



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

October 4, 2022

Prevent Child Abuse – NJ  
Ms. Gina Hernandez  
103 Church Street, Suite 210  
New Brunswick, NJ 08901  
[ghernandez@preventchildabuseNJ.org](mailto:ghernandez@preventchildabuseNJ.org)

Dear Ms. Hernandez:

I am pleased to advise you that your application for the **“American Rescue Plan Supplemental Funding for Community-Based Prevention Programs”** has been selected for consideration to be funded for the amount of **\$800,000.00** by the Department of Children and Families.

Funding will become available upon the Department’s execution of the contract, which follows its review and acceptance of required documentation and its negotiation of any unresolved issues.

Please note that the execution of this contract is contingent upon the resolution through negotiation of the following unresolved issue(s):

- Please describe how proposed project (the Youth Parent Coalition and fatherhood engagement work) can be expanded to support other counties, beyond the 8 counties that have a PLP.
- Please address how the measurement of program outcomes will be measured.

The Office of Contract Administration will be contacting you within the next few weeks to initiate the next steps of the process and answer any questions you may have.

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

Sincerely,

Christine Norbut Beyer, MSW  
Commissioner

[www.nj.gov/def](http://www.nj.gov/def)

**Schedule of Estimated Claims**

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

Provider Prevent Child Abuse - NJ Chapter Inc.  
 Division DFCP  
 Contract 23LSMP  
 Dates 10/1/2022 to 9/30/2025

Contract Characteristics

Reporting Requirements

- None
- Monthly
- Quarterly
- Other

Advance Payments

- None
- Monthly

Type of Contract

- Cost Related
- Non-Cost Related

Reimbursement Type

- Periodic Reported Expenditures
- Installments
- Provisional
- Fixed Rate

Account and CFDA Information	Amt
1630-090 CBCAP ARP (93.590)	\$800,000.00
<b>Grand Total</b>	<b>\$800,000.00</b>

Authorized Provider Signature Gina Hernandez  
 Date 3/29/2023

DCF Contract Supervisor Signature Stephanie Clegg  
 Date 03/30/23

**Schedule of Estimated Claims**

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

Provider **Prevent Child Abuse - NJ Chapter Inc.**  
 Division **DFCP**  
 Contract **23LSMP**  
 Dates **10/1/2022** to **9/30/2025**

<b>Original Contract Ceiling</b>
<b>\$800,000.00</b>

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

<b>Total Contract Ceiling</b>
<b>\$800,000.00</b>

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

<b>Amended Contract Ceiling *</b>
<b>\$800,000.00</b>

<b>Payments by Month *</b>		
<b>2022</b>	October	\$21,389.00
<b>2022</b>	November	\$21,389.00
<b>2022</b>	December	\$21,389.00
<b>2023</b>	January	\$21,389.00
<b>2023</b>	February	\$21,389.00
<b>2023</b>	March	\$21,389.00
<b>2023</b>	April	\$21,389.00
<b>2023</b>	May	\$21,389.00
<b>2023</b>	June	\$21,389.00
<b>2023</b>	July	\$21,389.00
<b>2023</b>	August	\$21,388.00
<b>2023</b>	September	\$21,388.00
<b>2023</b>	October	\$22,639.00
<b>2023</b>	November	\$22,639.00
<b>2023</b>	December	\$22,639.00
<b>2024</b>	January	\$22,639.00
<b>2024</b>	February	\$22,639.00
<b>2024</b>	March	\$22,639.00
<b>2024</b>	April	\$22,639.00
<b>2024</b>	May	\$22,639.00
<b>2024</b>	June	\$22,639.00
<b>2024</b>	July	\$22,639.00
<b>2024</b>	August	\$22,639.00
<b>2024</b>	September	\$22,638.00
<b>2024</b>	October	\$22,639.00
<b>2024</b>	November	\$22,639.00
<b>2024</b>	December	\$22,639.00
<b>2025</b>	January	\$22,639.00
<b>2025</b>	February	\$22,639.00
<b>2025</b>	March	\$22,639.00
<b>2025</b>	April	\$22,639.00
<b>2025</b>	May	\$22,639.00
<b>2025</b>	June	\$22,639.00
<b>2025</b>	July	\$22,639.00
<b>2025</b>	August	\$22,639.00
<b>2025</b>	September	\$22,638.00
<b>Grand Total</b>		<b>\$800,000.00</b>

<b>Payments by State Fiscal Year *</b>		
<b>2023</b>	1630-090	\$192,501.00
<b>2024</b>	1630-090	\$267,916.00
<b>2025</b>	1630-090	\$271,667.00
<b>2026</b>	1630-090	\$67,916.00
<b>Grand Total</b>		<b>\$800,000.00</b>

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



Schedule of Estimated Claims  
Third Party Contracts

Provider Name Prevent Child Abuse - NJ Chapter Inc.  
 Component Name Community Prevention, Direct Service Contract Administrator [REDACTED]

Division	DFCP	Contract No	23LSMP	Contract Start	10/1/2022	Contract End	9/30/2025
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Type of Funding: 1-Time Funding			
1630-090 CBCAP ARP (93.590)			
	Month	YY	Amount
	October	2022	\$21,389.00
Enter Mod # 1 thru 10 above. If new or renewal leave blank	November	2022	\$21,389.00
	December	2022	\$21,389.00
	January	2023	\$21,389.00
	February	2023	\$21,389.00
	March	2023	\$21,389.00
	April	2023	\$21,389.00
	May	2023	\$21,389.00
Match Required?	June	2023	\$21,389.00
No	July	2023	\$21,389.00
	August	2023	\$21,388.00
	September	2023	\$21,388.00
0.0%	<b>Total</b>		<b>\$256,666.00</b>

Type of Funding: 1-Time Funding			
1630-090 CBCAP ARP (93.590)			
	Month	YY	Amount
	October	2023	\$22,639.00
Enter Mod # 1 thru 10 above. If new or renewal leave blank	November	2023	\$22,639.00
	December	2023	\$22,639.00
	January	2024	\$22,639.00
	February	2024	\$22,639.00
	March	2024	\$22,639.00
	April	2024	\$22,639.00
	May	2024	\$22,639.00
Match Required?	June	2024	\$22,639.00
No	July	2024	\$22,639.00
	August	2024	\$22,639.00
	September	2024	\$22,638.00
0.0%	<b>Total</b>		<b>\$271,667.00</b>

Type of Funding: 1-Time Funding			
1630-090 CBCAP ARP (93.590)			
	Month	YY	Amount
	October	2024	\$22,639.00
Enter Mod # 1 thru 10 above. If new or renewal leave blank	November	2024	\$22,639.00
	December	2024	\$22,639.00
	January	2025	\$22,639.00
	February	2025	\$22,639.00
	March	2025	\$22,639.00
	April	2025	\$22,639.00
	May	2025	\$22,639.00
Match Required?	June	2025	\$22,639.00
No	July	2025	\$22,639.00
	August	2025	\$22,639.00
	September	2025	\$22,638.00
0.0%	<b>Total</b>		<b>\$271,667.00</b>

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%	<b>Total</b>		<b>\$0.00</b>

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%	<b>Total</b>		<b>\$0.00</b>

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%	<b>Total</b>		<b>\$0.00</b>

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%	<b>Total</b>		<b>\$0.00</b>

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%	<b>Total</b>		<b>\$0.00</b>

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%	<b>Total</b>		<b>\$0.00</b>

Component Match Percentage 0.00%  
 Component Match Amount \$0 00  
 Original Component Ceiling \$800,000 00  
 Modifications to Component Ceiling \$0 00  
 Total Component Ceiling \$800,000 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: FA# 23-90 \$800,000 One-Time Funding APU: 21-1630-090 CBCAP ARP CFDA# 93.590 Multi-Year Contract Term 10/01/22-09/30/25; Carryover funds allowed upon approval by DCF program staff. Funds not expended or carryforward must be returned to DCF within 45 days of each contract year. FROE due by 11/14/2025. \$256,666=(10/01/22-09/30/23 yr. 1); \$271,667=(10/01/23-09/30/24 yr. 2); \$271,667=(10/01/24-09/30/25 yr. 3).

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DEPARTMENT OF CHILDREN AND FAMILIES**

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

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

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

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

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

**I. DEFINITIONS**

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

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

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

Days means calendar days.

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

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

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

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

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

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

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

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

**II. BASIC OBLIGATIONS OF THE DEPARTMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 3.05 Business Registration.

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

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

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

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

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

Section 3.08 Provider Certification and Disclosure of Political Contributions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**IV. TERMINATION**

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

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

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

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

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

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

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

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

**V. ADDITIONAL PROVISIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**AGREEMENT SIGNATURES AND DATES**

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

BY: *Gina Hernandez*  
(Signature)

Gina Hernandez  
(Type)

TITLE: Executive Director  
(Type)

~~DEPARTMENTAL~~ PCANJ  
~~COMPONENT:~~ DCF

Provider Agency:  
DATE: 6/9/2022



(Type)  
TITLE: Deputy Director  
(Type)

~~PROVIDER~~ DCF  
~~AGENCY:~~ Departmental

Component  
DATE: 04/17/2023

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

**I. Organizations awarded contracts are required to comply with:**

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

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

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

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

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

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

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

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

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

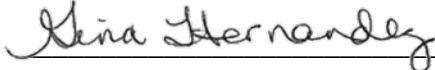
- F. If services are to be provided to youth and families who have an open child welfare case due to allegations of abuse and neglect, then contractors shall deliver these services in a manner consistent with the DCF Case Practice Management Plan (CPM) and the requirements for Solution Based Casework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

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

2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients until the 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 a contract includes the allocation and expenditure of COVID-19 Recovery Funds, then it is covered by Executive Order No. 166 (EO166), which was signed by Governor Murphy on July 17, 2020. The Office of the State Comptroller (“OSC”) is required to make all such contracts available to the public by posting them on the New Jersey transparency website developed by the Governor’s Disaster Recovery Office (GDRO Transparency Website), and by subjecting them to possible review by an Integrity Monitor.

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

**Signature:** 

**Printed Name:** Gina Hernandez, MA, LPC, ACS, CCTP

**Title:** Executive Director

**Provider:** Prevent Child Abuse--New Jersey

**Date:**

07/05/2023

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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.

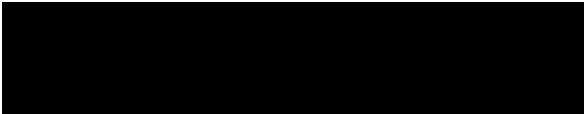
**F. Miscellaneous**

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: 05/03/2022

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:** Prevent Child Abuse New Jersey

Signature: *Gina Hernandez* Date: 4/20/22

Printed Name: Gina Hernandez Title: Executive Director



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

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

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

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

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

## II. DOMESTIC PREFERENCE FOR PROCUREMENTS

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

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

## III. PROCUREMENT OF RECOVERED MATERIALS

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

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

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

## IV. EQUAL EMPLOYMENT OPPORTUNITY

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

regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." See 2 CFR Part 200, Appendix II, para. C. During the performance of this contract, the contractor agrees as follows:

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

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

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

require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

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

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

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

#### VI. COPELAND ANTI\_KICK-BACK ACT

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

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

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

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

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

wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

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

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

If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2

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

#### IX. CLEAN AIR ACT, 42 U.S.C. 7401-7671Q, AND THE FEDERAL WATER

#### POLLUTION CONTROL ACT, 33 U.S.C. 1251-1387, AS AMENDED

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

##### Clean Air Act

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

##### Federal Water Pollution Control Act

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Agency: Prevent Child Abuse - N J  
 Address: 103 Church Street Suite 210  
New Brunswick, NJ 08901  
 Phone: 732-246-8060  
 Chief Executive Officer: Gina Hernandez

Agency Federal ID#: [REDACTED]  
 Charities Registration #: [REDACTED]

Budget Period: 10/01/22 to 09/30/25 Agency Fiscal Year End: 6/30/2023  
 Schedules Completed: 1 2 3 4 5 6

Prepared By: [REDACTED]

Date: 4/14/2023

Contracting Division	Contract #	Program Name	Reimbursable Ceiling	Type of Service	Contract Type	Payment Method	Division Contact Person	Provider Agency Contact Person and Telephone #
DCP&P	23LSMP	Young Parent Coalition - Yr 1	\$256,666	CORE	CR	I	[REDACTED]	[REDACTED]
DCP&P	23LSMP	Young Parent Coalition - Yr 2	\$271,667	CORE	CR	I	[REDACTED]	[REDACTED]
DCP&P	23LSMP	Young Parent Coalition - Yr 3	\$271,667	CORE	CR	I	[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.

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

\_\_\_\_\_  
 Agency Authorized Signatory

*Ronald J. Surlak*  
 Fiscal Officer

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

Agency: Prevent Child Abuse - NJ  
Contract#: 23LSMP

PURPOSE  
 BUDGET PREPARATION  
 MODIFICATION BUDGET  
 EXPENDITURE REPORT

PERIOD COVERED 10/1/22 - 9/30/25

	1	2	3	4	5	6	7	8	9	10
BUDGET CATEGORY	TOTAL	Young Parent Coal. - Comm. Prevention (590) Year 1	Young Parent Coal. - Comm. Prevention (590) Year 2	Young Parent Coal. - Comm. Prevention (590) Year 3	0	0	0	Other Agency Programs	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
A. PERSONNEL	\$ 5,783,867	\$ 160,297	\$ 161,402	\$ 161,402	\$ -	\$ -	\$ -	\$ 4,672,198	\$ 121,588	\$ 506,980
B. CONSULTANTS AND PROFESSIONAL FEES	\$ 439,300	\$ 25,145	\$ 37,063	\$ 37,694	\$ -	\$ -	\$ -	\$ 308,377	\$ 1,345	\$ 29,676
C. MATERIALS AND SUPPLIES	\$ 1,575,652	\$ 10,500	\$ 3,858	\$ 3,402	\$ -	\$ -	\$ -	\$ 1,551,392	\$ 500	\$ 6,000
D. FACILITY COSTS	\$ 419,724	\$ 12,943	\$ 12,943	\$ 12,943	\$ -	\$ -	\$ -	\$ 290,249	\$ 12,539	\$ 78,107
E. SPECIFIC ASSISTANCE TO CLIENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F. OTHER	\$ 930,599	\$ 19,548	\$ 26,518	\$ 26,343	\$ -	\$ -	\$ -	\$ 800,614	\$ 25,273	\$ 32,303
G. GENERAL & ADMINISTRATIVE COST ALLOCATION	>>>>>>>>	\$ 28,233	\$ 29,883	\$ 29,883	\$ -	\$ -	\$ -	\$ 565,067	\$ -	\$ (653,066)
H. TOTAL OPERATING COSTS	\$ 9,149,142	\$ 256,666	\$ 271,667	\$ 271,667	\$ -	\$ -	\$ -	\$ 8,187,897	\$ 161,245	
I. EQUIPMENT (SCHEDULE 6)	\$ 4,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,100	\$ -	
J. TOTAL COST	\$ 9,153,242	\$ 256,666	\$ 271,667	\$ 271,667	\$ -	\$ -	\$ -	\$ 8,191,997	\$ 161,245	
K. LESS REVENUE (SCHEDULE 2)	\$ 8,353,242	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,191,997	\$ 161,245	
L. NET COST	\$ 800,000	\$ 256,666	\$ 271,667	\$ 271,667	\$ -	\$ -	\$ -	\$ -	\$ -	
M. PROFIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
N. REIMBURSABLE CEILING	\$ 800,000	\$ 256,666	\$ 271,667	\$ 271,667	\$ -	\$ -	\$ -	\$ -		
O. UNITS OF SERVICE										
P. UNIT COST										

Agency: Prevent Child Abuse - NJ  
 Contract#: 23LSMP

PURPOSE  
 X BUDGET PREPARATION  
 MODIFICATION BUDGET  
 EXPENDITURE REPORT  
 PERIOD COVERED 10/1/22 - 9/30/25

A	BUDGET CATEGORY: PERSONNEL				1	2	3	4	5	6	7	8	9	10	
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	Young Parent Coal. - Comm. Prevention (590) Year 1	Young Parent Coal. - Comm. Prevention (590) Year 2	Young Parent Coal. - Comm. Prevention (590) Year 3				Other Agency Programs	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS	
1	Central Intake Coordinator	N/A	Jan-13	35	\$ 48,600				\$ -		\$ -	\$ 48,600			
2	Program Specialist	N/A	May-15	35	\$ 57,500		\$ -	\$ -				\$ 57,500			
3		N/A			\$ -							\$ -			
4	Program Coordinator EPPC -	N/A	Oct-21	35	\$ 75,000				\$ -		\$ -	\$ 75,000			
5		N/A			\$ -							\$ -			
6	Communic. & Relations Director	N/A	Jul-14	35	\$ 70,000							\$ -	\$ 70,000		
7	Vice President	N/A	May-21	35	\$ 99,943	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 99,943			
8	Program Director	N/A	Aug-05	35	\$ 87,980	\$ -						\$ 87,980			
9		N/A			\$ -							\$ -			
10	Program Manager - HT	N/A	Sep-07	35	\$ 78,000	\$ -						\$ 78,000			
11	Program Specialist - FOP & CCYC	N/A	Sep-14	35	\$ 72,080	\$ -						\$ 72,080			
12	Program Manager - HV	N/A	Aug-12	35	\$ 83,500		\$ -	\$ -				\$ 83,500			
13	Program Specialist	N/A	Jun-15	35	\$ 57,500		\$ -	\$ -				\$ 57,500			
14	Administrative Assistant	N/A	Oct-08	35	\$ 47,460							\$ 47,460			
15	Executive Director	N/A	Nov-05	35	\$ 145,000							\$ 7,250	\$ -	\$ 137,750	
16	Program Specialist - HV	N/A	Jun-12	35	\$ 62,500		\$ -	\$ -				\$ 62,500			
17	Program Coordinator HT, PLP -	N/A	Feb-20	35	\$ 55,000							\$ 55,000			
18	Director of Finance -	N/A	Nov-15	35	\$ 95,000							\$ -		\$ 95,000	
19	Director of HR & Administration	N/A	Oct-13	35	\$ 69,280							\$ -	\$ 6,928	\$ 62,352	
20	PAT Program Coordinator	N/A	Oct-12	35	\$ 62,500		\$ -	\$ -				\$ 62,500			
21	Finance & Cmnty Outreach Assoc.	N/A	Oct-11	35	\$ 56,440							\$ 24,589	\$ 12,898	\$ 18,953	
22	Receptionist/Admin Asst -	N/A	Oct-21	35	\$ 50,000							\$ -		\$ 50,000	
23	Central Intake Specialist,	N/A	Oct-15	35	\$ 45,003				\$ -		\$ -	\$ 45,003			
	<b>SUBTOTAL(pg. 1)</b>					\$ 1,418,286	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 964,405	\$ 89,826	\$ 364,055

