledger, trial balance, pension and budget reporting.
- Establish and maintain internal controls over the accounting processes.

### **ACCURATE'S RESPONSIBILITIES AND LIMITATIONS OF THE ENGAGEMENT**

Accurate will perform the services in accordance with applicable professional standards, including standards issued by the American Institute of Certified Public Accountants.

This engagement is limited to the accounting services outlined above. Accurate, in its sole professional judgement, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or performing management functions, including determining classification of transactions and approving journal entries. Accurate will advise the organization with regards to tax positions taken, but the organization must make all decisions with regards to those matters.

Our engagement cannot be relied upon to disclose errors, fraud or illegal acts. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our accounting services, that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our accounting service regarding illegal acts that may have occurred, unless the are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

### **OTHER RELEVANT INFORMATION**

Our fees will be based on the amount of time required as calculated at our regular hourly rate of \$75/hr, plus out-of-pocket expenses and computer processing costs, if any. Accurate agrees to provide up to a maximum of three 8-hour days per week (24 hours per week). You will be billed periodically as the work is performed and all invoices are payable upon presentation. If either party elects to terminate these services, our engagement will be deemed to have been completed upon written notification of termination,



even if we have not completed our work. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement described herein, and our respective responsibilities.

Very truly yours,

ACCURATE ACCOUNTING, LLC

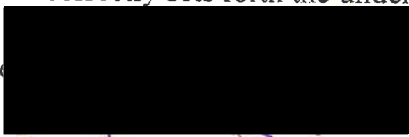


Owner

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RESPONSE: This letter correctly sets forth the understanding of LifeTies, Inc.

Management signature



Title: Executive Director

Date: 5/17/19

## Consulting Agreement

This Consulting Agreement is being executed between LifeTies, Inc ("Client") and [REDACTED] Consulting Services ("Consultant") this 1<sup>st</sup> day of October 2021.

### Work to be Performed

#### Objectives

The Consultant is entering into a consulting agreement with the Client who needs a Performance Improvement Specialist. The work to be performed (aka a Statement of Work) proposes that the Consultant will deliver Performance Improvement Specialist services to the Client as an integrated member of the LifeTies team.

#### Deliverables

The Performance Improvement Specialist role is intended to help improve agency outcomes. The Consultant will address this need by:

1. Maintain and monitor the performance measurement activities of the agency and organize performance improvement objectives;
2. Develop measurement reports to demonstrate positive program outcomes, and partner with program directors to identify needs for improvement;
3. Coordinate the implementation and operations of an agency-wide quality system including monitoring and oversight to ensure adherence to all laws, regulations, and applicable accrediting standards;
4. Implement and maintain the client case management system (Apricot);
5. Monitor staff adherence to training requirements to ensure staff is adequately equipped with knowledge and tools to perform in compliance with LifeTies' policies;
6. These deliverables will be provided for all programs implemented by LifeTies which currently consists of Group Homes, Mentoring, Supportive Housing, Volunteers, and Youth and Family Pride Center.

#### Expected Tasks

The Consultant will complete the following tasks to achieve the defined deliverables:

- Coordinate the development, implementation and on-going operations of quality management including quality monitoring, oversight and adherence to program regulations and requirements;
- Serve as project coordinator for agency initiatives as assigned;
- Ensure programs are compliant with federal and state laws through audit, visitation, and inspection;

- Maintain and monitor the performance measurement activities to remain in compliance with the agency's performance measurement system as well as applicable accrediting standards;
- Ensure compliances with required training for accreditation across the agency;
- Partner with agency leaders to follow-up on external program audit reports;
- Maintain the case management system used by the agency and provide reports as requested;
- Build additional reports in the case management system for agency leaders and other staff so that outcomes can be tracked;
- Participate in organizational meetings;
- Direct assigned personnel (as applicable) to remain in compliance with performance measurement and CQI activities;
- Support any student interns and/or volunteers assigned to Quality Assurance;
- Create and maintain programmatic reports and dashboards as needed.

#### Timeline for Work Completion

This Agreement will be valid for one from the effective date. The work described will be conducted over a 12-month period commencing on October 1, 2021 and ending on September 30, 2022.

#### Termination

Either party may terminate this Agreement at any time upon 60 days prior written notice.

Upon the signing of this agreement, the Consultant commits to working with the Executive Director to create a plan laying out the priorities for addressing the deliverables and tasks.

#### Location of Work

The work described will be performed either on-site at the agency's offices or off-site at a location at the choosing of the Consultant. Most of the work is expected to be performed at a LifeTies location, and the agency agrees to provide suitable office space consisting of a desk with a phone, Internet connection, lifeties.org email address, and access to the same file / data storage used by employees.

UPDATE – Due to the coronavirus pandemic, all work will be performed off-site unless absolutely required for the completion of a project or task.

#### Determining Acceptance of Deliverables

The Consultant requests a periodic review (suggested bi-weekly) with the Executive Director to review progress, update priorities, and to ensure continued alignment on the goals and objectives of the Performance Improvement position.

The Consultant will issue a monthly invoice to the LifeTies' Executive Director detailing all work performed in the previous month. The activity report will be provided on the last day of each

month. The signature of the Executive Director will indicate agency acceptance of the deliverables.

## Compensation

Client shall pay Consultant a flat fee of \$60,000 as total compensation for the project described in the Statement of Work, payable in 12 equal installments on a monthly basis. Consultant agrees to issue a monthly report to be reviewed and signed by the Client's Executive Director as noted in the section titled "Determining Acceptance of Deliverables".

## Independent Contractor Relationship


Consultant's relationship with Client will be that of an independent contractor, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture, or employment relationship. No part of Consultant's compensation will be subject to withholding by Client for the payment of any social security, federal, state or any other employee payroll taxes.

## Ownership of Work Product

Consultant agrees that all work product developed by him alone or in conjunction with others in connection with the performance of services pursuant to this Agreement is and shall be the sole property of the Client, and the Consultant shall retain no ownership, interest, or rights therein. Work product includes but is not limited to reports, graphics, documents, IT system modules, slogans, etc.

## Confidentiality

Consultant will maintain strict confidentiality of all activities within the Client organization. Confidentiality includes but is not limited to: pay and other financial information, personnel issues, sensitive information disclosed in meetings, pending policy or procedure changes that have not been announced, disciplinary information, information regarding any investigation, and information regarding the youth served by the agency.

	DATE		CLIENT SIGNATURE & DATE
	10/1/21		10/1/21



Inter-Networkx, L.L.C.  
Tel: (609) 586-9889  
Fax: (609) 228-6664  
help@weneedservice.com

Agreement number – LT81911070 – R5

**2021 Service Level Agreement**  
by  
**Inter-Networkx, LLC**  
for  
**Lifeties, Inc.**

**Effective Date:** July 1, 2021

<b>Document Owner:</b>	Inter-Networkx, LLC
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**Approval**

Approver	Title	Approval Date
[Redacted]	President	6/10/2021

**Customer Authorized Signature** [Redacted] **Date** 6/10/21  
**Printed Name** \_\_\_\_\_

Total number of computers	Contract Total (annual / monthly)
21	\$7,421.40 / \$618.45

**Agreement number** – [Redacted]

**I. General Overview**

This is a Service Level Agreement between Lifeties, Inc. and Inter-Networkx, LLC to document:

- The technology services Inter-Networkx, LLC provides to Lifeties, Inc.
- The general levels of response, availability, and maintenance associated with these services.
- The responsibilities of Inter-Networkx, LLC as a provider of these services and of clients receiving services.
- Processes for requesting services.

**Initial** [Redacted]

Agreement number - [Redacted]

This SLA covers the period from July 1, 2021 to June 30, 2022 and may be reviewed and revised quarterly by Inter-Networx, LLC.

OR

This SLA shall remain valid until revised or terminated.

## II. Service Description

### a. Service Scope

- Service shall consist of responses to requests to problems that shall arise with computer software, configuration of equipment and services, excluding repair and/or replacement of hardware, located at the company's location.
- The total number of support calls covered under this agreement shall be **unlimited** during the contract period. Support hours, beyond the Service Scope, shall be billed additionally at the current standard hourly rate.
- Monitoring for updates.
- Monitoring of server backups.
- Response to calls for service within 8 business hours.

### b. Assumptions

- Equipment is located and operated in accordance with the manufacturer's recommendations.
- Upgrades, hardware repairs or changes will be treated as projects outside the scope of this Agreement.
- Funding for upgrades will be negotiated on a service-by-service basis.
- Changes to services will be communicated and documented to all stakeholders in writing.
- The purchase of any software or services provided by other organizations or parties is not covered by this agreement.
- Service will be provided in adherence to any related policies, processes, and procedures.
- Scheduling of all service related requests will be conducted in accordance with service descriptions.
- Inter-Networx, LLC will be notified in writing if the customer location and/or equipment are relocated. Additional charges may apply.

## III. Roles and Responsibilities

### a. Parties

The following Service Owner(s) will be used as the basis of the Agreement and represent the primary stakeholders associated with this SLA:

Stakeholder	Title / Role	Contact Information
Inter-Networx, LLC	Service provider	[Redacted]
Lifeties, Inc.	Customer	[Redacted]

Agreement number - [REDACTED]

**\*NOTE: Availability is defined in Section 5, Hours of Coverage and Response Times**

**b. Inter-Network, LLC Responsibilities**

Inter-Network, LLC, in consideration of the Service Level Agreement charge provided for herein, agrees to perform system support services with respect to the computer system located at the customer's premises. Service will consist of the following:

- o Providing service during Inter-Network, LLC's regular business hours.
- o Providing system configuration and support services.
- Meet response times associated with the priority assigned to incidents and service requests.
- If applicable, appropriate notification to customer will be given for all scheduled maintenance.
- Inter-Network, LLC will not be responsible for any system backups, system failures (both hardware and/or software related), improper system configurations, delays, or inability to service caused directly or indirectly by strikes, accidents, climatic conditions, or other reason of a like or dissimilar nature beyond its' control. In no event will Inter-Network, LLC be liable for loss of profits or special, indirect or consequential damages. No action relating to obligations hereunder may be brought by either party more than one year after the cause of action has occurred. Inter-Network, LLC's liability in case of nonperformance hereunder will not exceed the cost of this agreement.

**c. Customer Responsibilities**

Customer responsibilities and/or requirements in support of this Agreement include:

- Availability of customer representative(s) when resolving a service related incident or request.
- Communicate specific service availability requirements.

**IV. Requesting Service**

- a. **Web / IT Request** By utilizing the web, your request will be automatically associated with your division and visible to technicians.
- b. **Phone** (609)-586-9889 Phone service is available during regular business hours.
- c. **Email** ([help@weneedservice.com](mailto:help@weneedservice.com)) Email requests for service will be processed during regular business hours.

Agreement number - [Redacted]

## V. Hours of Coverage, Response Times

### a. Hours of Coverage

Monday thru Friday from 9:00 am to 5:00 pm. (except holidays. Holidays will be defined as all Federal and/or State holidays).

### b. Response

Requests for service will be responded to within 8 business hours.

### c. Prioritization

Inter-Networx, LLC will prioritize incoming incidents as "high" priority if it meets any of the following criteria:

- Significant number of people affected.
- Percentage of total tasks that can no longer be performed by individuals.
- Academic and Administrative Calendar deadlines.
- Significant or lasting impact on employee performance.
- Significant risk to safety, law, rule, or policy compliance.

### d. Service Exceptions to Coverage

Exception	Parameters	Coverage
<i>Federal Holidays</i>	<i>N/A</i>	<i>No coverage</i>
<i>State Holidays</i>	<i>N/A</i>	<i>No coverage</i>
<i>Emergency service coverage</i>	<i>Critical business need</i>	<i>Customer may request support by contacting Help Desk 24-hour Support by calling 609-306-1141</i>

## VI. Maintenance and Service Charges

All services and/or related components may require scheduled maintenance in order to meet established service levels. These activities will render systems and/or applications unavailable for normal user interaction.

Security and system updates, supplied by the manufacturer at no cost, will be installed at regular intervals as determined necessary by Inter-Networx, LLC technicians. Network monitoring software or security appliance that is determined as necessary may be installed and used during the contract period.



Agreement number - [REDACTED]

## VII. Pricing

**a. Rate Process:**

Rates are set per computer and are reviewed quarterly during the contract period, payable annually, semi-annually, quarterly or monthly.

**b. Charges:**

Payment is due upon the signing of this contract and is due at the beginning of the payment cycle. Additional computers may be added or removed upon request, pro-rated charges apply, during the term of this contract.

## VIII. Reporting, Reviewing and Auditing

This agreement is valid from the Effective Date outlined herein and is valid until the Date of Termination. The agreement should be reviewed at a minimum once per fiscal year; however in lieu of a review during any period specified, the current agreement will remain in effect. This contract may be terminated, by either party in writing, after 90 days of notice to the other party.

The Designated Review Owner ("Document Owner") is responsible for facilitating regular reviews of this document. Contents of this document may be amended as required, provided mutual agreement is obtained from the primary stakeholders and communicated to all affected parties. The Document Owner will incorporate all subsequent revisions and obtain mutual agreements / approvals as required.