Agency: Prevent Child Abuse - NJ  
 Contract#: 23LSMP

PURPOSE  
 X BUDGET PREPARATION  
 MODIFICATION BUDGET  
 EXPENDITURE REPORT  
 PERIOD COVERED 10/1/22 - 9/30/25

A	BUDGET CATEGORY: PERSONNEL				1	2	3	4	5	6	7	8	9	10
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	Young Parent Coal. - Comm. Prevention (590) Year 1	Young Parent Coal. - Comm. Prevention (590) Year 2	Young Parent Coal. - Comm. Prevention (590) Year 3				Other Agency Programs	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
24	Outside Trainers paid thru Payroll		N/A		\$ -							\$ -		
25	Program Manager - [REDACTED]	N/A	Sep-15	35	\$ 76,320							\$ 76,320		
26	Executive Assistant - [REDACTED]	N/A	Nov-21	28	\$ 43,000							\$ -	\$ -	\$ 43,000
27	Senior TA Specialist - [REDACTED]	N/A	Sep-15	35	\$ 66,780							\$ 66,780		
28	TA Specialist GNJK NE - [REDACTED]	N/A	Nov-16	35	\$ 60,420							\$ 60,420		
29	TA Specialist GNJK NE - [REDACTED]	N/A	Nov-20	35	\$ 56,100							\$ 56,100		
30	Program Assistant GNJK NE - [REDACTED]	N/A	Oct-15	35	\$ 47,460							\$ 47,460		
31	TA Specialist GNJK NE - [REDACTED]	N/A	Aug-17	35	\$ 60,420							\$ 60,420		
32	TA Specialist II GNJK CEN - [REDACTED]	N/A	Oct-15	35	\$ 61,480							\$ 61,480		
33	TA Specialist GNJK NE - [REDACTED]	N/A	Sep-19	35	\$ 59,280							\$ 59,280		
34	TA Specialist GNJK CEN - [REDACTED]	N/A	Nov-15	35	\$ 60,505							\$ 60,505		
35	Program Manager GNJK NE - [REDACTED]	N/A	Nov-15	35	\$ 76,320							\$ 76,320		
36	TA Specialist GNJK CEN - [REDACTED]	N/A	Nov-15	35	\$ 65,720							\$ 65,720		
37	TA Specialist GNJK CEN - [REDACTED]	N/A	Aug-17	35	\$ 58,300							\$ 58,300		
38	TA Specialist GNJK NE - [REDACTED]	N/A			\$ 56,100							\$ 56,100		
39	TA Specialist GNJK CEN - [REDACTED]	N/A	Jul-20	35	\$ 56,100	\$ -						\$ 56,100		
40	TA Specialist II GNJK CEN - [REDACTED]	N/A	May-16	35	\$ 61,480							\$ 61,480		
41	TA Specialist GNJK CEN - [REDACTED]	N/A	Sep-16	35	\$ 63,600							\$ 63,600		
42	TA Specialist GNJK CEN - [REDACTED]	N/A	Sep-16	35	\$ 60,420							\$ 60,420		
43	TA Specialist GNJK NE - [REDACTED]	N/A	Nov-19	35	\$ 63,600							\$ 63,600		
44	TA Specialist GNJK NE - [REDACTED]	N/A			\$ 56,100							\$ 56,100		
45	Training Coordinator - [REDACTED]	N/A	Feb-17	35	\$ 60,420							\$ 60,420		
46	TA Specialist GNJK NE - [REDACTED]	N/A	Mar-17	35	\$ 63,600							\$ 63,600		
47	Sr. TA Specialist GNJK NE - [REDACTED]	N/A	Feb-17	35	\$ 66,780							\$ 66,780		
<b>SUBTOTAL(pg. 2)</b>					<b>\$ 1,400,305</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,357,305</b>	<b>\$ -</b>	<b>\$ 43,000</b>

Agency: Prevent Child Abuse - NJ  
 Contract#: 23LSMP

PURPOSE  
 X BUDGET PREPARATION  
 MODIFICATION BUDGET  
 EXPENDITURE REPORT  
 PERIOD COVERED 10/1/22 - 9/30/25

A BUDGET CATEGORY: PERSONNEL														
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	1 TOTAL	2 Young Parent Coal. - Comm. Prevention (590) Year 1	3 Young Parent Coal. - Comm. Prevention (590) Year 2	4 Young Parent Coal. - Comm. Prevention (590) Year 3	5	6	7	8 Other Agency Programs	9 UNALLOWABLE COSTS	10 GENERAL & ADMINISTRATIVE COSTS
48	TA Specialist GNJK NE - [REDACTED]	N/A	Aug-21	35	\$ 55,080							\$ 55,080		
49	TA Specialist GNJK NE - [REDACTED]	N/A	Apr-17	35	\$ 58,300							\$ 58,300		
50	TA Specialist GNJK NE - [REDACTED]	N/A	May-17	35	\$ 58,300							\$ 58,300		
51	TA Specialist GNJK NE - [REDACTED]	N/A	Jul-17	35	\$ 63,600							\$ 63,600		
52	TA Specialist GNJK CEN - [REDACTED]	N/A	May-17	35	\$ 61,480							\$ 61,480		
53	TA Specialist GNJK CEN - [REDACTED]	N/A	Jul-17	35	\$ 58,300							\$ 58,300		
54	CSEC Specialist - [REDACTED]	N/A	Nov-17	35	\$ 55,000							\$ 55,000		
55	HV Program Specialist - [REDACTED]	N/A	Apr-22	35	\$ 54,000		\$ -	\$ -				\$ 54,000		
56	Program Assistant CCYC - [REDACTED]	N/A	Mar-20	7	\$ 45,000	\$ -						\$ 45,000		
57		N/A			\$ -	\$ -						\$ -		
58	TA Specialist GNJK NE - [REDACTED]	N/A	Jun-20	35	\$ 57,200							\$ 57,200		
59	Early Childhood Specialist - [REDACTED]	N/A	May-19	35	\$ 53,000				\$ -			\$ 53,000		
60	Early Childhood Specialist - [REDACTED]	N/A	Sep-19	35	\$ 53,000				\$ -			\$ 53,000		
61		N/A		35	\$ -							\$ -		
62	TA Specialist GNJK NE - [REDACTED]	N/A	Apr-21	35	\$ 55,080							\$ 55,080		
63	District Headstart - [REDACTED]	N/A		35	\$ 58,000							\$ 58,000		
64	PDGB-5 TAS - [REDACTED]	N/A	Oct-21	35	\$ 56,100							\$ 56,100		
65	Portfolio Reviewer Central - [REDACTED]	N/A	Aug-21	35	\$ 64,260							\$ 64,260		
66		N/A		35	\$ -							\$ -		
67	Child Wellness Assistant - [REDACTED]	N/A	Mar-21	28	\$ 33,488							\$ 33,488		
68	Faciliator/Survivor - HT/ [REDACTED]	N/A	Nov-13	7	\$ -							\$ -		
69	TA Specialist GNJK CEN - [REDACTED]	N/A	Oct-21	35	\$ 56,100							\$ 56,100		
70	TA Specialist GNJK NE - [REDACTED]	N/A	Dec-21	35	\$ 56,100							\$ 56,100		
71	Program Coordinator Comm Education - [REDACTED]	N/A	Oct-21	35	\$ 55,000	\$ -						\$ 55,000		
72	Community Alignment Specialist	N/A		35	\$ 60,000						\$ -	\$ 60,000		
73	Connect NJ Case Manager	N/A		35	\$ 55,000						\$ -	\$ 55,000		
74	Program Specialist - [REDACTED]	N/A		35	\$ 194,500	\$ 64,500	\$ 65,000	\$ 65,000				\$ -		
<b>SUBTOTAL(pg. 3)</b>					<b>\$ 1,415,888</b>	<b>\$ 64,500</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,221,388</b>	<b>\$ -</b>	<b>\$ -</b>

Agency: Prevent Child Abuse - NJ  
 Contract#: 23LSMP

PURPOSE  
 X BUDGET PREPARATION  
 MODIFICATION BUDGET  
 EXPENDITURE REPORT  
 PERIOD COVERED 10/1/22 - 9/30/25

A BUDGET CATEGORY: PERSONNEL														
				1	2	3	4	5	6	7	8	9	10	
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	Young Parent Coal. - Comm. Prevention (590) Year 1	Young Parent Coal. - Comm. Prevention (590) Year 2	Young Parent Coal. - Comm. Prevention (590) Year 3				Other Agency Programs	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
75	Program Specialist - [REDACTED]	N/A		35	\$ 194,500	\$ 64,500	\$ 65,000	\$ 65,000				\$ -		
76					\$ -									
77					\$ -									
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98					\$ -									
99					\$ -									
100					\$ -									
	SUBTOTAL (pg. 4)				\$ 194,500	\$ 64,500	\$ 65,000	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>BUDGET CATEGORY A: EMPLOYEE SUBTOTAL</b>				<b>\$ 4,428,979</b>	<b>\$ 129,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,543,098</b>	<b>\$ 89,826</b>	<b>\$ 407,055</b>



STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT EXPENSE DETAIL  
B. CONSULTANTS AND PROFESSIONAL FEES  
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Agency: Prevent Child Abuse - NJ  
Contract#: 23LSMP

PURPOSE  
X BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT

PERIOD COVERED 10/1/22 - 9/30/25

BUDGET CATEGORY- B. CONSULTANTS AND PROFESSIONAL FEES											
LINE ITEM	BASIS FOR ALLOCATION	1 TOTAL	2 Young Parent Coal. - Comm. Prevention (590) Year 1	3 Young Parent Coal. - Comm. Prevention (590) Year 2	4 Young Parent Coal. - Comm. Prevention (590) Year 3	5 0	6 0	7 0	8 Other Agency Programs	9 UNALLOWABLE COSTS	10 GENERAL & ADMINISTRATIVE COSTS
Auditors - Sax, LLP	Indirect - % of total contract dollars	\$ 25,872	\$ 818	\$ 818	\$ 818	\$ -			\$ 5,418		\$ 18,000
Computer Consultants - IT Support & Maintenance	Direct - to program for which expense was incurred	\$ 81,734	\$ 3,482	\$ 3,482	\$ 3,482	\$ -		\$ -	\$ 60,367	\$ 1,345	\$ 9,576
Consultant - Program Database	Direct	\$ -							\$ -		
Consulting-Per Diem HR	Direct	\$ -							\$ -		
Consulting-Legal	Direct	\$ 2,100							\$ -		\$ 2,100
Consulting-SUNY Consultants	Direct - to program for which expense was incurred	\$ 165,163		\$ -	\$ -				\$ 165,163		
Consulting-COGNOS	Direct	\$ -			\$ -				\$ -		
Consulting-Other MIS Enhance	Direct	\$ -							\$ -		
Consultants-City Span	Direct	\$ 15,000							\$ 15,000		
Consultants-Research	Direct	\$ -			\$ -				\$ -		
Website Development Consultant	Direct - to program for which expense was incurred	\$ -	\$ -						\$ -		
Website Technician	Direct	\$ -							\$ -		
CAECHMH (Center for Austim & Early Childhood Mental Health @ Montclair State University)	Direct	\$ -							\$ -		
Consulting-PAT Training (Foundational, Model Implementation, 3-K)	Direct - to program for which expense was incurred	\$ 44,429		\$ -	\$ -				\$ 44,429		
Consulting-Other (Texting program, Kick-Off speaker fees)	Direct	\$ 103,502	\$ 20,845	\$ 32,763	\$ 33,394	\$ -			\$ 16,500		
Consultant - Training	Direct - to program for which expense was incurred	\$ 1,500			\$ -				\$ 1,500		
		\$ -							\$ -		
<b>BUDGET CATEGORY B. TOTAL</b>		<b>\$ 439,300</b>	<b>\$ 25,145</b>	<b>\$ 37,063</b>	<b>\$ 37,694</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 308,377</b>	<b>\$ 1,345</b>	<b>\$ 29,676</b>





STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT EXPENSE DETAIL  
E. SPECIFIC ASSISTANCE  
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Agency: Prevent Child Abuse - NJ  
Contract#: 23LSMP

PURPOSE  
XBUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT

PERIOD COVERED 10/1/22 - 9/30/25

BUDGET CATEGORY E. SPECIFIC ASSISTANCE TO CLIENTS											
LINE ITEM	BASIS FOR ALLOCATION	1 TOTAL	2 Young Parent Coal. - Comm. Prevention (590) Year 1	3 Young Parent Coal. - Comm. Prevention (590) Year 2	4 Young Parent Coal. - Comm. Prevention (590) Year 3	5 0	6 0	7 0	8 Other Agency Programs	9 UNALLOWABLE COSTS	10 GENERAL & ADMINISTRATIVE COSTS
		\$ -									
		\$ -									
		\$ -									
		\$ -									
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		\$ -									
<b>BUDGET CATEGORY E. TOTAL</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -





STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B: CONTRACT EXPENSE DETAIL  
G. GENERAL AND ADMINISTRATIVE COST ALLOCATION  
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Agency: Prevent Child Abuse - NJ  
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PURPOSE  
XBUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT

PERIOD COVERED 10/1/22 - 9/30/25

BUDGET CATEGORY G. GENERAL AND ADMINISTRATIVE COST ALLOCATION	1	2	3	4	5	6	7	8	9	10
	TOTAL	Young Parent Coal. - Comm. Prevention (590) Year 1	Young Parent Coal. - Comm. Prevention (590) Year 2	Young Parent Coal. - Comm. Prevention (590) Year 3	0	0	0	Other Agency Programs	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
Total: Categories A-F	\$ 9,149,142	\$ 228,433	\$ 241,784	\$ 241,784	\$ -	\$ -	\$ -	\$ 7,622,830	\$ 161,245	\$ 653,066
General and Administrative Costs	>>>>>>>>	\$ 28,233	\$ 29,883	\$ 29,883	\$ -	\$ -	\$ -	\$ 565,067		\$ (653,066)

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B  
SCHEDULE 1-COST ALLOCATION DATA  
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PURPOSE  
X BUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED 10/1/22 - 9/30/25

ALLOCATION BASE	1 TOTAL	2 Young Parent Coal. - Comm. Prevention (590) Year 1	3 Young Parent Coal. - Comm. Prevention (590) Year 2	4 Young Parent Coal. - Comm. Prevention (590) Year 3	5 0	6 0	7 0	8 Other Agency Programs	9 UNALLOWABLE COSTS	10 GENERAL & ADMINISTRATIVE COSTS
	\$ -									
	0%									
	\$ -									
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	\$ -									
	0%									
	\$ -									
	0%									

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
ANNEX B  
SCHEDULE 2-REVENUE  
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Agency: Prevent Child Abuse - NJ  
Contract#: 23LSMP

PURPOSE  
XBUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED 10/1/22 - 9/30/25

DESCRIPTION	1 TOTAL	2 Young Parent Coal. - Comm. Prevention (590) Year 1	3 Young Parent Coal. - Comm. Prevention (590) Year 2	4 Young Parent Coal. - Comm. Prevention (590) Year 3	5 0	6 0	7 0	8 Other Agency Programs	9 UNALLOWABLE COSTS	10 GENERAL & ADMINISTRATIVE COSTS
Grant Revenue	\$ 8,071,297							\$ 8,071,297		
Foundation Revenue	\$ -							\$ -		
PASS THRU	\$ 22,800		\$ -	\$ -				\$ 22,800		
Fee For Service/Product Sales	\$ 87,600							\$ 85,000	\$ 2,600	
Special Events	\$ 5,000								\$ 5,000	
Contributions	\$ 153,645							\$ -	\$ 153,645	
Miscellaneous	\$ 10,000							\$ 10,000		
Interest Income	\$ 2,900							\$ 2,900		
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
	\$ -									
<b>Total K. Revenue</b>	<b>\$ 8,353,242</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,191,997</b>	<b>\$ 161,245</b>	<b>\$ -</b>

Supporting documentation is required to substantiate the allocations.

**Agency: Prevent Child Abuse - N**  
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**STATE OF NEW JERSEY**  
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**ANNEX B**  
**SCHEDULE 3-APPLICABLE CREDITS**  
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PURPOSE  
XBUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
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10/1/22 - 9/30/25

#	DESCRIPTION OF CREDIT/INCOME	AMOUNT	TREATMENT (EXPENSE ITEM OR CATEGORY OFFSET)	EXPLANATORY NOTES
1				
2				
3				
4				
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7				
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17				
18				

**Agency: Prevent Child Abuse - NJ**  
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**STATE OF NEW JERSEY**  
**DEPARTMENT OF CHILDREN AND FAMILIES**  
**ANNEX B**  
**SCHEDULE 4 - RELATED ORGANIZATION**  
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PURPOSE  
XBUDGET PREPARATION  
MODIFICATION BUDGET  
EXPENDITURE REPORT  
PERIOD COVERED

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NAME OF RELATED ORGANIZATION	TYPES OF SERVICES, FACILITIES AND/OR SUPPLIES FURNISHED BY THE RELATED ORGANIZATION	EXPLAIN RELATIONSHIP	COST	NAME & COLUMN NUMBER OF PROGRAM/COMPONENT

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**STATE OF NEW JERSEY  
 DEPARTMENT OF CHILDREN AND FAMILIES  
 ANNEX B  
 SCHEDULE 5 - DEPRECIATION/USE ALLOWANCE  
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PURPOSE  
 BUDGET PREPARATION  
 MODIFICATION BUDGET  
 EXPENDITURE REPORT

PERIOD COVERED 10/1/22 - 9/30/25

A	B	C	D	E	F	G	H	I	J	K
DEPRECIABLE CAPITAL ASSET ITEMS	ACQUISITION COST	EXCLUSIONS	ADJUSTED COST BASIS (COL B MINUS COL C)	ACCUM. DEPREC. REPORTED ON FINANCIAL STATEMENTS	NET BOOK VALUE (COL D MINUS COL E)	ANNUAL DEPREC. REPORTED ON FINANCIAL STATEMENTS	ANNUAL USE ALLOWANCE	INTEREST EXPENSE	ANNUAL DEPREC. & INTEREST EXPENSE (COL G + I)	ALLOWABLE DEPREC. / USE ALLOWANCE
Office Equipment & Furnishings	\$ 469,768		\$ 469,768	\$ 409,193	\$ 60,575	\$ 36,549			\$ 36,549	\$ 36,549
			\$ -		\$ -				\$ -	
			\$ -		\$ -				\$ -	
			\$ -		\$ -				\$ -	
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			\$ -		\$ -				\$ -	
			\$ -		\$ -				\$ -	
			\$ -		\$ -				\$ -	\$ 36,549





## **REQUEST FOR PROPOSALS**

**For**

### **American Rescue Plan Supplemental Funding for Community-Based Prevention Programs (ARP)**

**CFDA 93.590**

**Funding in the amount of \$3,200,000 (through September 30, 2025)**

**Award range from \$400,000 to \$800,000 Per 36-Month Project**

**Applicants may only apply for one award**

**Community-Based Child Abuse Prevention (CBCAP) Funding**

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

**Questions are due by May 27, 2022**

**Bids are due: June 20, 2022**

Christine Norbut Beyer, MSW  
Commissioner

May 10, 2022

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### Section II - Application Instructions

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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

Exhibit E–Budget forms for 3 one-year budgets

Exhibit F–Russia Belarus Disclosure Form

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

## **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 of the proposal deadline by providing them via email to [DCF.ASKRFP@dcf.nj.gov](mailto:DCF.ASKRFP@dcf.nj.gov) until **May 10, 2022, 12PM**. Technical inquiries about forms and other documents may be requested at any time.