**Designated Review Owner:** *Inter-Networx, LLC*

**Review Period:** Quarterly

**Previous Review Date:** 10/1/2020

**Next Review Date:** 10/1/2021

This agreement will be posted to the following location(s) and will be made accessible to all stakeholders:

**Document Location:**

Inter-Networx, LLC  
[REDACTED]

6009-586-9889

cc:

Lifeties, Inc.  
[REDACTED]

**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.

LifeTies, Inc.

Name of Applicant Organization

Signature

Chief Executive



Date 11/10/2021

This section is an internal document that is not a public record pursuant to N.J.S.A. 47:1a-1.1 as it constitutes intra-agency advisory, consultative, or deliberative material.



**Schedule of Estimated Claims**

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

Provider Life Ties, Inc. (Mercer & Burlington Counties)  
 Division DOW  
 Contract 22FILW  
 Dates 4/1/2022 to 6/30/2025

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

[Redacted Signature]

Date 5/26/22

DCF Contract Supervisor Signature

[Redacted Signature]

Date 7/8/2022



**Schedule of Estimated Claims**

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

Provider **Life Ties, Inc. (Mercer & Burlington Counties)**  
 Division **DOW**  
 Contract **22FILW**  
 Dates **4/1/2022** to **6/30/2025**

<b>Original Contract Ceiling</b>
<b>\$214,285.00</b>

<b>Contract Modifications</b>	
Mod 1	
Mod 2	
Mod 3	
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>

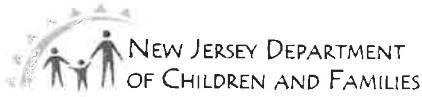
<b>Total Contract Ceiling</b>
<b>\$214,285.00</b>

<b>Total Match Amount</b>
<b>\$0.00</b>

<b>Amended Contract Ceiling *</b>
<b>\$214,285.00</b>

<b>Payments by Month *</b>		
2022 April	\$6,618.00	2022 1630-091 \$19,853.00
2022 May	\$6,618.00	2023 1630-091 \$74,361.00
2022 June	\$6,617.00	2024 1630-091 \$69,049.00
2022 July	\$6,197.00	2025 1630-091 \$51,022.00
2022 August	\$6,197.00	<b>Grand Total</b>
2022 September	\$6,197.00	<b>\$214,285.00</b>
2022 October	\$6,197.00	
2022 November	\$6,197.00	
2022 December	\$6,197.00	
2023 January	\$6,197.00	
2023 February	\$6,197.00	
2023 March	\$6,197.00	
2023 April	\$6,197.00	
2023 May	\$6,197.00	
2023 June	\$6,194.00	
2023 July	\$5,754.00	
2023 August	\$5,754.00	
2023 September	\$5,754.00	
2023 October	\$5,754.00	
2023 November	\$5,754.00	
2023 December	\$5,754.00	
2024 January	\$5,754.00	
2024 February	\$5,754.00	
2024 March	\$5,754.00	
2024 April	\$5,754.00	
2024 May	\$5,754.00	
2024 June	\$5,755.00	
2024 July	\$5,669.00	
2024 August	\$5,669.00	
2024 September	\$5,669.00	
2024 October	\$5,669.00	
2024 November	\$5,669.00	
2024 December	\$5,669.00	
2025 January	\$5,669.00	
2025 February	\$5,669.00	
2025 March	\$5,670.00	
<b>Grand Total</b>	<b>\$214,285.00</b>	

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



Component  
**I**  
 Schedule of Estimated Claims  
 Third Party Contracts

SEC - ver 03/16/22

Provider Name Life Ties, Inc. (Mercer & Burlington Counties)  
 Component Name Domestic Violence Direct Services - FVPSA ARP

Contract Administrator [Redacted]

Division	DOW	Contract No	22FILW	Contract Start	4/1/2022	Contract End	6/30/2025
----------	-----	-------------	--------	----------------	----------	--------------	-----------

Type of Funding: 1-Time Funding			
1630-091 Family Violence Prevention Services Act - American Rescue Plan (93.671)			
	Month	YY	Amount
	April	2022	\$6,618.00
Enter Mod # 1 thru 10 above. If new or renewal leave blank	May	2022	\$6,618.00
	June	2022	\$6,617.00
	July	2022	
	August	2022	
	September	2022	
	October	2022	
	November	2022	
	December	2022	
Match Required?	January	2023	
No	February	2023	
	March	2023	
0.0%	Total		\$19,853.00

Type of Funding: 1-Time Funding			
1630-091 Family Violence Prevention Services Act - American Rescue Plan (93.671)			
	Month	YY	Amount
	July	2022	\$6,197.00
Enter Mod # 1 thru 10 above. If new or renewal leave blank	August	2022	\$6,197.00
	September	2022	\$6,197.00
	October	2022	\$6,197.00
	November	2022	\$6,197.00
	December	2022	\$6,197.00
	January	2023	\$6,197.00
	February	2023	\$6,197.00
	March	2023	\$6,197.00
Match Required?	April	2023	\$6,197.00
No	May	2023	\$6,197.00
	June	2023	\$6,194.00
0.0%	Total		\$74,361.00

Type of Funding: 1-Time Funding			
1630-091 Family Violence Prevention Services Act - American Rescue Plan (93.671)			
	Month	YY	Amount
	July	2023	\$5,754.00
Enter Mod # 1 thru 10 above. If new or renewal leave blank	August	2023	\$5,754.00
	September	2023	\$5,754.00
	October	2023	\$5,754.00
	November	2023	\$5,754.00
	December	2023	\$5,754.00
	January	2024	\$5,754.00
	February	2024	\$5,754.00
	March	2024	\$5,754.00
Match Required?	April	2024	\$5,754.00
No	May	2024	\$5,754.00
	June	2024	\$5,755.00
0.0%	Total		\$69,049.00

Type of Funding: 1-Time Funding			
1630-091 Family Violence Prevention Services Act - American Rescue Plan (93.671)			
	Month	YY	Amount
	July	2024	\$5,669.00
Enter Mod # 1 thru 10 above. If new or renewal leave blank	August	2024	\$5,669.00
	September	2024	\$5,669.00
	October	2024	\$5,669.00
	November	2024	\$5,669.00
	December	2024	\$5,669.00
	January	2025	\$5,669.00
	February	2025	\$5,669.00
	March	2025	\$5,670.00
Match Required?	April	2025	
No	May	2025	
	June	2025	
0.0%	Total		\$51,022.00

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

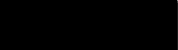
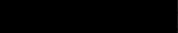

Component Match Percentage	0.00%
Component Match Amount	\$0.00
Original Component Ceiling	\$214,285.00
Modifications to Component Ceiling	\$0.00
Total Component Ceiling	\$214,285.00

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


**NOTES:**


New Contract: One Time Domestic Violence Direct Services - FVPSA ARP Funding-\$214,285 Eff: 4/1/22-6/30/25  
 FFY22 \$19,853 Eff: 4/1/22-6/30/22 CFDA # 93.671, FFY 22, \$19,853 (of \$214,285)  
 FFY23 \$74,361 Eff: 7/1/22-6/30/23 CFDA # 93.671, FFY 22 & 23, \$74,361 (of \$214,285)  
 FFY24 \$69,049 Eff: 7/1/23-6/30/24 CFDA # 93.671, FFY 23 & 24, \$69,049 (of \$214,285)  
 FFY25 \$51,022 Eff: 7/1/24-6/30/25 \*PER PROVIDER FUNDING TO BE ALLOCATED BY 3/1/25 CFDA # 93.671, FFY 24, \$51,022 (of \$214,285)

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

Agency: LifeTies, Inc  
Address:   
Phone:   
Chief Executive Officer  
Prepared By: 

Date: 11/16/2021

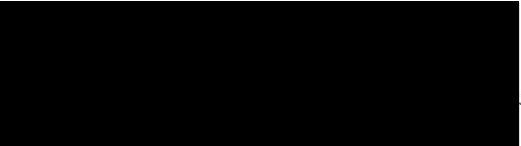
Agency Federal ID#:   
Charities Registration #: \_\_\_\_\_  
 Non-Profit Agency    For-Profit Agency    Public Agency  
Agency Fiscal Year End: 30-Jun  
Schedules Completed: 1 2 3 4 5 6  
 Cash Basis    Accrual Basis  
Budget Period: 7/1/21 - 6/30/22

Contracting Division	Contract #	Column # and Program Name	Reimbursable Ceiling	Type of Service	Contract Type	Payment Method	Division Contact Person	Provider Agency Contact Person and Telephone #
DCF-DOW		8-Healthy Relationships Pride Program	\$ 19,853	Intimate Partner Violence Prevention & Support	Cost Reimbursement	ACH		

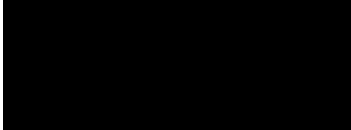
Division Use Only

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









































STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT EXPENSE DETAIL  
F. OTHER  
19 OF 29

Agency: LifeTies, Inc.  
Contract#:

BUDGET CATEGORY F. OTHER		16	17	18	19	20	21	22	23	24	25	26	27	28	29
LINE ITEM	BASIS FOR ALLOCATION	0	0	0	0	0	0	0	0	0	0	0	0	UNALLOWABLE COSTS	GENERAL AND ADMINISTRATIVE COSTS
Fundraising Expenses (7600)														\$ 5,925	
Facility, vehicle, equipment (8200)															\$ 500
Repairs & Maintenance-Vehicles (8245)															
Vehicle Fuel (8310)															
Staff Mileage Reimbursement (8320)	\$50/mo starting June														\$ 150
Transportation & Travel Other (8300)															\$ 700
Dues & Subscriptions (8530)															\$ 1,101
Training & Prof Dev (8540)	CPI Workbooks 10@\$26, Relias online learning \$170														
Staff Meetings (8545)															\$ 1,500
Staff Recruitment (8570)															
Volunteer Training (8584)															
Volunteer Recruitment (8585)															
Volunteer Retention Activities (8588)															
Public Relations (8590)														\$ 350	
Corporate Fees (8600)															\$ 700
Recreation Activities (8740)															
Unidentified LGBTQ (9999)															
Youth Reviewer Incentives (8588)	5 \$50 gift cards														
<b>BUDGET CATEGORY F. TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,275</b>	<b>\$ 4,651</b>

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT EXPENSE DETAIL  
G. GENERAL AND ADMINISTRATIVE COST ALLOCATION  
PAGE 20 OF 29

Agency: LifeTies, Inc.  
Contract#:

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED 7/1/21-6/30/22

BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	TOTAL	Mentoring	Mary's Place	Triad House	Rainbow House	TH/RRH	LGBTQ	Healthy Relationships Pride Program	0	0	0	0	0	0	0
<b>Total: Categories A-F</b>	\$ 2,469,918	\$ 62,713	\$ 137,599	\$ 603,788	\$ 685,932	\$ 270,694	\$ 227,855	\$ 19,853	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>General and Administrative Costs</b>	>>>>>>>>	\$ 14,936	\$ 49,503	\$ 136,424	\$ 155,311	\$ 58,293	\$ 38,815								
BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION CONTINUED	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
	0	0	0	0	0	0	0	0	0	0	0	0	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS	
<b>Total: Categories A-F</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,275	\$ 455,209	
<b>General and Administrative Costs</b>													\$ -	\$ (453,282)	





**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B  
SCHEDULE 2-REVENUE  
PAGE 23 OF 29**

THIS SCHEDULE  
Agency: **LifeTies, Inc.**  
Contract#:

†

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED 7/1/21-6/30/22

DESCRIPTION	1 TOTAL	2 Mentoring	3 Mary's Place	4 Triad House	5 Rainbow House	6 TH/RRH	7 LGBTQ	8 Healthy Relationships Pride Program	9 0	10 0	11 0	12 0	13 0	14 0	15 0
Individual Contributions (4015)	\$ 50,100	\$ 20,100					\$ 30,000								
Corporate Contributions (4020)	\$ 55,000	\$ 7,125		\$ 13,880		\$ 3,995	\$ 30,000								
Foundation Grants (4230)	\$ 110,000			\$ 50,000			\$ 60,000								
Fundraising (4430)	\$ 122,290			\$ -		\$ 94,145	\$ 21,870								
VOCA (4520)	\$ 262,717			\$ 118,517	\$ 29,400		\$ 114,800								
Mercer County Mentoring (4525)	\$ 45,000	\$ 45,000													
Housing Projects (4540)	\$ 230,847					\$ 230,847									
Medicaid Billing (5000)	\$ 1,369,658			\$ 557,815	\$ 811,843										
Note Forgiveness (5060)	\$ 1,927														
LGBTQ Training (5140)	\$ 10,000						\$ 10,000								
IIC Fee for Service (5120)	\$ 5,424	\$ 5,424													
CP&P	\$ 187,102		\$ 187,102												
	\$ -														
	\$ -														
	\$ -														
	\$ -														
	\$ -														
<b>Total K. Revenue</b>	<b>\$ 2,450,065</b>	<b>\$ 77,649</b>	<b>\$ 187,102</b>	<b>\$ 740,212</b>	<b>\$ 841,243</b>	<b>\$ 328,987</b>	<b>\$ 266,670</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Supporting documentation is required to substantiate the allocations.