All bids must be submitted electronically through our online system. To submit 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). (See Section I).

## **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 (ARP) 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 supplemental ARP federal funding through the Community Based Child Abuse Prevention (CBCAP) Program.

The New Jersey Department of Children and Families' (DCF) Division of Family and Community Partnerships announces the availability of \$3,200,000 in federal funding for CBCAP programs to enhance community-based, prevention-focused programs and activities designed to strengthen and support families and communities to prevent child abuse and neglect.

Funding is available for each 36-month project ranging from \$400,000 to \$800,000 for community-based child abuse prevention grants to address gaps and support families and communities.

Four (4) to eight (8) awards will be made. **Applicants may only apply for one (1) grant** under this offering and one (1) grant under the related CBCAP ARP funding for Early Childhood Prevention Programs. Applicants that apply for both funding streams cannot apply with the same program offerings. The program offered by the Applicant under each separate proposal must be different.

The 36-month grant period shall begin at the time of the award and may continue through September 30, 2025.

CBCAP was established by Title II of the Child Abuse Prevention and Treatment Act (CAPTA). CAPTA has been amended several times and was last reauthorized on December 20, 2010, by the CAPTA Reauthorization Act of 2010 (P.L. 111-320). It was amended in 2015, 2016, and 2018, and most recently, certain provisions of the act were amended on January 7, 2019, by the Victims of Child Abuse Act Reauthorization Act of 2018 (P.L. 115-424).

The purpose of CBCAP is to:

1. Support community-based efforts to develop, operate, expand, enhance, and coordinate initiatives, programs and activities to prevent child abuse and neglect and to support the coordination of resources and activities to strengthen and support families thereby reducing the likelihood of child abuse and neglect; and
2. To foster understanding, appreciation, and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.

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

**Exclusions:**

**Funds for this offering cannot be utilized for domestic violence programs, training, events, and public information campaigns.**

**Funding to provide early childhood supportive services to be offered in conjunction with newborn home visiting programs including maternal health and wellness program are excluded from this offering as these projects are funded through a separate RFP.**

**B. Background:**

Since its creation in 2006, DCF has designed and managed a strong, state-wide network of core services including child protection and child welfare services, children's behavioral health care, programming to support children with intellectual and developmental disabilities and their families, community-based family strengthening services, specialized educational programming, and services and programming to support women. Over 100,000 New Jersey constituents are impacted by these services each month.

In keeping with Governor Phil Murphy's platform of a stronger, fairer New Jersey, DCF is undergoing an urgent transformation that is informed by evolving national best practice, ongoing self-evaluation of the Department's performance, and advances in science, and staff and consumer voice.

DCF's vision is that all New Jersey residents are safe, healthy, and connected. DCF's values guide the work of the Department, serving as the professional compass for decisions large and small, in all that we do: Collaboration, Equity, Evidence, Family, and Integrity.

The Department has identified a set of core approaches that are not initiatives or programs, but instead are practices that we work to embed in all aspects of our work: Race equity, Healing centered practice, Protective factors framework, Family voice, and Culture of safety.

Lastly, DCF's strategic focus identifies major priorities for the Department as we strive to maintain excellence in core service delivery, while achieving a large-scale, fundamental transformation that includes:

- Primary prevention of maltreatment and maltreatment related fatalities
- Preserving kinship connections
- Staff health and wellness
- A fully integrated and inclusive Children's System of Care (CSOC)

In furtherance of the Department's strategic plan, the Division of Family and Community Partnerships is seeking proposals for programming to support a prevention infrastructure that is designed to reduce rates of child abuse and neglect, and that takes a comprehensive approach to evidence-based prevention services. This offering supports the Department's prioritization of prevention of child maltreatment as a transformational cornerstone for the child welfare system in New Jersey. This RFP provides communities with latitude to determine the specific prevention approach to ensure that community needs are met. Local partnerships are encouraged.

Every year, over 3,000 New Jersey children are victims of abuse or neglect. The most common forms of child maltreatment in New Jersey are neglect (70.9%) followed by sexual abuse (17.5%) and physical abuse (14.4%).<sup>1</sup> The New Jersey Child Welfare Data Hub identifies children under the age of 1 being most at risk for maltreatment (rate of 4.4 per 1,000), compared to children aged 1 to 5 (rate 1.5), aged 6 to 12 (rate 1.4) or aged 13 to 17 (rate 1.1). Rates of child maltreatment-related fatalities have been fairly consistent since 2015 with deaths in 2019 totaling 19 (1.0 per 100,000). A common factor associated with child fatality is caregiver drug abuse. The perpetrators of child fatalities are most often (more than 80%) caregiver of their victims. Additional data regarding child abuse and neglect in New Jersey can be found at the NJ Child Welfare Data Hub: [Data Hub \(rutgers.edu\)](https://datahub.rutgers.edu)

<sup>1</sup>U.S. Department of Health & Human Services, Administration for Children and Families, *Administration on Children, Youth and Families, Children's Bureau. (2022). Child Maltreatment 2020.* Available from <https://www.acf.hhs.gov/cb/data-research/child-maltreatment>.

New Jersey DCF, through partnership with Rutgers, the State University of New Jersey, and New Jersey's 21 Human Services Advisory Councils, conducted a community needs assessment in each of New Jersey's 21 counties during 2019-21. The Needs Assessment includes community data profiles, as well as the results of community surveys, focus groups and interviews in each County.

Statewide summaries and county reports identified major challenges experienced by families in communities and identified priority areas in which families need support. The Needs Assessments, including data profiles, can be found at:

[https://www.nj.gov/dcf/about/divisions/opma/hsac\\_needs\\_assessment.html](https://www.nj.gov/dcf/about/divisions/opma/hsac_needs_assessment.html)

These community-based prevention grants will provide opportunities for communities to:

- Implement evidence-based prevention practices that have demonstrated a high return on investment and/or significant outcomes in the prevention of child maltreatment through either national or local evaluation.
- Implement evidence-based prevention practices (programs, policies and strategies) that also have a positive impact on other health and social outcomes of families and communities with outcomes including but not limited to, improved knowledge of child development, expanded supportive parental social networks, improved parental coping skills, improved access to services, and improved peer relationships. Examples of such practices include parent cafes, improved care coordination, improved awareness of and access to services.
- Implement community level prevention approaches aimed specifically at addressing community concerns leading to improved family well-being through collective impact approaches and the development of community collaboratives.

For the purposes of this CBCAP ARP funding opportunity, evidence-based practice is defined as the integration of the best available research with child abuse prevention program expertise within the context of the child, family, and community characteristics, culture, and preferences. Some form of documented scientific evidence validates these approaches to prevention. This includes findings established through scientific research, such as controlled clinical studies; however, other methods of establishing evidence are also valid. Evidence-based practices may be considered "supported" or "well-supported," depending on the strength of the research design. Evidence-informed practice is similar to evidence-based, but the level of evidence supporting the programs or practices is not as strong. Evidence-informed

practices may be considered "promising" or "emerging," depending on the strength of the existing research or documentation of its evidence. Evidence-informed practice allows for innovation within CBCAP, while still incorporating lessons learned from the existing research literature. Additional information on evidence based and evidence informed programs and practices and distinctions between emerging, promising, supported and well-supported practice can be found at [Evidence-Based Practice in CBCAP | Friends NRC](#).

In addition:

- Proposals that develop prevention programs in response to family and community needs identified in New Jersey's 2021 Human Services Advisory Council (HSAC) Needs Assessments will **automatically be awarded five (5) points in the scoring of the application.**

The Division of Family and Community Partnerships utilizes a Risk and Protective Factors framework in addressing prevention of child abuse and neglect. All proposed programs must demonstrate impact on the protective factors. DCF has structured its practice models and purchased services to assess for and to promote the five (5) protective factors, conditions which - when they are in place within individuals, family systems, and/or communities - reduce risk to health and well-being: parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competence for children. For more information on Risk and Protective Factors Framework in addressing child abuse and neglect, see the Center for Disease Control and Prevention ([Risk and Protective Factors|Child Abuse and Neglect|Violence Prevention|Injury Center|CDC](#)).

CBCAP funds primary and secondary prevention programs. Primary prevention consists of activities that are targeted toward the community at large. These activities are meant to impact families before any allegations of abuse and neglect. Primary prevention services include public education activities, and family support programs.

Secondary prevention consists of activities targeted to families that have one or more risk factors, including families with substance abuse, teen parents, parents of special needs children, single parents, and low-income families. Secondary prevention services include respite care for parents of a child with a disability, or programs for new parents. Proposals for either Primary or Secondary prevention programming are permitted.

The 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 CBCAP ARP grant is aimed at strengthening the network of primary and secondary prevention programs in communities to further the goal of reducing child abuse and neglect. Specific community need and target population will vary across applications. Eligible Applicants include local units of government and nonprofit organizations like faith-based, charitable, community-based, Tribal, school or voluntary associations. Applicants shall take all community and individual characteristics of the target population into account when overseeing implementation of the program. This includes considering geographic location and transportation, racial and/or ethnic backgrounds, sexual orientation, language, and disability. Programs that receive funding must be accessible and delivered without discrimination based on age, disability, gender, gender-identity, sexual orientation, race, color, national origin, or religion. (42 U.S.C. §10406).

All individuals from the target population, 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. Applicants must be able to assist participants with Limited English Proficiency (LEP), and Deaf or hard of hearing. Services are provided without charge to the target population.

### **D. Resources:**

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

Successful Applicants shall clearly define the community to be served (e.g., city, county, school-district, etc.) and location of service delivery.

#### **Staffing**

Staffing will be dictated by program activities as described in the proposal narrative and budget. Staff shall possess the requisite knowledge and expertise required for successful project implementation. Staff shall reflect the language, race and cultural backgrounds of the selected communities and target populations.

#### **Continuous 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.

The successful Applicant shall be required to submit quarterly reports that include qualitative and quantitative data as part of the CQI process. The Applicant will be required to collect and report pertinent participant and

program data relative to the project activities and measurable program outcomes.

### **Voluntary Participation**

The Applicant shall operate with the highest level of ethical practice and accountability to the community. All programming must be available on a voluntary basis.

### **Healing Centered Approach**

The Applicant should articulate a trauma-informed, healing centered and culturally relevant approach to its program delivery. This approach acknowledges the needs of the community and target population.

## **E. Activities:**

Awardees shall:

- Partner with families, the community, and persons with relevant lived experience in the planning, implementation, CQI activities and evaluation of the program.
- Implement an evidence-based program that will reduce rates of child maltreatment that can include but not be limited to improved knowledge of child development, expanded supportive parental social networks, improved parental coping skills, improved access to services, and improved peer relationships.
- Collect all relevant data and complete all reports and evaluations as required by DCF.
- Participate in quarterly results and learning meetings and other CQI activities required by DCF.

If the program provides direct services to participants, the Applicant shall clarify how participants are referred into the program and how services are accessed as well as any inclusionary or exclusionary parameters for participation.

## **F. Outputs:**

Measurable outcomes are essential for determining the extent to which implemented approaches and activities achieve their intended effects. Applicants shall identify the specific risk and/or protective factors that the program seeks to influence and identify a related set of milestones and key performance indicators to track progress on outcomes. Applicants must propose measures of success relevant and specific to their proposed

strategies. Depending upon the type of program, measures such as numbers and demographics of program participants shall be provided in addition to metrics that capture changes in behavior or condition are expected.

Awardees shall provide the Division of Family and Community Partnerships with quarterly progress reports that include both qualitative and quantitative data consistent with the goals and objectives of the project, utilizing measurement tools aligned with project outcomes.

Up to 15% of the award may be directed at measurement and evaluation activities.

### **G. Funding Information:**

CBCAP ARP supplemental funding is subject to appropriation. Funding for this offering is available up to \$3,200,000 of federal CBCAP ARP funds (CFDA 93.590).

The Department will make available a minimum of four (4) and up to eight (8) awards.

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

Each award will be between \$400,000 and \$800,000 for the 36-month project. The Department will make available \$1,000,000 in FY 2023 of federal CBCAP ARP funds (CFDA 93.590). It is anticipated that the resulting contract will total between \$400,000 to \$800,000 over the 36-month time frame. Funding will be renewed in each of the three years contingent on availability of federal funds and programmatic progress. Grant funds will not be available after September 30, 2025. Continuation funding is contingent upon the availability of funds in future fiscal years. Universities are reminded that this is a competitive process and on notice that no annual increases will be considered as part of this contract to salaries, fringe or benefits for future negotiations or contracts, unless approved by the State legislature for all contracting entities.

Additional funds are not available, so any proposed one-time expenses must be funded with **anticipated** contract accruals. Applicants must provide a justification and detailed summary of anticipated start-up costs, and the source of anticipated contract accruals, in order to begin program operations.

The CBCAP ARP funding period for this program is anticipated from July 1, 2022, through June 30, 2025, with the ability to carry over unspent funds, with DCF approval, through September 30, 2025.

**Matching Funds:** No match is required for the CBCAP ARP grant awards.

Operational start-up costs are permitted. Applicants must provide a justification and detailed summary of all expenses that must be met in order to begin program operations.

Proposals that demonstrate the leveraging of other financial resources are encouraged.

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

Any expenses incurred prior to the effective date of the contract will not be reimbursed by DCF.

#### **H. 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 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. Further, where appropriate, applicants must execute sub-contracts with partnering entities 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 may submit an application.

**I. RFP Schedule:**

<b>May 27, 2022</b>	<b>Deadline for Email Questions sent to <a href="mailto:DCF.ASKRFP@dcf.nj.gov">DCF.ASKRFP@dcf.nj.gov</a></b>
<b>June 20, 2022</b>	<b>Deadline for Receipt of Proposals by 12:00PM</b>

Proposals received after **12:00PM on June 20, 2022**, will **not** be considered.

**All proposals must be delivered ONLINE**

To submit 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)

Authorized Organization Representative (AOR) Form:  
<https://www.nj.gov/dcf/providers/notices/AOR.doc>

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.

Registered AOR forms should be received five (5) business days prior to the date the bid is due.

We recommend not waiting until the due date to submit your proposal in case there are technical difficulties during your submission.

**Submission Requirement:**

It is required that you submit your proposal as one PDF document. If the Appendix 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.

**J. Administration:**

1. **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.

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.

Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications may result in rejection of the proposal.

For a bid to be considered for award, at least one representative of the Applicant must have been present at the Bidders Conference, if required. Failure to attend the Bidders Conference will result in automatic bid rejection.

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.

## **2. Proposal Review Process**

DCF will convene a Proposal Evaluation Committee in accordance with DCF Policy P.104 located at <https://www.nj.gov/dcf/providers/contracting/manuals/>. 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. Those 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 100 possible points, based on the following criteria and the highest score will be recommended for approval as the winning Applicant.

Abstract	0 Points
I. Organizational Community & Fit	
A. Expertise of the Applicant Agency	10 Points
B. Project Description: Need <u>HSAC</u>	15 Points
C. Program Approach <u>Youth/Family Involvement</u>	25 Points
II. Organizational Capacity	15 Points
III. Organizational Support	10 Points
IV. Outcomes and Evaluation	15 Points
V. Budget Narrative	10 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, and 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.

### **3. 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 (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

**WARRANTY OF NO SOLICITATION ON COMMISSION OR CONTINGENT FEE BASIS.** The Applicant warrants by submission of the proposal 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.

All 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**.

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

All Applicants must submit a signed Notice of Standard Contract Requirements, Processes, and Policies as attached as **Exhibit C**.

All 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 of 2CFR 200.317. See **Attachment 1**. See **Attachment posting on DCF website**.

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 as 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.

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.

Applicants are also advised that any data collected or maintained through the implementation of the proposed program shall remain the property of DCF.

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.

**K. 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

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

**L. 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 (6) months from the date of issuance of this RFP.

**M. Post Award Requirements:**

Selected 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 laws and 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
5. ACH-Credit Authorization for automatic deposit (for new agencies only)

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 fact or 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:**

Applicants must submit a Narrative that addresses the following criteria below.

In conjunction with DCF's review of the narrative descriptions you insert under each numbered subsection below, DCF will assess the documents you submitted with your response 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.

The narrative portion of the proposal should be double-spaced with margins of one (1) inch on the top and bottom and one (1) inch on the left and right. There is a twenty-five (**25**) page limitation for the narrative portion of the grant application. The font shall be no smaller than twelve (12) points in Arial or Times New Roman. A one (1) point reduction per page will be administered to proposals exceeding the page limit requirements.

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 twenty (20) points or more, the proposal shall be rejected as non-responsive. A penalty of five (5) points will be deducted for each missing document if not provided in five (5) days after requested by DCF.

The narrative must be organized appropriately and address the key concepts outlined in the RFP. Annex B budget pages, and attachments do not count towards the narrative page limit.

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

**Project Abstract (not part of narrative) (no points)**

**Provide a one (1) Page Maximum Abstract**

The abstract should present a concise summary of the well-supported, promising or evidenced-based prevention practice (program, policy, strategy) and include information regarding the need, the target population (including number to be served), a brief description of the EBP practice, why it was selected, cost benefit of implementing the selected EBP, what the expected accomplishments will be as well as the total amount of funding being sought.

**I. Community and Organizational Fit**

*Community and Organizational fit refers to respondent's alignment with the specified community and state priorities, family and community values, culture and history, and other interventions and initiatives.*

**A. Expertise of the Applicant Agency-(10 Points)**

- 1) Describe how this initiative is consistent with your mission and vision, and priorities.
- 2) Describe how this initiative fits with existing initiatives/programming in your organization.
- 3) Describe any services and programs that that your Agency provides that are categorized as well as emerging, promising, supported or well-supported practice (see Evidence-Based Practice in CBCAP Friends NRC).
- 4) Describe how this initiative is consistent with your organization's experience working with the target (or similar) populations required to be served by this initiative.