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B  
SCHEDULE 2-REVENUE  
PAGE 24 OF 29

THIS SCHEDULE  
Agency: LifeTies, Inc.  
Contract#:

DESCRIPTION	16	17	18	19	20	21	22	23	24	25	26	27	28 UNALLOWABLE COSTS	29 GENERAL AND ADMINISTRATIVE COSTS
Individual Contributions (4015)	0	0	0	0	0	0	0	0	0	0	0	0		
Corporate Contributions (4020)														
Foundation Grants (4230)														
Fundraising (4430)													\$ 6,275	
VOCA (4520)														
Mercer County Mentoring (4525)														
Housing Projects (4540)														
Medicaid Billing (5000)														
Note Forgiveness (5060)														\$ 1,927
LGBTQ Training (5140)														
IIC Fee for Service (5120)														
CP&P														
<b>Total K. Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,275	\$ 1,927

Supporting documentation is req

Agency: LifeTies, Inc.

Contract#:

THIS SCHEDULE IS NOT

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

PURPOSE

BUDGET PREPARATION

MODIFICATION BUDGET

EXPENDITURE REPORT

PERIOD COVERED

7/1/21-6/30/22

#	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 6-COST OF EQUIPMENT  
PAGE 29 OF 29

THIS SCHEDULE  
Agency: LifeTies, Inc.  
Contract#:

TYPE & DESCRIPTION OF ITEM	BASIS OF ALLOCATION	16 0	17 0	18 0	19 0	20 0	21 0	22 0	23 0	24 0	25 0	26 0	27 0	28 UNALLOWABLE COSTS	29 GENERAL AND ADMINISTRATIVE COSTS
<b>TOTAL OF EQUIPMENT</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT INFORMATION FORM  
PAGE 1 OF 33**

Agency: LifeTies, Inc  
 Address: [REDACTED]  
 Phone: [REDACTED]  
 Chief Executive Officer: [REDACTED]  
 Prepared By: [REDACTED]

Date: 11/16/2021

Agency Federal ID#: [REDACTED]  
 Charities Registration #: [REDACTED]  
 Non-Profit Agency     For-Profit Agency     Public Agency  
 Agency Fiscal Year End: 30-Jun  
 Schedules Completed: 1 2 3 4 5 6  
 Cash Basis     Accrual Basis  
 Budget Period: 7/1/22 - 6/30/23

Contracting Division	Contract #	Column # and Program Name	Reimbursable Ceiling	Type of Service	Contract Type	Payment Method	Division Contact Person	Provider Agency Contact Person and Telephone #
DCF-DOW		8-Healthy Relationships Pride Program	\$ 74,361	Inimate Partner Violence Prevention & Support	Cost Reimbursement	ACH		[REDACTED]

**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.  
 [REDACTED]

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.  
 [REDACTED]  
 Fiscal Officer

















































**STATE OF NEW JERSEY**  
**DEPARTMENT OF CHILDREN AND FAMILIES**  
**ANNEX B: CONTRACT EXPENSE DETAIL**  
**F. OTHER**  
**23 OF 33**

Agency: LifeTies, Inc.  
 Contract#:

<b>BUDGET CATEGORY F. OTHER</b>		16	17	18	19	20	21	22	23	24	25	26	27	28	29
<b>LINE ITEM</b>	<b>BASIS FOR ALLOCATION</b>	0	0	0	0	0	0	0	0	0	0	0	0	<b>UNALLOWABLE COSTS</b>	<b>GENERAL AND ADMINISTRATIVE COSTS</b>
Fundraising Expenses (7600)														\$ 5,925	
Facility, vehicle, equipment (8200)															\$ 500
Repairs & Maintenance-Vehicles (8245)															
Vehicle Fuel (8310)															
Staff Mileage Reimbursement (8320)	\$50/mo														\$ 150
Transportation & Travel Other (8300)															\$ 700
Dues & Subscriptions (8530)															\$ 1,101
Training & Prof Dev (8540)	CPI Workbooks 10@\$26, Relias online learning \$170														
Staff Meetings (8545)															\$ 1,500
Staff Recruitment (8570)															
Volunteer Training (8584)															
Volunteer Recruitment (8585)															
Volunteer Retention Activities (8588)															
Public Relations (8590)	Est. cost Social Media Advertising													\$ 350	
Corporate Fees (8600)															\$ 700
Recreation Activities (8740)															
Unidentified LGBTQ (9999)															
Youth Reviewer Incentives (8588)															
<b>BUDGET CATEGORY F. TOTAL</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,275	\$ 4,651

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT EXPENSE DETAIL  
G. GENERAL AND ADMINISTRATIVE COST ALLOCATION  
PAGE 24 OF 33

Agency: LifeTies, Inc.  
Contract#:

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED 7/1/22-6/30/23

BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	TOTAL	Mentoring	Mary's Place	Triad House	Rainbow House	TH/RRH	LGBTQ	Healthy Relationships Pride Program	0	0	0	0	0	0	0
<b>Total: Categories A-F</b>	\$ 2,524,426	\$ 62,713	\$ 137,599	\$ 603,788	\$ 685,932	\$ 270,694	\$ 227,855	\$ 74,361	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>General and Administrative Costs</b>	>>>>>>>>	\$ 14,936	\$ 49,503	\$ 136,424	\$ 155,311	\$ 58,293	\$ 38,815								
<b>BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION CONTINUED</b>															
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
	0	0	0	0	0	0	0	0	0	0	0	0	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS	
<b>Total: Categories A-F</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,275	\$ 455,209	
<b>General and Administrative Costs</b>													\$ -	\$ (453,282)	





**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B  
SCHEDULE 2-REVENUE  
PAGE 27 OF 33**

THIS SCHEDULE  
Agency: **LifeTies, Inc.**  
Contract#:

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED 7/1/22-6/30/23

DESCRIPTION	1 TOTAL	2 Mentoring	3 Mary's Place	4 Triad House	5 Rainbow House	6 TH/RRH	7 LGBTQ	8 Healthy Relationships Pride Program	9 0	10 0	11 0	12 0	13 0	14 0	15 0
Individual Contributions (4015)	\$ 50,100	\$ 20,100					\$ 30,000								
Corporate Contributions (4020)	\$ 55,000	\$ 7,125		\$ 13,880		\$ 3,995	\$ 30,000								
Foundation Grants (4230)	\$ 110,000			\$ 50,000			\$ 60,000								
Fundraising (4430)	\$ 122,290			\$ -		\$ 94,145	\$ 21,870								
VOCA (4520)	\$ 262,717			\$ 118,517	\$ 29,400		\$ 114,800								
Mercer County Mentoring (4525)	\$ 45,000	\$ 45,000													
Housing Projects (4540)	\$ 230,847					\$ 230,847									
Medicaid Billing (5000)	\$ 1,369,658			\$ 557,815	\$ 811,843										
Note Forgiveness (5060)	\$ 1,927														
LGBTQ Training (5140)	\$ 10,000						\$ 10,000								
IIC Fee for Service (5120)	\$ 5,424	\$ 5,424													
CP&P	\$ 187,102		\$ 187,102												
	\$ -														
	\$ -														
	\$ -														
	\$ -														
	\$ -														
<b>Total K. Revenue</b>	<b>\$ 2,450,065</b>	<b>\$ 77,649</b>	<b>\$ 187,102</b>	<b>\$ 740,212</b>	<b>\$ 841,243</b>	<b>\$ 328,987</b>	<b>\$ 266,670</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Supporting documentation is required to substantiate the allocations.

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

THIS SCHEDULE  
Agency: LifeTies, Inc.  
Contract#:

DESCRIPTION	16 0	17 0	18 0	19 0	20 0	21 0	22 0	23 0	24 0	25 0	26 0	27 0	28 UNALLOWABLE COSTS	29 GENERAL AND ADMINISTRATIVE COSTS
Individual Contributions (4015)														
Corporate Contributions (4020)														
Foundation Grants (4230)														
Fundraising (4430)													\$ 6,275	
VOCA (4520)														
Mercer County Mentoring (4525)														
Housing Projects (4540)														
Medicaid Billing (5000)														
Note Forgiveness (5060)														\$ 1,927
LGBTQ Training (5140)														
IIC Fee for Service (5120)														
CP&P														
<b>Total K. Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,275	\$ 1,927

Supporting documentation is req



Agency: LifeTies, Inc.

Contract#:

THIS SCHEDULE IS NOT

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

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED

7/1/22-6/30/23

#	DESCRIPTION OF CREDIT/INCOME	AMOUNT	TREATMENT (EXPENSE ITEM OR CATEGORY OFFSET)	EXPLANATORY NOTES
1				
2				
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17				
18				






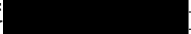
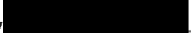


**STATE OF NEW JERSEY**  
**DEPARTMENT OF CHILDREN AND FAMILIES**  
**ANNEX B**  
**SCHEDULE 6-COST OF EQUIPMENT**  
**PAGE 33 OF 33**


THIS SCHEDULE  
 Agency: **LifeTies, Inc.**  
 Contract#:


TYPE & DESCRIPTION OF ITEM	BASIS OF ALLOCATION	16 0	17 0	18 0	19 0	20 0	21 0	22 0	23 0	24 0	25 0	26 0	27 0	28 UNALLOWABLE COSTS	29 GENERAL AND ADMINISTRATIVE COSTS
<b>TOTAL OF EQUIPMENT</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT INFORMATION FORM  
PAGE 1 OF 33

Agency: LifeTiles, Inc  
Address:   
Phone:   
Chief Executive Officer  
Prepared By: 

Date: 11/16/2021

Agency Federal ID#:   
Charities Registration #:  
 Non-Profit Agency     For-Profit Agency     Public Agency  
Agency Fiscal Year End: 30-Jun  
Schedules Completed: 1 2 3 4 5 6  
 Cash Basis     Accrual Basis  
Budget Period: 7/1/23 - 6/30/24

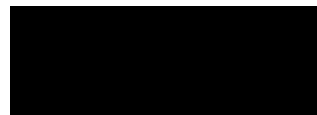
Contracting Division	Contract #	Column # and Program Name	Reimbursable Ceiling	Type of Service	Contract Type	Payment Method	Division Contact Person	Provider Agency Contact Person and Telephone #
DCF-DOW		8-Healthy Relationships Pride Program	\$ 69,049	Intimate Partner Violence Prevention & Support	Cost Reimbursement	ACH		

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



















































STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT EXPENSE DETAIL  
G. GENERAL AND ADMINISTRATIVE COST ALLOCATION  
PAGE 24 OF 33

Agency: LifeTies, Inc.  
Contract#:

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED 7/1/23-6/30/24

BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	TOTAL	Mentoring	Mary's Place	Triad House	Rainbow House	TH/RRH	LGBTQ	Healthy Relationships Pride Program	0	0	0	0	0	0	0
<b>Total: Categories A-F</b>	\$ 2,519,114	\$ 62,713	\$ 137,599	\$ 603,788	\$ 685,932	\$ 270,694	\$ 227,855	\$ 69,049	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>General and Administrative Costs</b>	>>>>>>>>	\$ 14,936	\$ 49,503	\$ 136,424	\$ 155,311	\$ 58,293	\$ 38,815								
BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION CONTINUED	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
	0	0	0	0	0	0	0	0	0	0	0	0	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS	
<b>Total: Categories A-F</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,275	\$ 455,209	
<b>General and Administrative Costs</b>													\$ -	\$ (453,282)	





**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B  
SCHEDULE 2-REVENUE  
PAGE 27 OF 33**

THIS SCHEDULE  
Agency: **LifeTies, Inc.**  
Contract#:

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED 7/1/23-6/30/24

DESCRIPTION	1 TOTAL	2 Mentoring	3 Mary's Place	4 Triad House	5 Rainbow House	6 TH/RRH	7 LGBTQ	8 Healthy Relationships Pride Program	9 0	10 0	11 0	12 0	13 0	14 0	15 0
Individual Contributions (4015)	\$ 50,100	\$ 20,100					\$ 30,000								
Corporate Contributions (4020)	\$ 55,000	\$ 7,125		\$ 13,880		\$ 3,995	\$ 30,000								
Foundation Grants (4230)	\$ 110,000			\$ 50,000			\$ 60,000								
Fundraising (4430)	\$ 122,290			\$ -		\$ 94,145	\$ 21,870								
VOCA (4520)	\$ 262,717			\$ 118,517	\$ 29,400		\$ 114,800								
Mercer County Mentoring (4525)	\$ 45,000	\$ 45,000													
Housing Projects (4540)	\$ 230,847					\$ 230,847									
Medicaid Billing (5000)	\$ 1,369,658			\$ 557,815	\$ 811,843										
Note Forgiveness (5060)	\$ 1,927														
LGBTQ Training (5140)	\$ 10,000						\$ 10,000								
IIC Fee for Service (5120)	\$ 5,424	\$ 5,424													
CP&P	\$ 187,102		\$ 187,102												
	\$ -														
	\$ -														
	\$ -														
	\$ -														
	\$ -														
<b>Total K. Revenue</b>	<b>\$ 2,450,065</b>	<b>\$ 77,649</b>	<b>\$ 187,102</b>	<b>\$ 740,212</b>	<b>\$ 841,243</b>	<b>\$ 328,987</b>	<b>\$ 266,670</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Supporting documentation is required to substantiate the allocations.