**B. Project Description: Need-(15 Points)**

Note: The 2021 Human Services Advisory Council (HSAC) Needs Assessments Synthesis Report for New Jersey's 21 Counties identified 6 basic needs areas and 7 specialized service needs areas along with barriers and impacted sub-populations. While not limited to this source for the identification of community need, it is highly encouraged that applicants consider county and statewide needs identified in the state and county reports which can be found at:

[https://www.nj.gov/dcf/about/divisions/opma/hsac\\_needs\\_assessment.html](https://www.nj.gov/dcf/about/divisions/opma/hsac_needs_assessment.html)

Proposals that develop prevention programs in response to family and community needs identified in New Jersey's 2021 Human Services Advisory Council (HSAC) Needs Assessment reports will **automatically be awarded five (5) points**.

- 1) Describe the need, service gap, barrier or challenge that the initiative will address.
- 2) Describe how the proposed initiative will address the identified gaps or needs
- 3) Discuss the target population to be served. The applicant should include population size and demographics as well as any relevant statistics to link the need for this project. This includes a description of disparities impacting target populations historically underserved, marginalized and adversely affected by persistent poverty and inequality
- 4) Describe how the program contributes to the prevention of child maltreatment. Include a description of other outcomes as described above in the Background section or outcomes that are consistent with the relevant protective factor(s) the program is designed to address. If applicable, how does the program contribute to reduction in infant mortality.
- 5) Include a summary of existing services and community supports in the geographic area, including barriers and gaps. Describe how your program will (i) be different from rather than duplicate existing community services and resources; and (ii) bridge identified gaps and overcome barriers to build relationships that will reach the target population.

### **C. Program Approach-(25 Points)**

- Describe the proposed program model and all strategies and key activities of the project. Describe how this model meets the stated purpose of the grant.
- Describe how the strategies will keep fidelity to an evidence-based, evidence-supported, or evidence-informed model. If the project includes innovative models or strategies, please provide a clear description of the evidence to support your model/strategy selection.
- Describe the population to be impacted by the project. Include basic demographic information of the community and/or children and families to be served and identify the geographic reach of the project. Include numbers of children, families, or others to be served by each component of the project.
- Describe outreach strategies to special populations of underserved or underrepresented groups unique to the identified service area.

- Describe any potential barriers to implementation of the proposal and strategies to overcome them.

**Note:**

**Address the following three cross-cutting priorities of the NJTFCAN Prevention Plan for 2022- 2025. For reference, the NJTFCAN Prevention Plan can be found at: [2022-2025.NJ.Statewide.Prevention.Plan.pdf](https://www.nj.gov/education/assessment/2022-2025.NJ.Statewide.Prevention.Plan.pdf)**

- ***Priority 1:*** *Promote racial equity/racial justice and reduce disparities across populations in service access, service provision, and retention.*

What strategies will be utilized to ensure that every family, regardless of race, has the same opportunities and access to culturally and linguistically appropriate prevention services.

- ***Priority 2:*** *Increase opportunities for effective youth and family participation and partnership in policy and program planning, implementation, continuous quality improvement (CQI), evaluation, and outcomes.*

What strategies will the program adopt to enhance opportunities for diverse persons including those with lived experience (e.g., persons or families who have sought support) to partner, collaborate, and provide insight into programs and policies related to this initiative. **DCF places a premium on the meaningful involvement of youth/family and persons with lived experience in the planning, implementation, continuous quality improvement, evaluation and outcomes of programs and services.**

**The response for Priority 2 will be awarded up to five (5) points.**

- ***Priority 3:*** *Promote developmentally based trauma-Informed and healing-centered prevention practices.*

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. Organizational Capacity-(15 Points)**

*Organizational Capacity refers to the Respondent's ability to financially and structurally meet and sustain the specified minimum requirements.*

- 1) Describe how the organization's leadership is knowledgeable about and in support of this initiative. Include how the requirements of this initiative will be met through your governance and management structure, including the roles of senior executives and governing body (Board of Directors, Managing Partners, Board of County Commissioners. Do leaders have the diverse skills and perspectives representative of the community being served?
  - **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 County Commissioners 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.
  - **Include a current Agency-Wide Organizational Chart.**
- 2) Does the organization currently employ or have access to staff that meet the staffing requirements for this initiative as described in the Resources section of this RFP? If so, describe.
- 3) Does the staff have a cultural and language match with the population they serve, as well as relationships in the community? If so, describe.
- 4) Describe how your Agency plans to fulfill staffing requirements not currently in place by hiring staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities.
  - Indicate the number, qualifications and skills of all staff, consultants, sub-grantees and/or volunteers who will perform the proposed service activities. Describe the management and supervision methods that will be utilized.
    - **Include an organizational chart for the proposed program operation as part of the appendix.**
    - **Include job descriptions that include all educational and experiential requirements as part of the appendix.**
    - **Include professional licenses related to job responsibilities, if applicable.**
    - **Include resumes of any existing staff who will perform the proposed services as part of the appendix.**
    - **Include a brief narrative on staffing patterns as part of the appendix.**

- 5) Are there designated staff with capacity to collect and use data to inform ongoing monitoring and improvement of the program or practice? If so, describe.
- 6) What administrative practices must be developed and/or refined to support the initiative/program/practice? What administrative policies and procedures must be adjusted to support the work of the staff and others to implement the program or practice?
- 7) Describe how the requirements of this initiative will be met through your existing collaborations, partnerships and collaborative efforts with other communities and systems.
- 8) Describe how the requirements of this initiative will be met through your membership in professional advisory boards.
- 9) Briefly describe the ways in which your Agency's operations (policies and/or practices) mirror the Prevent Child Abuse New Jersey's Safe Child standards.

The Standards are available at:

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

- **Include a brief (no more than 2 pages double spaced) Safe-Child Standards Description demonstrating ways in which your Agency's operations mirror the Standards as part of the appendix.**
- 10) Describe how the requirements of this initiative will be met through your plans for program accessibility that include, at a minimum, the following details: site description, safety considerations, and transportation options for clients served.
    - **Submit a description/floor plan 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.**
  - 11) Describe how the requirements of this initiative will be met through your strategies for identifying and engaging the target population and for maintaining their participation in services in accordance with service recipients' need(s).
  - 12) Describe how the requirements of this initiative will be implemented through the community partners listed and attested to in the resources

section of this RFP and the collaborative activities listed and attested to in the activities section of this RFP.

- **Include a letter of commitment** specific to a service **or MOU** to demonstrate commitment to the program **as part of the appendix (if relevant to your program). If not applicable, include a written statement stating it is “NOT APPLICABLE.”**
- **Include no more than (8) 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.

13) Describe your plans to ensure the needs of the target community will be met in a manner consistent with your commitment to cultural competency and diversity and the Law Against Discrimination (NJSA 10:51 seq.).

14) Provide a Proposed Program Implementation Schedule ( attached as appendix item 20) including a detailed timeline for implementing the proposed services 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.

- **Include a Program Implementation Schedule attached as part of the appendix.**

### **III. Organizational Supports-(10 Points)**

*Organizational Supports refers to the respondent’s access to Expert Assistance, Staffing, Training, Coaching & Supervision.*

1) Describe how your organization will support this initiative with required/necessary training, coaching, supervision. Describe your organization’s process to evaluate staff performance.

- **Include a Curricula Table of Contents for current and proposed training as part of the appendix.**

2) Describe how your organization will support the staff implementing this initiative by leveraging the resources of providers; communities; and other stake holders.

### **IV. Outcomes and Evaluation-(15 Points)**

1) Describe how your organization will support the requirements of this initiative for collection, maintenance, and analysis of data. Will this require use of or changes to existing monitoring and reporting systems?

- 2) Describe how this initiative will be supported by your use of the data after it is analyzed and reported to evaluate program performance.
  - **Include a summary of evaluation tools that will be used to determine the effectiveness of the program services (Summary should be no more than 5 pages) as part of the appendix.**
- 3) Describe procedures that will be used for data collection, management and timely reporting. Provide a description of data to be recorded, the intended use of that data and the means of maintaining confidentiality of respondents.
- 4) Submit a **signed Notice** of Standard Contract Requirements, Processes, and Policies as attached as **Exhibit C, as an appendix.**
- 5) Submit a **signed Attestation (Exhibit D)**-Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts, **as an appendix.**
- 6) Describe how this initiative will be supported by your quality assurance and performance improvement processes, including the meaningful role of those to be served.
- 7) Describe how this initiative will be supported by your willingness to engage in participatory, collaborative evaluation planning with DCF to improve and finalize outcome indicators.

#### **V. Budget-(10 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. The narrative must be part of the proposal.

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

The Applicant shall submit 3 12 month budgets:

Year 1 from 7/1/22 to 6/30/23;

Year 2 from 7/1/23 to 6/30/24; and

Year 3 from 7/1/24 to 6/30/25.

The Applicant shall use the form attached as Exhibit E and provide three 12 month budgets.

The budget shall be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. The budget shall also reflect a twelve (12) month operating schedule and 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. The completed budget proposal must also include a detailed summary of and justification for any one-time operational start-up costs.

The grantee is expected to adhere to all applicable State cost principles.

A description of General and Administrative Costs are available at <https://www.nj.gov/dcf/providers/contracting/manuals/#1> under the Contract Reimbursement Manual, Section 4 . See *Standard Documents for RFPs* for forms.

**B. Supporting Documents:**

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent. There is a twenty-five (25) 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.

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 twenty (20) points or more, the proposal shall be rejected as non-responsive. A penalty of five (5) points will be deducted for each missing document if not provided in five (5) business days after requested by DCF.

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.						
3	<input type="checkbox"/> Proposal Narrative in following order <table style="float: right; border: none;"> <tr> <td style="text-align: right;"><b>25 Page Limitation</b></td> </tr> <tr> <td style="text-align: right;">Abstract</td> </tr> <tr> <td style="text-align: right;">0 Points</td> </tr> <tr> <td style="text-align: right;">I. Organizational Community &amp; Fit</td> </tr> <tr> <td style="text-align: right;">A Expertise of the Applicant Agency</td> </tr> <tr> <td style="text-align: right;">10 Points</td> </tr> </table>	<b>25 Page Limitation</b>	Abstract	0 Points	I. Organizational Community & Fit	A Expertise of the Applicant Agency	10 Points
<b>25 Page Limitation</b>							
Abstract							
0 Points							
I. Organizational Community & Fit							
A Expertise of the Applicant Agency							
10 Points							

		B Project Description: Need <u>HSAC</u>	15 Point
		C Program Approach <u>Family Involvement</u>	25 Points
		II. Organizational Capacity	15 Points
		III. Organizational Support	10 Points
		IV. Outcomes and Evaluation	15 Points
		V. Budget Narrative	10 Points
<b>Part II: Appendix</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 County Commissioners of Responsible Governing Body).</b> List must be Dated and include the following: a. Names b. Titles c. Emails d. Phone Numbers e. Address <b>and</b> f. Terms	
6	<input type="checkbox"/>	<b>Current Agency-Wide Organization Chart</b>	
7	<input type="checkbox"/>	Proposed <b>Organizational Chart</b> for services required by this response - include Agency name and date created	
8	<input type="checkbox"/>	<b>Professional Licenses</b> related to job responsibilities for this response If not applicable, include a signed/dated written statement on Agency letterhead	
9	<input type="checkbox"/>	<b>Job Descriptions that include all educational and experiential requirements</b>	
10	<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)	
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 2 pages)	
13	<input type="checkbox"/>	<b>Description/floor plan of program space-Include Address</b>	
14	<input type="checkbox"/>	<b>Additional photos and/or floor plans, if available are also welcomed</b>	

15	<input type="checkbox"/>	<b>Letter of Commitment</b> specific to a service or <b>MOU</b> to demonstrate commitment to the program (if relevant to your program). If not applicable, include a written statement.
16	<input type="checkbox"/>	<b>No more than 8 Professional Letters of Support</b> from community organizations that you already partner with. Letters from any New Jersey State employees are prohibited.
17	<input type="checkbox"/>	<b>Curricula Table of Contents for current and proposed training</b>
18	<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)
19	<input type="checkbox"/>	All Applicants must submit a signed <b>Notice of Standard Contract Requirements, Processes, and Policies</b> as attached as <b>Exhibit C</b> .  All Applicants must submit a signed <b>Attestation</b> -Public Law P.L. 2021, c.1 Attestation Form for Providers with DCF Contracts as attached as <b>Exhibit D</b> .
20	<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.
21	<input type="checkbox"/>	Proposed <b>Exhibit Budget Form(s)</b> documenting anticipated budget  The Applicant shall submit 3 12 month budgets on the form provided as Exhibit E: Year 1 from 7/1/22 to 6/30/23; Year 2 from 7/1/23 to 6/30/24; and Year 3 from 7/1/24 to 6/30/25.
22	<input type="checkbox"/>	Agency's <b>Conflict of Interest policy</b>
23	<input type="checkbox"/>	<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. 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.
24	<input type="checkbox"/>	<b>Standard Language Document (SLD)</b> (signed/dated) [Version: Rev. 7-2-19] Form: <a href="https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc">https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc</a>
25	<input type="checkbox"/>	Document showing <b>Data Universal Numbering System (DUNS)</b> Number [2006 Federal Accountability & Transparency Act (FFATA) Website: <a href="https://fedgov.dnb.com/webform">https://fedgov.dnb.com/webform</a> Helpline: 1-866-705-5711

26	<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>
27	<input type="checkbox"/>	<p>Applicable <b>Consulting Contracts, Affiliation Agreements</b> related to this RFP. If not applicable, include a written statement</p>
28	<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>
29	<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>
30	<input type="checkbox"/>	<p><b>Certificate of Incorporation</b>  Website: <a href="https://www.nj.gov/treasury/revenue/">https://www.nj.gov/treasury/revenue/</a></p>
31	<input type="checkbox"/>	<p><b>For Profit: NJ Business Registration</b> Certificate with the Division of Revenue (required prior to contract award). If not applicable, include a signed/dated written statement on Agency letterhead.  Website: <a href="https://www.nj.gov/njbusiness/registration/">https://www.nj.gov/njbusiness/registration/</a></p>
32	<input type="checkbox"/>	<p><b>Agency By-laws or Management Operating Agreement if an LLC</b></p>
33	<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>
34	<input type="checkbox"/>	<p><b>Disclosure of Investigations and Other Actions Involving Bidder Form</b> (PDF) (signed/dated)  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>

35	<input type="checkbox"/>	<b>Disclosure of Investment Activities in Iran</b> (PDF) (signed/dated) 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>
36	<input type="checkbox"/>	<b>For Profit: Ownership Disclosure Form</b> (PDF) 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.
37	<input type="checkbox"/>	<b>For Profit: Chapter 51/Executive Order 117</b> Vendor Certification --and-- Disclosure of Political Contributions (signed/dated) [Version: Rev 4/1/19] 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>
38	<input type="checkbox"/>	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>
39	<input type="checkbox"/>	<b>Statement of Assurances</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/Statement.of.Assurance.doc">https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc</a>
40	<input type="checkbox"/>	<b>Tax Forms:</b> <b>Non Profit Form 990</b> Return of Organization Exempt from Income Tax <b>or</b> <b>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
41	<input type="checkbox"/>	<b>Executed Russia Belarus Disclosure form provided as Exhibit F</b>

\* 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/>

\*\* Treasury required forms are available on the Department of the Treasury website at:  
<https://www.state.nj.us/treasury/purchase/forms.shtml>

Click on Vendor Information and then on Forms.

Standard Language Document, and the Contract Reimbursement Manual and Information Manual may be reviewed via the Internet respectively  
at: <https://www.nj.gov/dcf/providers/contracting/forms/> and  
[www.nj.gov/dcf/providers/contracting/manuals](https://www.nj.gov/dcf/providers/contracting/manuals)

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

#### **Question and Answer:**

DCF will provide 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.

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 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.

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 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 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.
- 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/ddd/Danielle%27s%20Law.pdf>)

- E. If services are to be administered by the Contracted System Administrator (CSA), contractors must conform with, and provide services under, protocols that include required documentation and timeframes established by DCF and managed by the CSA. The CSA is the single point of entry for these services and facilitates service access, linkages, referral coordination, and monitoring of CSOC services across all child-serving systems. Contractors of these services will be required to utilize “Youth Link”, the CSOC web-based out-of-home referral/bed tracking system process to manage admissions and discharge after being provided training.
  
- F. If services are to be provided to youth and families who have an open child welfare case due to allegations of abuse and neglect, then contractors shall deliver these services in a manner consistent with the DCF Case Practice Management Plan (CPM) and the requirements for Solution Based Casework (SBC), an evidence-based, family centered practice model that seeks to help the family team organize, prioritize, and document the steps they will take to enhance safety, improve well-being, and achieve permanency for their children. SBC provides a common conceptual map for child welfare case workers, supervisors, leadership, and treatment providers to focus their efforts on clear and agreed upon outcomes. DCF may require contractors to participate in DCF sponsored SBC training, and to be involved in developing plans with the consensus of other participants, incorporating the elements of the plans into their treatment, participating in Family Team Meetings, and documenting progress and outcomes by race, age, identified gender, and other criteria DCF deems relevant and appropriate.
  