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

THIS SCHEDULE  
Agency: LifeTies, Inc.  
Contract#:

DESCRIPTION	16	17	18	19	20	21	22	23	24	25	26	27	28 UNALLOWABLE COSTS	29 GENERAL AND ADMINISTRATIVE COSTS
Individual Contributions (4015)	0	0	0	0	0	0	0	0	0	0	0	0		
Corporate Contributions (4020)														
Foundation Grants (4230)														
Fundraising (4430)													\$ 6,275	
VOCA (4520)														
Mercer County Mentoring (4525)														
Housing Projects (4540)														
Medicaid Billing (5000)														
Note Forgiveness (5060)														\$ 1,927
LGBTQ Training (5140)														
IIC Fee for Service (5120)														
CP&P														
<b>Total K. Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,275	\$ 1,927

Supporting documentation is req

Agency: LifeTies, Inc.

Contract#:

THIS SCHEDULE IS NOT

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

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED

7/1/23-6/30/24

#	DESCRIPTION OF CREDIT/INCOME	AMOUNT	TREATMENT (EXPENSE ITEM OR CATEGORY OFFSET)	EXPLANATORY NOTES
1				
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STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT INFORMATION FORM  
PAGE 1 OF 33

Agency: LifeTies, Inc  
Address: [Redacted]  
Phone: [Redacted]  
Chief Executive Officer: [Redacted]  
Prepared By: [Redacted]

Date: 11/16/2021

Agency Federal ID#: [Redacted]  
Charities Registration #: [Redacted]  
 Non-Profit Agency  For-Profit Agency  Public Agency  
Agency Fiscal Year End: 30-Jun  
Schedules Completed: 1 2 3 4 5 6  
 Cash Basis  Accrual Basis  
Budget Period: 7/1/24 - 6/30/25

Contracting Division	Contract #	Column # and Program Name	Reimbursable Ceiling	Type of Service	Contract Type	Payment Method	Division Contact Person	Provider Agency Contact Person and Telephone #
DCF-DOW		3-Healthy Relationships Pride Program	\$ 51,022	Intimate Partner Violence Prevention & Support	Cost Reimbursement	ACH	[Redacted]	[Redacted]

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.

[Redacted Signature]

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.

[Redacted Signature]

Fiscal Officer

















































**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT EXPENSE DETAIL  
F. OTHER  
23 OF 33**

Agency: LifeTies, Inc.

Contract#:

BUDGET CATEGORY F. OTHER		16	17	18	19	20	21	22	23	24	25	26	27	28	29
LINE ITEM	BASIS FOR ALLOCATION	0	0	0	0	0	0	0	0	0	0	0	0	UNALLOWABLE COSTS	GENERAL AND ADMINISTRATIVE COSTS
Fundraising Expenses (7600)														\$ 5,925	
Facility, vehicle, equipment (8200)															\$ 500
Repairs & Maintenance-Vehicles (8245)															
Vehicle Fuel (8310)															
Staff Mileage Reimbursement (8320)	\$50/mo														\$ 150
Transportation & Travel Other (8300)															\$ 700
Dues & Subscriptions (8530)															\$ 1,101
Training & Prof Dev (8540)															
Staff Meetings (8545)															\$ 1,500
Staff Recruitment (8570)															
Volunteer Training (8584)															
Volunteer Recruitment (8585)															
Volunteer Retention Activities (8588)															
Public Relations (8590)	Est Cost Social Media advertising													\$ 350	
Corporate Fees (8600)															\$ 700
Recreation Activities (8740)															
Unidentified LGBTQ (9999)															
Youth Reviewer Incentives (8588)															
<b>BUDGET CATEGORY F. TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,275</b>	<b>\$ 4,651</b>

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT EXPENSE DETAIL  
G. GENERAL AND ADMINISTRATIVE COST ALLOCATION  
PAGE 24 OF 33

Agency: LifeTies, Inc.  
Contract#:

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED 7/1/24-6/30/25

BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	TOTAL	Mentoring	Mary's Place	Triad House	Rainbow House	TH/RRH	LGBTQ	Healthy Relationships Pride Program	0	0	0	0	0	0	0
<b>Total: Categories A-F</b>	\$ 2,501,087	\$ 62,713	\$ 137,599	\$ 603,788	\$ 685,932	\$ 270,694	\$ 227,855	\$ 51,022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>General and Administrative Costs</b>	>>>>>>>>	\$ 14,936	\$ 49,503	\$ 136,424	\$ 155,311	\$ 58,293	\$ 38,815								
BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION CONTINUED	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
	0	0	0	0	0	0	0	0	0	0	0	0	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS	
<b>Total: Categories A-F</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,275	\$ 455,209	
<b>General and Administrative Costs</b>													\$ -	\$ (453,282)	







**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B  
SCHEDULE 2-REVENUE  
PAGE 27 OF 33**

THIS SCHEDULE  
Agency: **LifeTies, Inc.**  
Contract#:

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED 7/1/24-6/30/25

DESCRIPTION	1 TOTAL	2 Mentoring	3 Mary's Place	4 Triad House	5 Rainbow House	6 TH/RRH	7 LGBTQ	8 Healthy Relationships Pride Program	9 0	10 0	11 0	12 0	13 0	14 0	15 0
Individual Contributions (4015)	\$ 50,100	\$ 20,100					\$ 30,000								
Corporate Contributions (4020)	\$ 55,000	\$ 7,125		\$ 13,880		\$ 3,995	\$ 30,000								
Foundation Grants (4230)	\$ 110,000			\$ 50,000			\$ 60,000								
Fundraising (4430)	\$ 122,290			\$ -		\$ 94,145	\$ 21,870								
VOCA (4520)	\$ 262,717			\$ 118,517	\$ 29,400		\$ 114,800								
Mercer County Mentoring (4525)	\$ 45,000	\$ 45,000													
Housing Projects (4540)	\$ 230,847					\$ 230,847									
Medicaid Billing (5000)	\$ 1,369,658			\$ 557,815	\$ 811,843										
Note Forgiveness (5060)	\$ 1,927														
LGBTQ Training (5140)	\$ 10,000						\$ 10,000								
IIC Fee for Service (5120)	\$ 5,424	\$ 5,424													
CP&P	\$ 187,102		\$ 187,102												
	\$ -														
	\$ -														
	\$ -														
	\$ -														
	\$ -														
<b>Total K. Revenue</b>	<b>\$ 2,450,065</b>	<b>\$ 77,649</b>	<b>\$ 187,102</b>	<b>\$ 740,212</b>	<b>\$ 841,243</b>	<b>\$ 328,987</b>	<b>\$ 266,670</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Supporting documentation is required to substantiate the allocations.