- G. If services provided under a DCF contract are for mental health, behavioral health, or addictions services by a contractor with at least 10 regular full-time or regular part-time employees who principally work for the contractor to provide those services, then P.L. 2021, c.1 (N.J.S.A. 30:1-1.2b) requires the contractor to:
  - 1. submit no later than 90 days after the effective date of the contract an attestation: (a) signed by a labor organization, stating that it has entered into a labor harmony agreement with such labor organization; or (b) stating that its employees are not currently represented by a labor organization and that no labor organization has sought to represent its employees during the 90-day period following the initiation or renewal of the contract; or

(c) signed by a labor organization, stating that it has entered into an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (N.J.S.A. 30:1-1.2c). The required attestation is submitted to ensure the uninterrupted delivery of services caused by labor-management disputes and is a condition of maintaining a DCF contract. The failure to submit it shall result in DCF's issuance of a financial recovery and a Corrective Action Plan (CAP). Should the contractor not adhere to the terms of the CAP, DCF shall cancel or not renew the contract upon obtaining a replacement contractor to assume the contract or otherwise provide the services. An extension of the 90-day deadline shall be warranted if a labor organization seeks to represent a contractor's employees after the contract is renewed or entered into, but within the 90-day period following the effective date of the contract. The Commissioner of DCF may review any interested person's report of a failure by the contractor to adhere to these requirements and upon finding that a covered contractor failed to adhere to the requirements shall take corrective action which may include a CAP, financial recovery, and cost recoupment, and cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and

2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients until the 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.**

**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:** \_\_\_\_\_

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

Please complete this form in its entirety

**Incorporated Name of Applicant:** Prevent Child Abuse - NJ

**Public**

**Private-for-Profit**

**Private-Non-Profit X**

**Federal ID No.:** [REDACTED] **Charitable Registration No.:** [REDACTED] **Unique Entity ID #:**

**Applicant Mailing Address:** 103 Church Street, Suite 210, New Brunswick, NJ 08901

**Contact Person:** Gina Hernandez

**Phone Number:** 732-322-8514  
ghernandez@preventchildabusenj.org

**Fax:** \_\_\_\_\_

**Email:**

**Title of RFP/RFQ:** American Rescue Act Community Based Prevention

**County to be Served:** Passaic, Hudson, Union, Middlesex, Mercer, Camden, Cumberland

**Location of Service(s) to be provided (if known):** \_\_\_\_\_

**Total dollar amount requested:** \$800,000

**Funding Period:** From 7/1/2022 to 6/30/2025

**Brief description of services by program name and type of service to be provided:** PCA-NJ will develop The Young Parent Coalition to support expectant and teen parents across 7 counties in NJ. The Young Parent Coalition will have a two-pronged approach. First, the program will provide direct support to the existing network of PLP sites to enhance service for fathers. Second, the program will pull together the network of service providers in the seven identified counties to connect the various organizations and providers serving adolescent parents in each region, to share best practices, enhance coordination of services and extend support beyond high school graduation and through late adolescence.

**Authorization**

**Chief Executive Officer:** Gina Hernandez

**Signature:** \_\_\_\_\_ *Gina Hernandez* \_\_\_\_\_ **Date:** \_\_\_\_\_ 6/12/2022 \_\_\_\_\_

**CEO Email:** \_\_\_\_\_ghernandez@preventchildabusej.org\_\_\_\_\_

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### **Project Abstract**

Prevent Child Abuse-New Jersey (PCA-NJ) is seeking \$800,000 to deliver a program - the **Young Parent Coalition** - in 7 NJ counties (Passaic, Hudson, Union, Middlesex, Mercer, Camden, Cumberland) to support adolescent parents ages 14-21 strengthening their protective factors and to prevent child abuse. The Young Parent Coalition will build off the Parent Linking Program (PLP), a DCF-funded program located in 8 high schools in the target counties, supported through evidence to be effective in strengthening protective factors for this vulnerable population. The Young Parent Coalition will convene stakeholders in all 7 counties by bringing together members from other local organizations that serve adolescent parents. PCA-NJ will lead efforts throughout the counties to implement best practices for working with adolescent parents, as described by the PLP model. This includes supporting the application of several evidence-based components: Partnering with Teen Parents, Safe Dates, and Period of PURPLE Crying. To foster connection among Coalition members, PCA-NJ will conduct quarterly Young Parent Coalition meetings in each county and an annual statewide Young Parent Coalition meeting. PCA-NJ will provide workshops and facilitate further connections as needed to address gaps and unique needs identified in each county. Strategies may include 24/7 Dad® group services, Partnering with Teen Parent group services, Safe Dates group services, or training for local providers to implement said services. The Young Parent Coalition will also provide additional support to PLP sites with an emphasis on young fathers to increase recruitment and retention of young fathers, as well as offer additional services to meet the needs of young fathers using the evidence-based curriculum 24/7 Dad®. The Young Parent Coalition will contribute to cost savings for NJ by preventing subsequent pregnancies, promoting economic self-sufficiency, supporting father involvement, and promoting positive health for parents and children.

## **Young Parent Coalition – Narrative**

### **I. Community and Organizational Fit**

PCA-NJ was founded in 1979 as the state chapter of the national organization, Prevent Child Abuse America. Our mission is to promote great childhoods, positive parenting and healthy child development. Our evidence-based programs throughout the state are dedicated to preventing child abuse and neglect in all forms for all New Jersey children. As a statewide organization serving all 21 counties in NJ, our headquarters is located in New Brunswick; we have a second office in downtown Newark focused on programs in Essex and Hudson Counties.

To prevent child abuse, PCA-NJ supports research-based strategies to strengthen positive and healthy parenting and educate parents and caregivers about healthy child development. The primary cause of child maltreatment is what researchers have termed “toxic stress.” Parenting can be a stressful and challenging role for all parents, even those with high levels of education, family support and resources. However, parents who face stress related to poverty, depression, domestic violence or substance abuse face much higher risks for child maltreatment.

We have actively embedded the Protective Factors Framework (PFF) into our practice, training and materials since 2012. Those evidence-based tools, combined with a trauma-informed perspective, highlight PCA-NJ as a statewide leader in technical assistance, prevention education and training/resources for families and providers. Research shows that by linking families with vital supports – such as counseling, housing assistance, job readiness, childcare services and health insurance – our programs build a strong foundation that helps children and families succeed throughout their lives.

#### **A. Expertise of the Applicant Agency**

Our programs consist of a variety of services, including direct work with vulnerable families

and technical assistance (TA)/quality assurance (QA) with family service organizations. We have a long history of supporting adolescent parents and young fathers.

PCA-NJ developed the Parent Linking Program (PLP) to offer educational and supportive services to parenting adolescents in 1980. Initially, the purpose of providing these services was to prevent neglect and abuse of the children of teenage parents, recognizing that teenage parents are at an increased risk of abuse and/or neglect due to their lack of economic resources, young age, developmental stage, and often a lack of knowledge about parenting and child development. The first two phases of PLP provided parenting education and supportive services to approximately 1,200 urban teen parents in Newark over four years.

It became apparent that the adolescent parents' complex needs required a comprehensive response, and in 1984, the program expanded to include childcare services, parenting education, parent-child interaction services, and life skills training. In 1989, PCA–NJ entered a contract with the NJ Department of Children and Families to continue the implementation and expansion of PLP. The services now include school-based childcare, parenting education and parent-child interaction groups, life skills training, individual counseling, crisis intervention, and case management. Over the years, PLP has enhanced its program approach and target population to support expectant and parenting teen mothers and fathers using evidence-based and best practice approaches that consider the developmental phase of a young parent.

As of May 2022, there are eight (8) PLP sites serving students in high schools across the state in the 7 identified target counties described in this proposal:

- **East Side High School** in Paterson (Passaic County)
- **New Brunswick High School** (Middlesex County)
- **Passaic High School** (Passaic County)

- **Plainfield High School** (Union County)
- **Trenton Central High School** (Mercer County)
- **Union City High School** (Hudson County)
- **Vineland High School** (Cumberland County)
- **Woodrow Wilson High School** in Camden (Camden County)

Students enrolled in the program receive case management and childcare supports necessary for expectant and parenting teens to reach the following program goals:

- To encourage educational achievement and career planning for the participant.
- To improve parenting skills and knowledge of child development.
- To promote healthy interpersonal relationships and healthy family functioning.
- To delay a subsequent pregnancy until after the participant has graduated from high school.
- To promote the optimal health and development of participants and children.

Parent Linking Program serves approximately 220 expecting and parenting adolescents and their children annually. The program consistently reports a more than 90% graduation rate for seniors, nearly double the national teen parent graduation rate. Less than 1% of PLP participants have a subsequent pregnancy while still in high school, compared to 18% of teen parents nationally (*Planned Parenthood, 2013*). From enrollment to graduation, the program shows consistent increases on measures of knowledge of parenting, nurturing and attachment, family functioning, and social support.

From 2013-2018, under the **Promoting Success for Expectant and Parenting Teens, Women, Fathers, and Their Families** (PSNJ) grant from DCF, PCA-NJ worked with the 6 Project TEACH program sites to expand services to include some of the PLP components.

Project TEACH is a program that service parenting students at DCF Regional Schools under the DCF Office of Education. Our staff worked with each Project TEACH school to deliver parenting groups, dating violence prevention groups, shaken baby syndrome prevention education, and case management services. We also brought together PLP and TEACH sites for resource-sharing and collaborative events such as the Annual Teen Conference for parenting adolescents.

In 2018, with one-time funding through PSNJ, we hosted a very successful Father Appreciation Event that brought together more than 50 fathers and their children from across the state. The purpose of the event was to allow for the gathering of fathers at a central location to discuss their needs and to obtain resources to support those identified needs. The event included free haircut and barber services, free family or professional portraits, free suits with a Dress2Impress pop-up shop, resources and job recruiters, flag football with professional athletes, and much more. We conducted a survey at the event to collect valuable information about the needs of young fathers. We learned that the most common types of supports fathers needed were: employment assistance, information about parenting strategies, housing support, and education assistance. Next, we learned that the events fathers are most likely to attend are workshops, sporting events, events for the entire family, and father-child recreational events. They are least likely to participate in counseling. Finally, we learned that fathers most wanted to learn about employment and co-parenting. Both of these topics are central to the efforts proposed in this application.

PCA-NJ emphasizes the use of data and evaluation in all of our programs. We have a strong track record in developing MIS, training providers to use data, analyzing data to improve performance, and working in collaboration with the State, providers and other academic partners

to measure program outcomes. PCA-NJ uses data to drive CQI efforts in all of our programs to ensure programs are working to improve their outcomes.

**B. Project Description: Need**

The target population will include young parents ages 14-21 in 7 counties: Passaic, Hudson, Union, Middlesex, Mercer, Camden, and Cumberland. While services will be offered to all young parents, there will be an emphasis on recruiting and retaining young fathers into service delivery.

According to the NJ DOH State Health Assessment Data, there were 2,434 births to teenage mothers ages 15-19 in NJ in 2020. Of those, *more than half were born in the 7 target counties included in this proposal*. See Table 1 below with data obtained from the NJ DOH New Jersey State Health Assessment Data.

**Table 1: Births to Mothers Ages 15-19 in 2020**

Births to mothers ages 15-19 in 2020							
County	Total	Hispanic		Black or African American		White, non-Hispanic	
		#	%	#	%	#	%
Camden	205	100	49%	75	37%	26	13%
Cumberland	121	70	58%	23	19%	22	18%
Hudson	222	159	72%	53	24%	9	4%
Mercer	193	121	63%	64	33%	6	3%
Middlesex	201	152	76%	28	14%	20	10%
Passaic	272	223	82%	48	18%	4	1%
Union	184	137	74%	37	20%	7	4%
<b>TOTAL</b>	<b>1398</b>	<b>962</b>	<b>69%</b>	<b>328</b>	<b>23%</b>	<b>94</b>	<b>7%</b>

It is noteworthy that more than two-thirds of the births were to mothers who identified as Hispanic, 23% were to mothers who identified as Black or African-American, and only 7% were to mothers who identified as White, non-Hispanic. People of color are disproportionately affected by adolescent parenting.

While New Jersey has several programs serving adolescent parents, these programs and

program models are disconnected. For example, there are PLP sites in each of these 7 counties coordinated through PCA-NJ as the centralized TA provider, ensuring the sites implement best practices and model fidelity. There are also 8 Project TEACH sites across the state, 3 of them in the 7 target counties, coordinated under DCF's Office of Education and not connected to PLP sites. There are also Connecting NJ central intakes in each of the counties operated under DCF or DOH, and not affiliated with either PLP or TEACH. There are housing programs specifically for pregnant teens or mother-child housing, and these are coordinated under DCF's Office of Adolescent Services. PCA-NJ proposes bringing these stakeholders and others (including those working with adolescent fathers) together to create a more integrated system of care.

In the HSAC Needs Assessments conducted in 2020, the reports for all 7 target counties revealed that a significant barrier to service delivery is a lack of awareness of existing resources. In fact, in Middlesex County, lack of awareness was indicated as the top barrier preventing families from accessing services. A primary goal of this initiative is to increase collaboration, awareness, and networking among providers to eliminate barriers to service delivery.

Additionally, many providers that serve young parents disproportionately serve mothers. For example, about 90% of the service population in the Parent Linking Program in 2021-2022 school year is female. We intend to engage young fathers in grades 9-12 who are eligible to enroll in the Parent Linking Program at the 8 PLP sites. Additionally, we will strategically work with the Young Parent Coalitions to engage additional young fathers who are not eligible for PLP in the target counties. According to the San Antonio Fatherhood Coalition, about two-thirds of teen boys who become fathers are 18 or 19 years old, meaning there is a need to reach young fathers who may have aged out of high school. Furthermore, by the time teen dads are in their early 20s, about half (50%) of them have another child, and 17% have three or more

children by age 24 (safatherhood.com). This further decreases the likelihood of completing their education or achieving financial stability.

In the HSAC synthesis report, housing was the only basic priority area named in all 21 counties. Housing was also identified as one of the top areas in which fathers need support in the PCA-NJ 2018 Fatherhood Event survey. The Fatherhood Engagement Specialist will work with the Young Parent Coalition to identify resources to support fathers including housing, employment, and educational resources.

Research demonstrates that father absence is a significant root cause of the social problems affecting millions of children and families and devastates communities (e.g. child abuse & neglect, school failure, poverty, crime, drug use, unwed pregnancy, etc.). In 2012, the US Census Bureau data reported a marked increase in father absence over the past 5 decades with over 24 million children living apart from their biological father; equally about 1 out of every 3 children in America. According to the National Fatherhood Initiative, the annual cost of providing assistance to father-absent homes is almost \$100 billion in 2006.

In June 2014, Mathematica issued a report, “Evidence from the Building Strong Families Evaluation,” which found several factors associated with increased risk of fathers being low-contact and non-resident when their children were 3 years old. These include poor relationship quality at program entry, certain background characteristics for fathers (such as not having grown up with their fathers present), and in particular, fathers having symptoms of psychological distress. Since these factors predict a status found to be strongly associated with poor outcomes for children, recommendations from the study suggest programming that addresses relationship skills and mental health services. Additionally, the research shows that teen fathers are more likely to have economic and employment challenges than adult fathers.

In 2012, NJ DCF offered training to 149 key partners including Family Success Centers, Home Visitation programs and teen parenting programs throughout the state in the evidence-based curriculum, 24/7 Dad®. According to survey results following the 24/7 Dad® training in NJ, the majority of participants were interested or very interested in the following areas related to fatherhood: community awareness and engagement strategies, enhanced programs and services for fathers, staff training and improving environment/atmosphere. Lastly, results showed that additional support, even with those already trained, is needed in a variety of areas including: “internal/external collaboration” (67%), on-going/coaching/technical assistance (57%), and more in-depth training (38%). For these reasons, [and because many of the trained sites are not currently active], PCA-NJ proposes to build from the existing investment and structure and further coordinate fatherhood efforts with existing and potential 24/7 Dad® sites in the target counties with a particular emphasis on young fathers ages 14-21.

Much of the research from Dr. Robert Lerman of the Urban Institute shows that young fathers have reduced educational attainment and greater financial struggles. PCA-NJ’s CY2021 data for young fathers under 20 years old in the Healthy Families NJ program supports the academic research showing that less than 56% of the young fathers in the program have received their GED. The highest referrals for young fathers in the home visitation programs are to food pantries, health services, adult basic education classes, and employment training.

A 2014 evaluation of PLP sites conducted by Rutgers highlighted several barriers to engaging fathers including: absenteeism, work schedules, programs’ lack of incentives, programs’ lack of training/knowledge of how to engage fathers overall as well as those who are no longer in high school. Funding from this grant would significantly improve the numbers of fathers engaged, as PCA-NJ’s proposal will address the above listed barriers through the Father

Friendly Check-up, 24/7 Dad® group services, trainings to staff, ongoing technical assistance, increased collaboration with other providers in the county, and program incentives.

There are many grassroots fatherhood initiatives identified in the target communities; however, these programs are not coordinated and many are not research based or evidence informed. There are several agencies operating 24/7 Dad® but according to the National Fatherhood Initiative (NFI), there is no centralized point for data collection, program oversight, quality assurance, or technical assistance to assess program quality, measure numbers of fathers reached, or collect outcome data.

Finally, healthy relationships and healthy co-parenting are critical to the well-being of children born to young parents. Research has shown that the risk of intimate partner violence increases during pregnancy, and teens are at greater risk for dating violence than adults. According to the 2019 CDC Youth Risk Behavior Survey, 8.3% of teens in NJ reported that they had experienced physical dating violence and 13.8% reporting being electronically bullied.

### **C. Program Approach**

The Young Parent Coalition will have a two-pronged and 2 Generation approach. First, it will unite the network of service providers in the 7 identified counties to connect the various organizations and providers serving expecting and parenting adolescents in each region to share best practices, enhance coordination of services, and extend support beyond high school graduation and through late adolescence. Second, the program will provide direct support to the existing network of PLP sites to enhance services for fathers, ultimately benefitting the child and entire family.

The program goals are to:

- Increase access to evidence-based prevention programs for teen parents

- Increase awareness of existing services
- Improve coordination of service for teen parents inclusive of and beyond high school graduation
- Increase recruitment and retention of young fathers in PLP
- Improved fathering practices for young fathers ages 14-21

The program prevents child abuse and neglect by providing critical support to young parents, with a particular emphasis on young fathers to strengthen their protective factors. PCA-NJ proposes to build upon DCF's initial investments in fatherhood initiatives and adolescent parents by collaborating with existing Parent Linking Program sites, other organizations serving teen parents, and other organizations working with young fathers. The goal will be to reach a minimum of 50 young parents annually in each of the target counties for a total of 350 young parents reached annually.

The strategies of the program align with the Protective Factors in the following ways:

- **Parental Resilience:** Program teaches stress management and development of coping skills.
- **Social and Emotional Competence of Children:** Program promotes child development through connection to high-quality childcare services, encouragement of well child care, and routine developmental screening.
- **Knowledge of Child Development and Parenting Skills:** Program includes education on positive parenting and child development.
- **Concrete Support:** Program facilitates access to services and collaboration between service providers to reduce barriers.
- **Social Connections:** Program strengthens peer connections among young parents, as

well as co-parenting and healthy relationships.

The Young Parent Coalition will coordinate quarterly networking meetings in each of the 7 counties and an annual networking meeting statewide to bring together providers who support adolescent parents. Coalition members will include PLP site representation, current and former adolescent parents, local health providers, adolescent parent group home providers, early intervention services, and others. Wherever possible, PCA-NJ will partner with existing Community Advisory Board (CAB) to integrate and support established networks. PCA-NJ will support coalition members with technical assistance to implement best practices gleaned from the Parent Linking Program success. Some strategies that may be offered include: delivering Partnering with Teen Parenting evidence-based groups, or training staff to deliver said groups; delivering Safe Dates evidence-based dating violence prevention groups, or training staff to deliver said groups; implementing the Period of PURPLE Crying evidence-based program to prevent shaken baby syndrome; conducting Father Friendly Check-ups, and customized technical assistance as determined is necessary through council meetings. Additionally, 24/7 Dad® group services may be offered by PCA-NJ to young fathers ages 14-21 in the target counties through collaboration with coalition members.

PCA-NJ will coordinate the delivery of presentations and workshops through the Young Parent Coalition. Services will be customized to each county based on need. Examples may include: supportive employment programs, secondary education programs that serve parenting students, supportive housing programs, and others.

The Young Parent Coalition will also provide targeted services to strengthen young fathers ages 14-21. PCA-NJ proposes to: a) assess needs and assets of all these programs through county and statewide Young Parent Coalition meetings, b) coordinate all currently existing teen parents

and fatherhood programs and c) integrate other local and state resources and programming related to assisting adolescent parents and fathers in each region. PCA-NJ will hire a Fatherhood Engagement Specialist to provide fatherhood engagement services including community education, technical assistance, and enhanced community service linkages for the Young Parent Coalition. This will involve coordinating workshops and referral services to expectant and young fathers/couples to support their purposeful involvement in the well-being of their children. PCA-NJ will ensure that young fathers ages 14-21 in each county are offered 24/7 Dad® group services, either through direct services from PCA-NJ staff or by coordinating training with local partners. Group services may be virtual or in-person depending on need and accessibility. The Fatherhood Engagement Specialist will also be connected to the key providers in GED classes, job skills, ESL classes and relationship skills development in each region so that additional workshops and supports can be available to the fathers. We will host an annual summit in partnership with other agencies to promote father engagement. Anticipated outcomes include reducing the barriers that impede the ability of fathers to become more purposeful in the well-being of their children, increasing fathers' understanding of their role as a parent, promoting healthy co-parenting relationships and educating the community about the importance of the father's role.

The Fatherhood Engagement Specialist will also provide direct support to eight Parent Linking Program sites to enhance services to new and expectant young fathers in grades 9-12 to increase father recruitment and retention. Each PLP/TEACH site will receive a Father Friendly Check-Up conducted by the Fatherhood Engagement Specialist. The Father Friendly Check-Up is a tool designed by the National Fatherhood Initiative (NFI) to help assess the degree to which an organization's operations encourage father involvement in the services and programs it offers.

The Father Friendly Check-Up will lead to an individualized action plan for each site that focuses on: Leadership development, Organizational development, Program development, and Community engagement.

To support the PLP sites directly, the Fatherhood Engagement Specialist will deliver educational sessions to young fathers by leading 24/7 Dad® groups consisting of 10-20 males ages 14-21 per cohort. 24/7 Dad® was found to be an evidence-based program by The University of Hawaii in a 2015 experimental design study. In 2017, The Child and Family Research Partnership (CFRP) at the University of Texas at Austin found that the program leads to highly significant increases in four of the five protective factors shown to reduce the risk of child abuse and neglect. 24/7 Dad® is a unique program designed to equip fathers with the self-awareness, compassion, and sense of responsibility that every good parent needs. It focuses on building the man first and the father second, an important lesson learned from prior research. The goals of the 24/7 Dad® are to: (1) increase *awareness* among fathers about the elements to being good fathers; (2) increase *knowledge* among fathers about the elements to being good fathers, and; (3) increase *capacity or skills* to carry out what the fathers learn. These will include better skills in caring for children and building relationships with the mother of their children. Each program includes an evaluation tool (questionnaire) that allows facilitators to measure changes in fathers as a result of participating in the programs. These groups may be offered virtually to allow for participation from fathers across multiple program sites.

The Young Parent Coalition program will monitor program activities and service levels, assess site progress towards goals established on the father friendly action plan, and develop individualized and collective strategies to improve program services. Collective strategies will be implemented through the Annual Fatherhood Summit designed to increase fatherhood

awareness, provide education, and linkages to community resources. Finally, the Young Parent Coalition will work with stakeholders to increase the visibility and web presence of resources for teen parents.

**Priority 1: Promote racial equity/racial justice and reduce disparities**

Our team is accustomed to serving young parents from marginalized communities. The Parent Linking Program currently serves a population that is 76% Hispanic/Latino and 28% Black/African American, and 17% of the service population speaks a language other than English at home (majority Spanish-speaking). We will ensure all program materials are culturally and linguistically appropriate to the service population. Our materials are always available in English and Spanish at a minimum. The staff designated to be assigned to the program are all bilingual in English and Spanish. All the curriculum we propose to use in this effort are available in English and Spanish, and some are available in additional languages.

**Priority 2: Increase opportunities for effective youth and family participation**

There will be several opportunities for meaningful participation from persons with lived experience in the planning, implementation, continuous quality improvement, and evaluation of the program. First, in the planning stages, this project has been informed by input from people with lived experience. We collected directly from NJ fathers at our 2018 Fatherhood Appreciation Event to assess their needs and interests. We recently collaborated with Rutgers University School of Social Work on a Photovoice participatory research project with a group of recent PLP graduates to learn about their experiences with and recommendations for additional supports. The Photovoice study is in the final stages and the report will be shared in the late summer of 2022. The preliminary findings show that PLP has been most helpful in the areas of:

- 1) creating peer connections and a sense of belonging;
- 2) supporting academic achievement;
- 3)

educating the young parent about child development; 4) providing concrete support such as diapers and formula; and 5) improving relationships with family and partners. Some areas that graduates identified for additional support included: 1) more support for the parents of teen parents and 2) additional support after graduation from high school. We are incorporating all of this valuable feedback into our approach with the Young Parent Coalition. Next, in the implementation of this project, the proposed lead, Jen Romero, is a former adolescent parent who finished high school in Hudson County and continued her education and career serving young parents. In fact, Parent Linking Program has a strong history of hiring former participants and former teen parents. Currently, program graduates are employed at 3 of the program sites. In terms of continuous quality improvement, current and former teen parents will be invited to participate as members of the county councils. Finally, our proposed program evaluation is a Community-Based Participatory Evaluation that lifts up the voices of program participants.

### **Priority 3: Trauma-Informed and Healing-Centered Practices**

PCA-NJ adheres to trauma-informed and healing centered practices. PCA-NJ is the state leader for the implementation of Connections Matter, a training program designed to engage community members in trauma-informed practice. The curriculum educates about Adverse and Positive Childhood Experiences, the role of trauma and relationships in brain development, how to build resilience, how to create safety, and how to strengthen interpersonal and community connections. All PCA-NJ staff receive this training. We will offer Connections Matter training to all Young Parent Coalition members.

## **II. Organizational Capacity**

Prevent Child Abuse-New Jersey, established in 1979, is uniquely qualified to lead the Young Parent Coalition. In 1980 PCA-NJ launched the Parent Linking Program, now in its fifth

successful decade. PCA-NJ's Executive Director and Vice President of Programs, Gina Hernandez and Dr. Veronica Ford, are licensed clinicians with expertise in trauma-informed care. The Board of Directors includes a psychologist, Dr. Joseph Colford; a school psychologist, Susan Staloff; and a pediatrician, Dr. Monique Collier Nickles.

The program will be operated under the direct supervision of Patty Mojta, a bilingual (English/Spanish) Program Director and licensed social worker with a 15-year tenure at PCA-NJ. Ms. Mojta reports to the VP of Programs, Dr. Veronica Ford. The Board of Directors verifies PCA-NJ's program deliverables and contract requirements are fulfilled during its quarterly Program Committee meetings.

PCA-NJ's staff are diverse and reflect the communities served. The current staff at PCA-NJ working with the Parent Linking Program and proposed to be involved in the Young Parent Coalition is fully bilingual in Spanish and English. Jen Romero, proposed program manager, is a former adolescent parent from Hudson county who is Hispanic. Upon completing her education, she dedicated her career to serving young parents and strengthening families. She has both lived experience and has worked with teen parents as our current coordinator in the PLP program.

PCA-NJ values young fathers, and our work has an intentional focus to ensure that fathers are encouraged and supported to be as involved as mothers. We aim to create opportunities, reduce risk, and positively change the trajectories for multiple generations: young fathers, their children, and their extended families. We would hire 2 new positions to implement the activities of this grant: Fatherhood Engagement Specialist and Program Specialist. Job descriptions are attached. These staff will assist our evaluation partner with collecting and monitoring data to inform practices. A complete Board of Directors list is attached, as well as our current Agency-Wide Organizational Chart and Proposed Organizational Chart.

We will integrate our efforts into existing collaboration that we have with Connecting NJ, Home Visiting, Parent Linking Program, Project TEACH, Grow NJ Kids and Connections Matter. PCA-NJ is the centralized technical assistance provider for 2 of the EBHV models, PLP, CM NJ and 2 regions of GNJK. We have relationships with several statewide entities from former projects including Office of Adolescent Services and Project TEACH. We will leverage these relationships to encourage collaboration and participation in the Young Parent Coalition. We will host a kick off meeting to bring together these partnerships at the start of Year 1.

We have adopted the Safe Child Standards, which we (PCA-NJ) authored. All staff receive the required training in child sexual abuse prevention with the evidence-informed program Enough Abuse. We have policies to prevent grooming behaviors and minimize opportunities for abuse. All staff attest to review of the policy on an annual basis. A description of our Safe Child policy is attached.

Young Parent Coalition service activities, including meetings and workshops, may be virtual or in-person, depending on the preference of the coalition members. If in-person, county coalition meetings and activities will take place in the target county. We will work with coalition members to identify meeting space that is accessible to members, which may include meeting at a public library, Family Success Center, or coalition member meeting office. Our statewide meetings will be held at the PCA-NJ main office in New Brunswick, NJ, which is easily accessible by car and public transit. Our meeting room can comfortably hold 24 people and offers technology for virtual participation by other attendees. For larger groups, we will request meeting space at the DCF Professional Center in New Brunswick. Services provided by the Fatherhood Engagement Specialist to the PLP sites will either be virtual or at the PLP site location.

Our evaluation partner will be Dr. Jacquelynn Duron at Rutgers School of Social Work. More information about the evaluation is described in the Outcomes section.

PCA-NJ will have the support of many valuable community partners in delivering this program. We have a strong partnership with Old Navy and the This Way ONward Program. This Way ONward is a program that provides one-on-one mentorship, coaching, tuition reimbursement to pursue higher education, and on-the-job skill building for youth ages 16-24, with a focus on serving Black and Latinx communities. Since 2021, representatives from Old Navy have engaged with PLP sites to provide educational seminars and supportive employment to adolescent parents in PLP. Through this grant, Old Navy has committed to continue working with PCA-NJ to expand that support to additional partners in the Young Parent Coalition. Old Navy has a presence in all of the target communities that will be served under this grant.

We also have a partnership with Valley National Bank, which offers a unique internship program for young adults aged 18 and over who have an interest in becoming personal bankers but may not have any experience. The training program provides job skills and the proper tools necessary to succeed in the finance field. Since 2021, representatives from Valley National Bank have provided support to our PLP sites through educational seminars and supportive employment to our adolescent parents. Through this grant, Valley National Bank has also committed to continue working with PCA-NJ to expand that support to additional partners in the Young Parent Coalition. Valley National Bank would provide opportunities for young parents in Hudson, Middlesex, Passaic, and Union County.

Additionally, we have positive working relationships with several employment and educational entities that will offer valuable support in connecting young parents to post-high school opportunities including the Educational Opportunity Fund representatives at several local

universities. We have also secured partnerships with the Fatherhood Center and the Center for Great Expectations, Parent Linking Program Sites in Mercer and Cumberland Counties, and the Central Jersey Family Health Consortium which is the Connecting NJ provider for Middlesex and Mercer Counties.

While letters of support from state agencies are not allowed, PCA-NJ has a past history of successful collaboration with the Office of Education (Project TEACH), the Office of Family Voice (Fatherhood Initiative), the Division of Family and Community Partnerships, the Office of Adolescent Services, the Office of Resilience, and Powerful Families, Powerful Communities NJ, and the Department of Human Services. We welcome the opportunity to collaborate on the successful implementation of this project across sectors.

PCA-NJ practices in a manner that reflects a prominent level of cultural competence, diversity, equity, and inclusion as an employer and service provider. Our organization strives to make sure that the diversity of our employee and service populations mirror every aspect of our mission. Therefore, we developed the Racial Equity Diversity and Inclusion (R.E.D.I) Committee to advise and guide us in our efforts. The R.E.D.I. Committee's mission is to inspire change by supporting our fellow colleagues, partners, children, and families. We will ensure that our operations, initiatives, and resources support racial equity, diversity, and inclusion as an agency and community advocate. We envision a world where all voices are heard, and safe spaces exist with opportunities for open dialogue that promotes positive outcomes and social justice for children and families.

In addition, PCA-NJ ensures that all staff and prospective staff understand we have Equal Employment Opportunity (EEO). The PCA-NJ EEO statements reads: Prevent Child Abuse New Jersey is committed to inclusive hiring and dedicated to diversity in its work and workplace

culture. We provide equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply. This is part of our larger EEO plan located in our employee handbook that outlines our commitment to affirmative action, anti-discrimination and anti-harassment. Additionally, we have included racial equity diversity and inclusion in all aspects of our agency's strategic plan.

A Proposed Program Implementation Schedule is included in Appendix 20.

### **III. Organizational Supports**

PCA-NJ provides critical support to all staff to ensure project deliverables are met. PCA-NJ implements monthly supervision meetings for each employee with their supervisor, monthly team meetings with the programmatic entire team, and quarterly agency-wide staff meetings. These meetings include reflective practices, networking, and trainings. Upon hire, all staff complete required training in foundational topics such as child abuse prevention, sexual abuse prevention, and trauma-informed practice. All staff undergo an annual performance review.

We will leverage our existing relationships with PLP sites, central intake (Connecting NJ) sites, CCYC providers, Family Success Centers, and Project TEACH sites. We will also leverage existing relationships with partners such as Old Navy, Valley National Bank, the Fatherhood Center, Center for Great Expectations, and local Educational Opportunity Fund representatives.

### **IV. Outcomes and Evaluation**

PCA-NJ is partnering with Rutgers School of Social Work to evaluate the implementation and outcome of the Young Parent Coalition initiative. Dr. Jacquelynn Duron will lead evaluation

efforts, including supervising the doctoral student assistant, overseeing data collection, coordinating the management of data, and analyzing data (see Letter of Commitment). Using a sequential, mixed-methods design both quantitative and qualitative data will be gathered to determine the Young Parent Coalition's ability to strengthen protective factors and prevent child abuse among adolescent parents (Creswell & Plano Clark, 2011).

**Quantitative data collection will build upon existing monitoring and reporting systems.**

Specifically, all PLP sites currently collect information about the young parent (participant), child, services received, and outcomes. These types of data are summarized in Appendix 18, Summary of Evaluation Tools. These data will continue to be collected from all PLP participants. Additionally, all coalition partners will be asked to use the Parents Assessment of Protective Factors (PAPF) prior to and following delivery of services. A member of the research team will aid all coalition partners in implementing the PAPF. Dr. Duron or another member of the research team will also participate in the quarterly Coalition meetings to maintain regular contact across the Coalition. Enhancements to our current evaluative efforts include collection of satisfaction surveys following completion of the 24/7 Dad® sessions, at the end of the statewide Young Parent Coalition meeting, following community education workshops, and following the statewide father engagement summits. Surveys completed by program participants will assess for improvements in the five protective factor strategies.

**Qualitative data collection will include using a participatory action method, Photovoice, which allows participants to engage in a description of their perspectives and experiences participating in Young Parent Coalition programming.** Participants will develop photo assignments related to experiences in the Young Parent Coalition and take photographs as a springboard for evaluating the program, reflecting on personal meanings, envisioning

recommendations, and sharing them with the broader community (Lightfoot et al., 2019). At the end, participants will organize a community forum to display the photographs and themes from the discussion. At least one Photovoice group (6 sessions of up to 15 members) will be held for PLP participants and another one (6 sessions of up to 15 members) will be held for participants in other programs who completed the 24/7 Dad® group sessions.

Quantitative and qualitative data will be integrated and interpreted using a joint display table, an organizational structure (table/graph) for visualizing quantitative and qualitative data to look for similarities and differences across results (Guetterman et al., 2015). Data will be synthesized to evaluate outcomes related to improvements made in **parental resilience** (stress management skills and positive coping), **social and emotional competence in children** (child development support through attendance in childcare, and completion of well child care and developmental screenings), **knowledge of child development and parenting skills** (use of positive parenting strategies and age appropriate responses), **concrete support** (referrals to services, services initiated, coordination of care), and **social connections** (positive peer connections, co-parenting practices, and healthy relationship characteristics). Results of the evaluation will provide information on best practices and policy recommendations. Rutgers will seek IRB approval for all evaluation efforts prior to receiving or collecting any data. Gift cards will be provided to all Photovoice participants.

The regular and ongoing nature of the evaluation plan will allow for data gathered (particularly data gathered in surveys following events like the 24/7 Dad® or community education workshops) to inform systematic quality improvement across the three years of the program. Documentation of revisions made (such as reducing/extending the length of a session, providing additional skill building activities, or clarifying language) will help PCA-NJ to

understand the development of Young Parent Coalition enhancements and advance young parent efforts that are widely acceptable and feasible to the target population. A summary of evaluation tools that will be used in this project are provided in the appendix.

Quantitative data gathered about participants, services, and outcomes (Ages and Stages, PAPP, Safe Dates, 24/7 Dad®, and satisfaction surveys) will be directly gathered by the staff interacting with young parents. Data that is not entered in the PCA-NJ MIS will be provided in PDFs to the research team for data entry and management. All data will be shared with the Rutgers Research Team via a secure and HIPAA compliant system such as Box. Dr. Duron and her research team will assist the PCA-NJ team in collecting survey data from participants in the summits and other events as needed using Qualtrics (electronic invitations (a survey link) will be shared with participants via email). Both hard copies and electronic surveys will be available to participants to improve completion and at least 2 reminders will be sent post event if a survey has not been completed. Qualitative data gathered via Photovoice will be completed by Dr. Duron and the research team. Annually, the research team will work with PCA-NJ to analyze and interpret data for reports provided to DCF. All data gathered will aid in quality improvement efforts, assessing implementation processes for sustainability, and examining outcomes. Confidentiality will be maintained using research IDs for all data gathered, the use of secure exchange systems, and the reporting of aggregate data.

Meaningful involvement of the youth and families served, individuals with lived experience, will be achieved through their participation in programming and representation on the Young Parent Coalition. The Young Parent Coalition will include 2 youth members (current and former young parents ages 14 to 21) who have participated in PLP or an affiliate program and 2 parents of the youth (current and former youth participants). These 4 youth and parents of alumni will

join in the quarterly Coalition meetings and will have an active role in supporting Coalition efforts by providing the perspectives of young parents and parents of teen parents. The alumni and parents of alumni will participate in problem-solving and decision-making via Coalition recommendations. The alumni and parents who participate in Coalition meetings will earn gift cards for their time and participation at each meeting.