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

THIS SCHEDULE  
Agency: LifeTies, Inc.  
Contract#:

DESCRIPTION	16	17	18	19	20	21	22	23	24	25	26	27	28 UNALLOWABLE COSTS	29 GENERAL AND ADMINISTRATIVE COSTS
Individual Contributions (4015)	0	0	0	0	0	0	0	0	0	0	0	0		
Corporate Contributions (4020)														
Foundation Grants (4230)														
Fundraising (4430)													\$ 6,275	
VOCA (4520)														
Mercer County Mentoring (4525)														
Housing Projects (4540)														
Medicaid Billing (5000)														
Note Forgiveness (5060)														\$ 1,927
LGBTQ Training (5140)														
IIC Fee for Service (5120)														
CP&P														
<b>Total K. Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,275	\$ 1,927

Supporting documentation is req

Agency: LifeTies, Inc.

Contract#:

THIS SCHEDULE IS NOT

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

PURPOSE  
BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED

7/1/24-6/30/25

#	DESCRIPTION OF CREDIT/INCOME	AMOUNT	TREATMENT (EXPENSE ITEM OR CATEGORY OFFSET)	EXPLANATORY NOTES
1				
2				
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**STATE OF NEW JERSEY**  
**DEPARTMENT OF CHILDREN AND FAMILIES**  
**ANNEX B**  
**SCHEDULE 6-COST OF EQUIPMENT**  
**PAGE 33 OF 33**

THIS SCHEDULE  
**Agency: LifeTies, Inc.**  
**Contract#:**

TYPE & DESCRIPTION OF ITEM	BASIS OF ALLOCATION	16 0	17 0	18 0	19 0	20 0	21 0	22 0	23 0	24 0	25 0	26 0	27 0	28 UNALLOWABLE COSTS	29 GENERAL AND ADMINISTRATIVE COSTS
<b>TOTAL OF EQUIPMENT</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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.

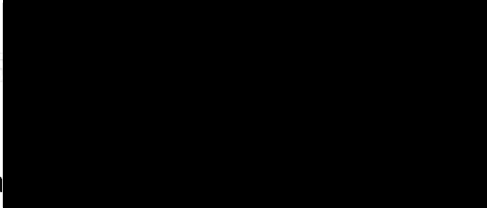


**G. Attestations**

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: 7/10/22

Printed Name:

Title: **Business Manager**

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: LifeTies Inc.**

Signature: 

Date: 6/13/22

Printed Name: 

Title: Interim 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](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 statues, 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.

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

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/bed tracking system process to manage admissions and discharge after being provided training.
- F. If services are to be provided to youth and families who have an open child welfare case due to allegations of abuse and neglect, then contractors shall deliver these services in a manner consistent with the DCF Case Practice Management Plan (CPM) and the requirements for Solution Based Casework (SBC), an evidence-based, family centered practice model that seeks to help the family team organize, prioritize, and document the steps they will take to enhance safety, improve well-being, and achieve permanency for their children. SBC provides a common conceptual map for child welfare case workers, supervisors, leadership, and treatment providers to focus their efforts on clear and agreed upon outcomes. DCF may require contractors to participate in DCF sponsored SBC training, and to be involved in developing plans with the consensus of other participants, incorporating the elements of the plans into their treatment, participating in Family Team Meetings, and documenting progress and outcomes by race, age, identified gender, and other criteria DCF deems relevant and appropriate.

- G. If services provided under a DCF contract are for mental health, behavioral health, or addictions services by a contractor with at least 10 regular full-time or regular part-time employees who principally work for the contractor to provide those services, then P.L. 2021, c.1 (N.J.S.A. 30:1-1.2b) requires the contractor to:
1. submit no later than 90 days after the effective date of the contract an attestation: (a) signed by a labor organization, stating that it has entered into a labor harmony agreement with such labor organization; or (b) stating that its employees are not currently represented by a labor organization and that no labor organization has sought to represent its employees during the 90-day period following the initiation or renewal of the contract; or (c) signed by a labor organization, stating that it has entered into an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (N.J.S.A. 30:1-1.2c). The required attestation is submitted to ensure the uninterrupted delivery of services caused by labor-management disputes and is a condition of maintaining a DCF contract. The failure to submit it shall result in DCF's issuance of a financial recovery and a Corrective Action Plan (CAP). Should the contractor not adhere to the terms of the CAP, DCF shall cancel or not renew the contract upon obtaining a replacement contractor to assume the contract or otherwise provide the services. An extension of the 90-day deadline shall be warranted if a labor organization seeks to represent a contractor's employees after the contract is renewed or entered into, but within the 90-day period following the effective date of the contract. The Commissioner of DCF may review any interested person's report of a failure by the contractor to adhere to these requirements and upon finding that a covered contractor failed to adhere to the requirements shall take corrective action which may include a CAP, financial recovery, and cost recoupment, and cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and
  2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients until the 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 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.**

Department of Children and Families  
(Rev. 04/23/2022)

**Signature**

[Redacted Signature]

**Date:** 6/13/2022

**Printed Name:**

[Redacted Printed Name]

**Title:** Interim 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.

  
5.10.22



5.10.22

**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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Exhibit A–The State Affirmative Action Policy

Exhibit B–Anti-Discrimination Provisions

Exhibit C–Notice of Standard Contract Requirements, Processes, and Policies

Exhibit D– Public Law P.L. 2021, c.1 Attestation Form

Attachment 1-Federal Requirements-Updated Rider for Purchases Funded by Federal Funds of 2CFR 200.317

Attachment 2-EEO-166



## **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

Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements- 25 Points

Background of organization and staffing explained- 15 Points

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> <ol style="list-style-type: none"> <li>Organization History and Capacity</li> <li>Need and Impact</li> <li>Program Implementation</li> <li>Staffing and Personnel</li> <li>Program Implementation Schedule</li> <li>Outcome and Evaluation</li> <li>Leveraging and Sustainability</li> <li>Budget</li> </ol>
<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: <ol style="list-style-type: none"> <li>Names</li> <li>Titles,</li> <li>Emails</li> <li>Phone Numbers</li> <li>Address <b>and</b></li> <li>Terms</li> </ol>
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 that include all educational and experiential requirements</b>
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>          If not applicable, include a signed/dated written statement on agency letterhead          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 (PDF) (signed/dated)</b>          Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> [Version 3-15-19]          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 (PDF) (signed/dated)</b>          (Requested with proposal, required prior to award)          Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> [Version 6-19-17]          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 (PDF) (signed/dated)</b>          Website: <a href="https://www.nj.gov/treasury/purchase/forms.shtml">https://www.nj.gov/treasury/purchase/forms.shtml</a> [Version 6-8-18]          Form: <a href="https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf">https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf</a>          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 Vendor Certification --and-- Disclosure of Political Contributions (signed/dated) [Version: Rev 4/1/19]</b>          See instructions for applicability to your organization. If not applicable, include a signed/dated written statement on agency letterhead.          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/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)          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/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 – (Signed and dated)</b>          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>  <u>Non Profit Form 990</u> 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](http://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 statues, 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:** \_\_\_\_\_