The efforts described above will enhance PCA-NJ's standard quality assurance and performance improvement processes which include several core components that will now also consider the activities of the Young Parent Coalition. Annually, we will conduct **participant surveys and site surveys** and share these results with the entire network as we commit to ongoing discussions of how to improve our efforts. Every two years, PCA-NJ also completes a **Model Fidelity Assessment** with every PLP site which informs a **statewide report** of how well each site aligns with model fidelity, identifies trends, and indicates recommendations. We will continue to submit quarterly dashboards to the PCA-NJ Board Program Committee. Finally, our biannual **MIS Quality Review** will be completed to ensure proper data management.

PCA-NJ and Rutgers School of Social Work have a long history of partnering with DCF in a participatory and collaborative manner. This approach has been critical to designing, implementing, and achieving success in programs that aim to strengthen child and family protective factors and prevent child maltreatment. PCA-NJ and SSW are committed to continuing to engage with youth and families and DCF in this way. Open and ongoing communication with DCF will be pivotal to finalizing outcome indicators that best provide critical information for assessing implementation and outcomes.

## **V. Budget Narrative**

PCA-NJ is seeking \$800,000 over 3 years to implement this project. An explanation of how

the funds are to be used is below.

**Salary: \$387,000** for 1 full-time Program Specialist, 1 full-time Fatherhood Engagement Specialist, 25% of the proposed Program Manager Jen Romero and 10% of the Program Director Patty Mojta.

**Fringe: \$93,890** which is a rate of 24%.

**Consultant and Professional Fees: \$99,902.** Of this, \$79,502 is for our evaluation partner, Rutgers School of Social Work. Additionally, \$7,500 is for Trainer costs for curriculum training by the developers (Partnering With Teen Parents, Safe Dates, and 24/7 Dad®). The remainder is for the allocated cost of auditors and IT services for the assigned PCA-NJ staff.

**Materials and Supplies: \$17,760** to includes computer and office supplies for newly hired staff, and educational materials including curricula.

**Facility Costs: \$38,829** which includes rent and utilities.

**Other: \$74,619** which includes travel and parking to meetings, workshops, and groups (\$13,769), professional development for new staff to become trained in curriculum (\$9,000), conference costs (\$35,000 Fatherhood Summit \$10,000 x 2 and inclusion of partners in Annual Young Parent conference \$5,000 x 3), training materials, dues, and other direct costs.

**G&A: \$88,000** which is our standard rate of 11%.

## PCA-NJ Trauma Informed Practices Policy

PCA-NJ is committed to operating as a trauma informed care organization for both its employees as well as the programs we implement; for the families we serve.

All PCA-NJ employees are hired as professionals in their given field and, as such, the agency assumes all staff members will work with a trauma informed lens to fulfill our mission of building a brighter future for children.

This commitment to trauma informed approach ensures that the agency is fulfilling its mission by promoting healing and resiliency in children, adults and communities so that people, systems and communities can function at their full capacity and potential. Trauma informed care practices and building resiliency are critical to our workforce, our service recipients and all New Jerseyans and beyond.

This policy and its related training, tools and resources create a framework to guide PCA-NJ in being a trauma informed organization. This policy sets standards for all PCA-NJ and ChildWIN® programs. This policy does not apply to specific program area decisions or practices related to trauma informed service delivery, direct care or specific program policies and procedures; meaning that models such as Healthy Families America, Parents as Teachers and other evidence-based models may have additional practices that must be followed. Trauma informed practices and being a trauma informed organization are in alignment NJ Department of Children and Families and the Division of Family Development; two of our largest funders.

### **Policy**

1. A trauma informed approach (TIA), also referred to as trauma informed care (TIC), is a model for organizational change in health, safety, independence, and other life outcomes that promotes resilience in staff and service recipients.
2. PCA-NJ is adopting an approach of presumed trauma. We will engage all staff and service recipients on the presumption that they have experienced trauma.
3. Resilience is:
  - a. Creating positive outcomes in spite of an individual's exposure to trauma.
  - b. Preventing trauma recurrence even when an individual is at high risk for further exposure.
  - c. Avoiding traumatic experiences altogether in the face of significant risk.

4. Individual trauma results from an event, series of events, or set of circumstances experienced by an individual as physically or emotionally harmful or life-threatening. These events have lasting negative effects on the individual's functioning and mental, physical, social, emotional, or spiritual well-being.

4. Historical trauma is the cumulative emotional harm of an individual or generation caused by a traumatic experience or events.

5. Intergenerational trauma is a traumatic event or societal experience that began years prior to the current generation and has impacted the ways in which individuals within a family understand, cope with, and heal from trauma. Intergenerational trauma may include the impacts of living with or having a close relationship with an individual with trauma exposure or PTSD.

6. Racial trauma or race-based traumatic stress is the cumulative effect of racism on an individual's mental and physical health. It has been linked to feelings of anxiety, depression, and suicidal ideations, as well as other physical health issues.

7. Secondary or vicarious trauma is indirect exposure to trauma through a firsthand account or narrative of a traumatic event.

8. PCA-NJ shall adopt a trauma informed care structure.

a. A trauma informed care structure is an organizational structure and treatment framework that:

a. Involves understanding, recognizing, and responding to the effects of all types of trauma.

b. Emphasizes physical, psychological and emotional safety for both consumers and providers,

c. Helps survivors rebuild a sense of control and empowerment.

9. PCA-NJ shall use a trauma informed approach that is inclusive of all people, especially populations that have experienced historical and racial trauma.

10. The PCA-NJ trauma informed approach shall:

a. Promote the awareness and understanding of trauma and its impacts on individuals and communities.

b. Provide resources and training to support a trauma informed approach in all interactions, including with employees, service recipients, contractors, providers and partners.

- c. Create supportive environments by applying a trauma-informed lens in policy making, program development, facility decisions, and other organizational areas.
- d. DHS shall incorporate trauma informed and resiliency approaches as part of policy-making and rule-setting.

11.PCA-NJ shall develop and use trauma informed human resources, management, and supervision strategies that are restorative and transformational rather than punitive, whenever possible.

12.PCA-NJ shall increase the use of trauma informed care principles and practices in services provided to various service populations and communities.

13.PCA-NJ staff shall receive orientation training on trauma-informed approaches and resiliency within the first 12 months of hire. Annually, staff will participate in ongoing learning activities related to the trauma informed approach. This can include but is not limited to: trainings, workshops, webinars, articles, books related to trauma.

14.PCA-NJ executive leadership team and managers shall model behaviors that are trauma informed.

15.PCA-NJ executive leadership and managers shall pursue education and understanding in trauma informed care and create strategies for supporting the workforce in their own education and understanding of trauma informed care.



**June 8, 2022**

**Board of Directors FY 2022**

President (2020-22)

Robert Rotondi - Executive Vice President and Managing Director, Head of Business Management & Transformation | Global Liquidity & Cash Management, HSBC

[Redacted]

Vice President (2020-22)

Harvey Lermack - Retired, Philadelphia University School of Business Administration

[Redacted]

Treasurer (2021-23)

Steven Bernknopf, CFP, EA - Principal of the Firm, Prager Metis

[Redacted]

Secretary (2021-23)

Barbara Cali – Retired, Operations Manager, CBRE )

[Redacted]

Members

Reverend Dr. Darrell L. Armstrong - Senior Pastor, Shiloh Baptist Church, Trenton (2021-23)

[Redacted]

Nicholas Borrelli - Retired, Drexel University Finance (2021-23)

[Redacted]

Dawn Brindle - Franchisee, European Wax Center (2022-24)

[Redacted]

Joseph E. Colford, PhD - Retired, Professor, Psychology, Georgian Court University (2021-23)

[REDACTED]  
[REDACTED]

Monique Collier-Nickles, MD - Chief of the Pediatric and Adolescent Ambulatory Care Practice, NYC Health + Hospitals/Lincoln (2022-24)

[REDACTED]  
[REDACTED]

Christopher L. Formica - Regional Head of Finance GLCM US/Canada, HSBC (2021-23)

[REDACTED]  
[REDACTED]

Alycia M. Guichard, Esq. - Legal Counsel, Verizon Business Group; Pro Bono Coordinator, Verizon's Public Policy Law & Security Group (2021-23)

[REDACTED]  
[REDACTED]

Jodi Hutchison-Sanford - Communications Leader, Global Product Development & Business Supply Unit, Bristol-Myers Squibb Company (2021-23)

[REDACTED]  
[REDACTED]

Harold Kaplan - Retired, Ebbets, Bedford, McKeever LLC (2021-23)

[REDACTED]  
[REDACTED]

Tina McLean - Assistant VP & Branch Manager, Investors Bank (2022-24)

[REDACTED]  
[REDACTED]

Jason D. McTaggart - Senior Financial Advisor, Managing Director/Investments, Wells Fargo Advisors (2022-24)

[REDACTED]  
[REDACTED]

Maura Somers Dughi, Esq. - Child & Family Advocate (2022-24)

[REDACTED]  
[REDACTED]

Susan Staloff - School Psychologist, Tinton Falls Schools (2022-24)

[REDACTED]  
[REDACTED]

Michael Tatro - Executive Director, Equity Trading, J.P. Morgan (2021-23)

[REDACTED]  
[REDACTED]

Judith Tell Feldman - Managing Director, Newmark Associates (2021-23)

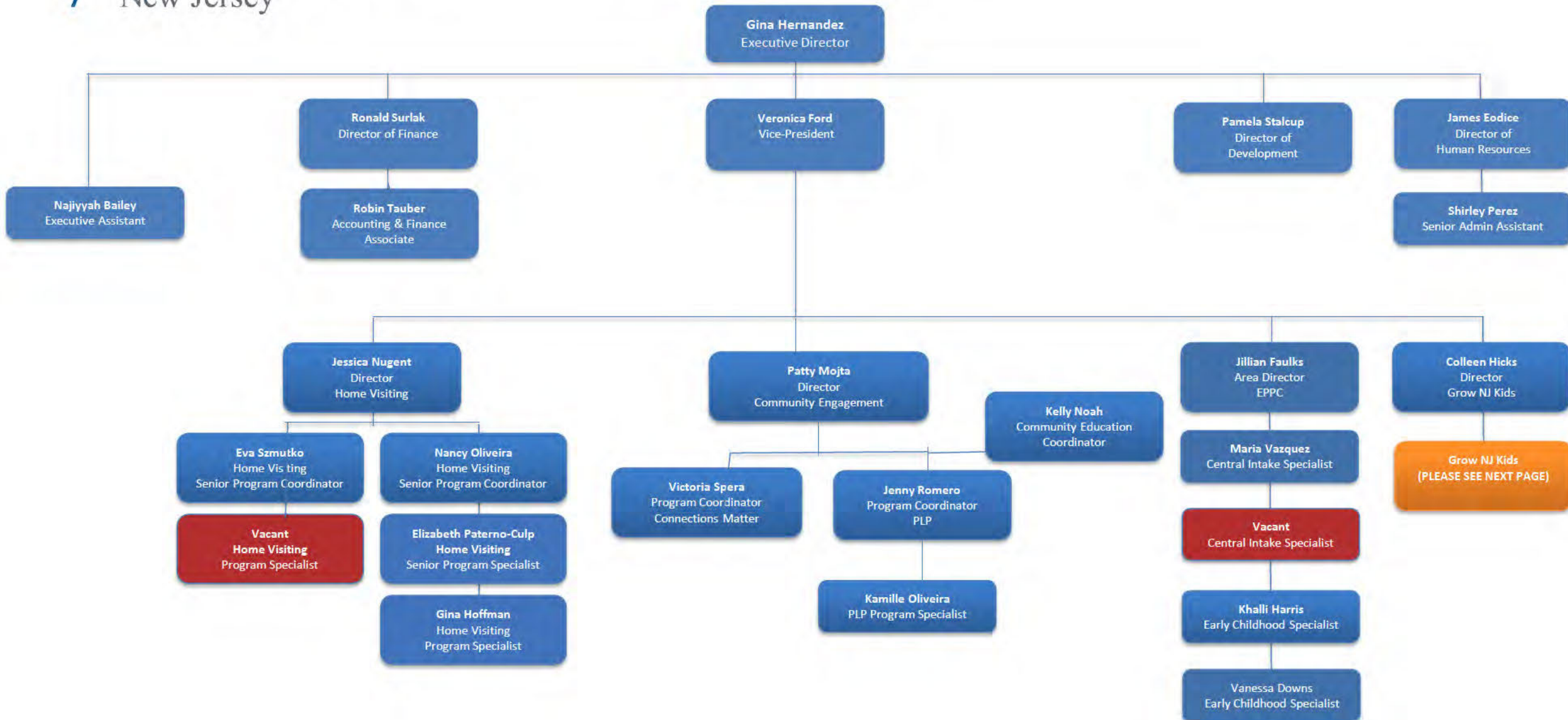
[REDACTED]  
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Honorary

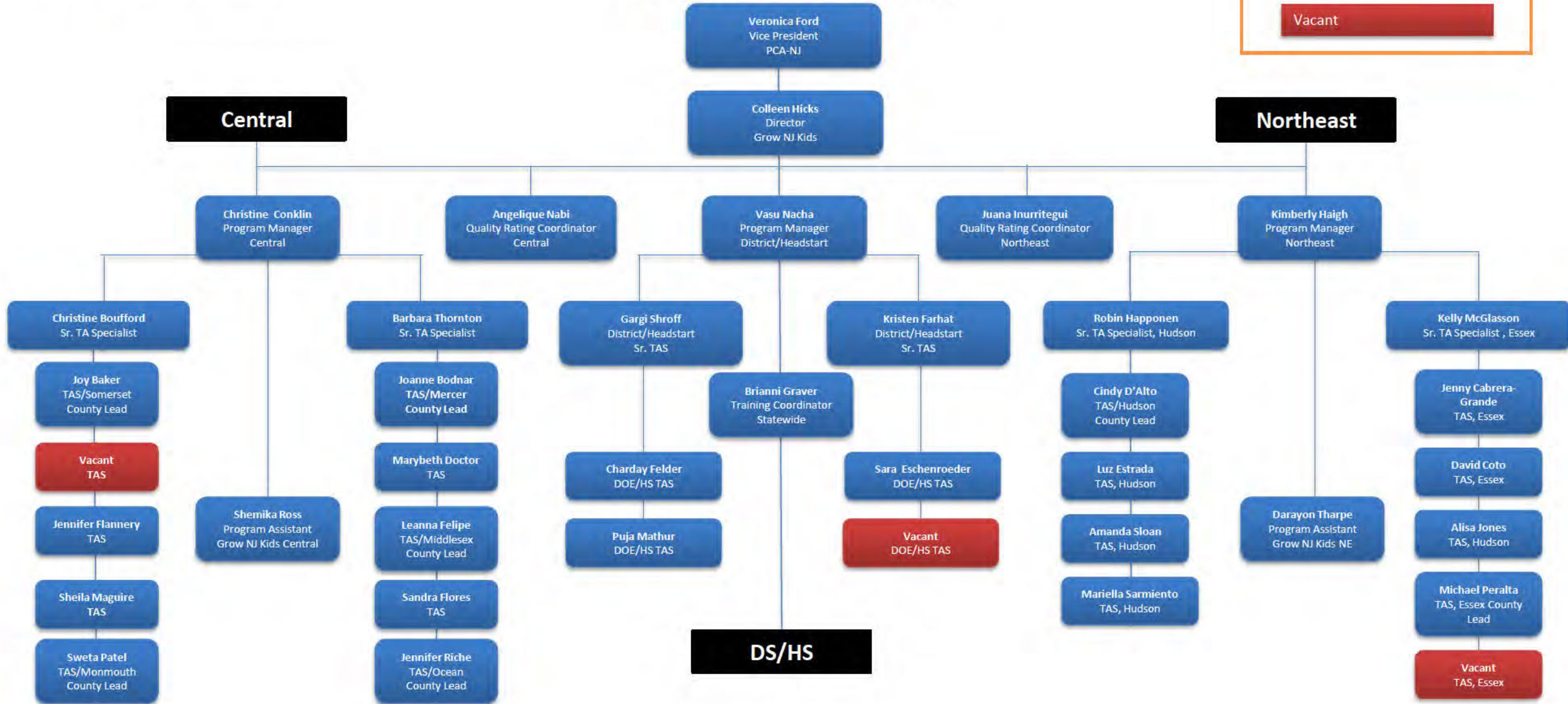
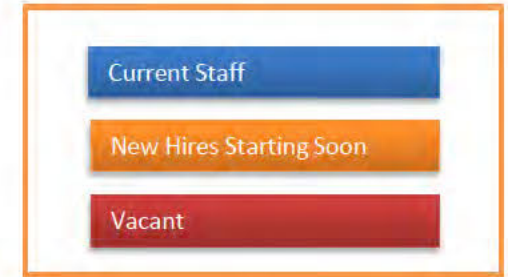
Robert Campbell - Retired Vice Chairman, Johnson & Johnson (2022-24)

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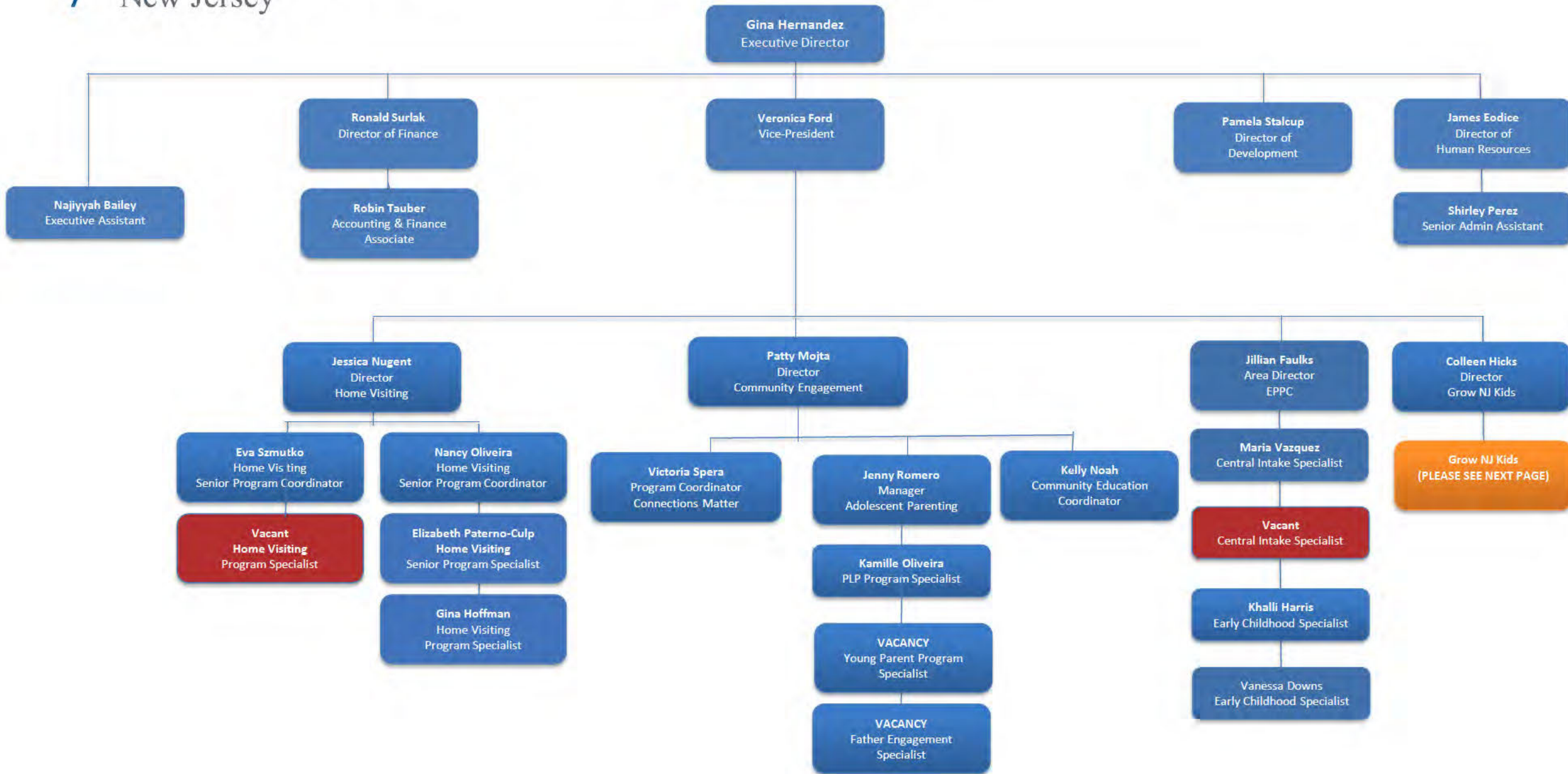
# Organizational Chart



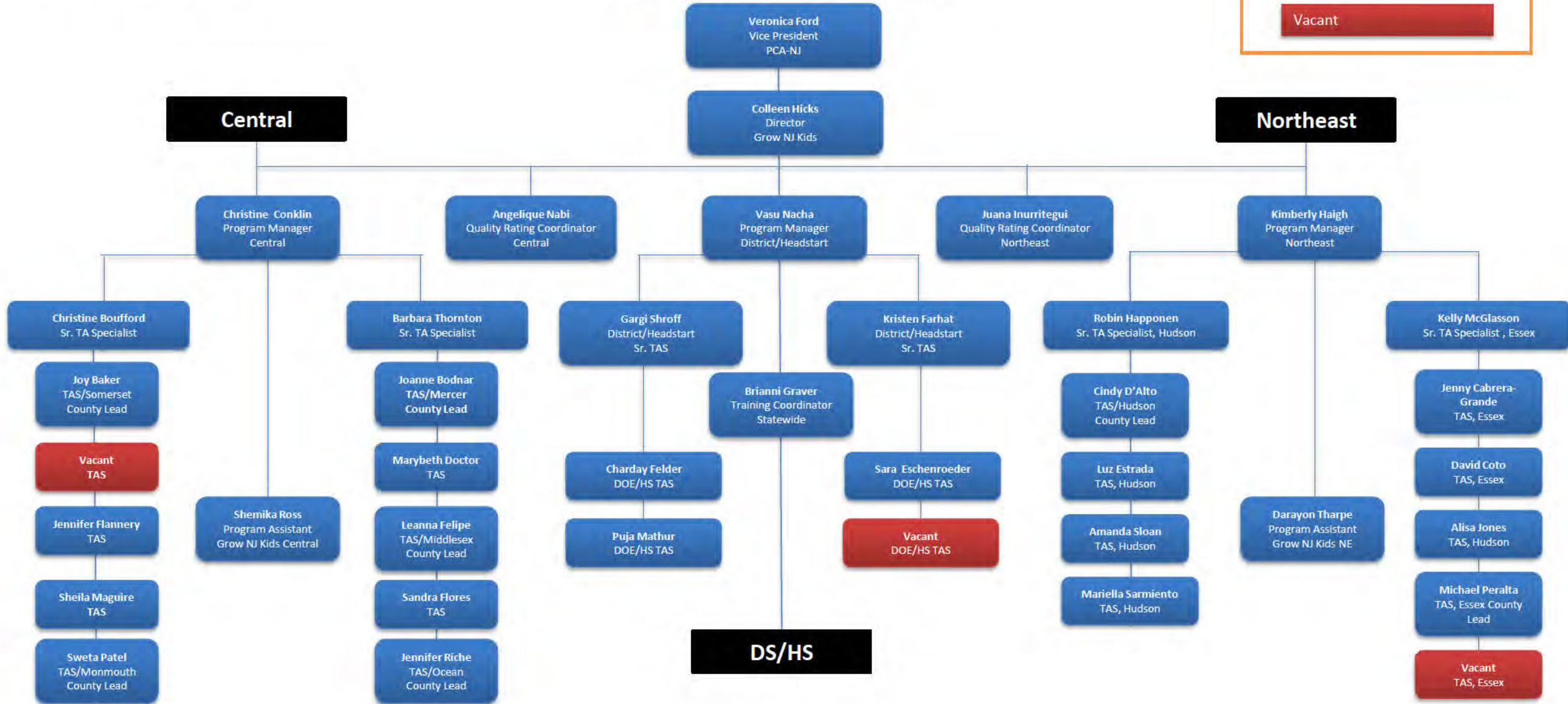
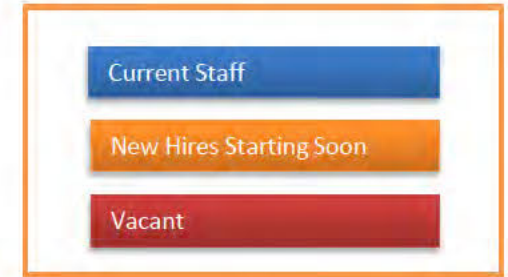
# Grow NJ Kids Technical Assistance Team Central and Northeast



# Organizational Chart



# Grow NJ Kids Technical Assistance Team Central and Northeast





June 14, 2022

**Re: CFDA 93.950: American Rescue Plan Supplemental Funding for Community-Based Prevention Programs (ARP)**

To Whom It May Concern:

Please accept this written statement that PCA-NJ is unable to provide the following attachment in our proposal to implement a Young Parent Coalition.

**Attachment: 8. Professional Licenses**

**Reason:** Professional licenses are not required for any of the job responsibilities described in this proposal.

Signed: \_\_\_\_\_ *Gina Hernandez* \_\_\_\_\_ Date: 6/15/2022 \_\_\_\_\_  
Gina Hernandez, Executive Director

**Board of Directors**

Robert Campbell  
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Nicholas D. Borrelli  
Dawn Brindle  
Joseph E. Colford, PhD  
Monique Collier Nickles, MD  
Christopher L. Formica  
Alycia M. Guichard, Esq  
Jodi Hutchison-Sanford  
Harold Kaplan  
Tina McLean  
Jason D. McTaggart  
Maura Somers Dughi, Esq  
Susan Staloff  
Michael Tatro  
Judith Tell Feldman

**Executive Director**

Gina Hernandez, MA, LPC, CCTP

**Mission Statement**

To build a brighter future for children by promoting Great Childhoods, positive parenting and healthy child development.

**Tax ID** #22-2314861

# **PREVENT CHILD ABUSE - NEW JERSEY**

## *Job Description*

### **PROGRAM SPECIALIST**

#### **Young Parent Coalition**

**JOB SUMMARY:** The Program Specialist will mobilize stakeholders across New Jersey to form the Young Parent Coalition to improve access to services and implementation of best practices for parenting adolescents. This will involve coordinating quarterly and annual meetings, coordinating workshops, and offering technical assistance to coalition members on best practices for working with adolescent parents. Anticipated outcomes include strengthening the protective factors of adolescent parents, increasing collaboration and coordination between provider agencies, improving service delivery, and increasing access to supports beyond high school graduation. The service area will include 7 counties in NJ: Passaic, Hudson, Union, Middlesex, Mercer, Camden, and Cumberland.

#### **MAJOR RESPONSIBILITIES:**

1. Coordinate monthly county coalition and annual statewide coalition meetings
  - Engage with existing community partners
  - Create new partnerships
  - Schedule, advertise, and prepare for meetings
  - Develop meeting agendas
  - Keep records of meeting minutes
  - Follow-up as appropriate
2. Educate community partners about best practices in supporting parenting adolescents
  - Develop expertise in PLP best practices
  - Coordinate trainings and workshops as required for coalition members
  - Identify and share information about state and local resources
  - Become trained in evidence-based models: Partnering with Teen Parents, Safe Dates, and Period of PURPLE Crying
  - Deliver educational sessions if needed
3. Collaborate with Fatherhood Engagement Specialist to execute an annual Father Engagement Summit for young parents and professionals designed to increase fatherhood awareness, provide education, and linkages to community resources
  - Build & strengthen community father engagement supports to link fathers to necessary resources
4. Monitor program activities & services levels
  - Track & collect levels of services and program outcome data

- Analyze levels of service and outcomes to understand program strengths and challenges and shape provision of technical assistance accordingly
- 5. Actively participate in monthly supervision sessions, monthly program team meetings, and quarterly agency staff meetings
- 6. Fulfill other duties as assigned by Supervisor

## **QUALIFICATIONS**

1. Education & Work Experience
  - A Bachelor's degree in health or human services field with a minimum of 2 years work experience is required. Work experience is defined as working with fathers, adolescents and families.
2. Skills & Knowledge Required
  - Excellent skills in public speaking, training, & group dynamics
  - Knowledgeable about parenting, adolescent development and family strengthening practices
  - Understanding & familiarity with strength based approaches, organizational sustainability and case management is essential
  - Ability to build relationships with persons at all levels of human service
  - Awareness of cultural diversity and its impact on planning & provision of services
  - Knowledge of community organization & collaboration building
  - Ability to problem solve
  - Computer literacy
  - Well organized, motivated & flexible

**OTHER CONDITIONS OF THIS POSITION:** Travel throughout New Jersey will be necessary and a valid driver's license & reliable vehicle are required. Hours may need to be flexible to allow for evening and weekend work.

**SUPERVISOR:** Program Manager

**STATUS:** Exempt

**SALARY RANGE:** \$50,000 - \$55,000

# **PREVENT CHILD ABUSE - NEW JERSEY**

## *Job Description*

### **FATHERHOOD ENGAGEMENT SPECIALIST**

#### **Young Parent Coalition**

**JOB SUMMARY:** The Fatherhood Engagement Specialist will provide fatherhood engagement services by providing community education, technical assistance, and enhanced community service linkages for the Young Parent Coalition. This will involve coordinating workshops and referral services to expectant and young fathers/couples to support their purposeful involvement in the well-being of their children. Technical assistance at PLP (Parent Linking Program) and other coalition member sites will focus on enhancing services to expectant and young fathers and increase father recruitment and retention. Anticipated outcomes include reducing the barriers that impede the ability of fathers to become more purposeful in the well-being of their children, increasing fathers' understanding of their role as a parent, promoting healthy co-parenting relationships, educating the community about the importance of the father's role, and strengthening the protective factors. The service area will include 7 counties in NJ: Passaic, Hudson, Union, Middlesex, Mercer, Camden, and Cumberland.

#### **MAJOR RESPONSIBILITIES:**

1. Coordinate an array of supports, workshops, and referral services utilizing the 24/7 Dad curriculum to a minimum of 40 individuals emphasizing:
  - Relationship skills
  - Parenting education
  - Job skills training
  - Strengthening Families Five Protective Factors
    - Parental resilience
    - Social connections
    - Knowledge of parenting & child development
    - Concrete support in times of need
    - Children's social & emotional development
2. Educate community partners about the importance of father engagement and best-practice approach on engaging fathers
3. Provide technical assistance to PLP sites designed to increase recruitment & retention of expectant and young fathers by:
  - Supporting PLP sites with completing a father friendly check-up

- Developing an action plan based on the father friendly check-up that focuses on:
  - Leadership development
  - Organizational development
  - Program development
  - Community engagement
- Become trained in the 24/7 Dad evidence-based father engagement curriculum
- Delivers educational sessions to young fathers by leading 24:7 Dad groups consisting of 10-20 males ages 14-21 throughout the region
- 4. Plan and execute an annual Father Engagement Summit for young parents and professionals designed to increase fatherhood awareness, provide education, and linkages to community resources
  - Build & strengthen community father engagement supports to link fathers to necessary resources
- 5. Monitor program activities & services levels
  - Track & collect levels of services and program outcome data
  - Analyze levels of service and outcomes to understand program strengths and challenges and shape provision of technical assistance accordingly
- 6. Actively participate in monthly supervision sessions, monthly program team meetings, and quarterly agency staff meetings
- 7. Fulfill other duties as assigned by Supervisor

## **QUALIFICATIONS**

1. Education & Work Experience
  - A Bachelor's degree in health or human services field with a minimum of 2 years work experience is required. Work experience is defined as working with fathers, adolescents and families.
2. Skills & Knowledge Required
  - Excellent skills in public speaking, training, & group dynamics
  - Knowledgeable about father engagement strategies, adolescent development and family strengthening practices
  - Understanding & familiarity with strength based approaches, organizational sustainability and case management is essential
  - Ability to build relationships with persons at all levels of human service
  - Awareness of cultural diversity and its impact on planning & provision of services
  - Knowledge of community organization & collaboration building
  - Ability to problem solve

- Computer literacy
- Well organized, motivated & flexible

**OTHER CONDITIONS OF THIS POSITION:** Travel throughout New Jersey will be necessary and a valid driver's license & reliable vehicle are required. Hours may need to be flexible to allow for evening and weekend work.

**SUPERVISOR:** Program Manager

**STATUS:** Exempt

**SALARY RANGE:** \$50,000 - \$55,000

# JENNY ROMERO

## OBJECTIVE

As a current adolescent program coordinator who has first-hand experience as a teen parent, former technical assistance specialist, and early childhood educator, my position and experience allow me to support, lead, and mentor parenting teens through available programs while collaborating and building relationships with state funders, consultants and community partners and provide resources to better support our adolescence and early childhood community towards a successful future.

## EDUCATION

Bachelor's Degree in Arts and Sciences  
*Seton Hall University*

12/2019

Major: Social and Behavioral Sciences      Minor: Social Work

## SKILLS & ABILITIES

- 4 + years of experience as an assistant/ head teacher in the Early Childhood field.
- Savvy in various technology platforms such as Microsoft Office, Teams, Google, Zoom, Wufoo, Survey Monkey, MyEmma, and Venngage.
- Fluent in Spanish and English, and entry-level in Sign Language.
- Great interpersonal communication skills.
- Innovative, creative, and goal-oriented.
- Team-orientated, fast learner, and willing to support/mentor colleagues, providers, and other programs in any way I can.
- Planning and organization skills
- Experienced in Preschool, Infant/Toddler Creative Curriculum, Teaching Strategies Gold, and Pyramid Model.
- Experienced in implementing ITERS in a classroom, and ECERS training.

## ACHIEVEMENTS

- Collaborated and participated in conducting virtual Networking meetings, webinar trainings, and directors' meetings.
- Coordinated committee and annual event for parenting adolescents.
- Brought to the team new interactive platforms that can help us cooperate with administrators and teachers virtually.
- Motivated program staff members on the importance of professional development in the Creative Curriculum through personal experience.
- Volunteered in North Hudson Early/Head Start Program and in CompCare Early Intervention.

## EXPERIENCE

Program Coordinator, Parent Linking Program  
*Prevent Child Abuse NJ*

4/1/2021 to  
Current

- Provide technical support to 8 high schools that are part of the PLP program.
- Creating and facilitating meetings for site staff where they all can network together.

- Collaborate and support my colleagues by sharing resources, ideas, and team building.
- Coordinate annual events by planning location and themes, organizing, and hosting monthly meetings.
- Ensure sites are in compliance by initiating yearly site visits and providing support to meet the PLP model fidelity standards.

Technical Assistance Specialist, Grow NJ Kids  
*Prevent Child Abuse NJ*

2/2020 to  
 3/31/2021

- Assist programs by mentoring and coaching directors, administrators, and teachers of the center.
- Collaborate and support my colleagues by sharing resources, ideas, and team building.
- Support early childhood programs to improve their quality in health and safety, learning environment, family/community engagement, and workforce administration.
- Monitor, and maintain documentation of each program to guide and support their performance of quality improvement.

Toddler Teacher  
*Sandy Lane Nursery School*

10/2016 to  
 2/2020

- Observe and provide objectives along with planning that is according to each individual child.
- Provide a suitable social-emotional, language, and physical environment for children’s development.
- Assess children using Teaching Strategies Gold and provide parent/teacher conferences to discuss the child’s progression.

Receptionist  
*Romero General Construction*

1/2013 to  
 3/2016

- Provide company efficiency by answering calls, ordering supplies, and filing company documentation.
- Create billing invoices and proposals for current and potential customers.
- Weekly update bookkeeping and provide feedback to the company.
- Uphold great customer service satisfaction to clients.

REFERENCES

Jenny Cabrera- Grande	<i>Prevent Child Abuse NJ</i>	██████████
Nicole McIntosh	<i>Sandy Lane Nursery</i>	██████████
Michelle Barnea	<i>Montclair State University</i>	██████████

# Patty Mojta, LSW

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## Summary

Energetic and highly motivated leader with substantial experience in direct practice and program management. Expertise with bringing innovative and creative changes to non-profit operations and statewide service delivery. Engaging presenter with substantial experiencing developing and delivering training programs.

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## Education

Rutgers School of Social Work – New Brunswick, NJ

Masters of Social Work, May 2011

Concentration: Non-Profit and Public Management

G.P.A.: 4.0

*Member of Phi Alpha, National Social Work Honor Society*

Rutgers, The State University of New Jersey – New Brunswick, NJ

Bachelor of Arts, May 2004

Major: Spanish Language and Literature

Minors: Psychology; Italian Language and Literature

G.P.A.: 3.98

*Member of Phi Beta Kappa, National Honor Society*

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## Experience

Director, Community Engagement

Prevent Child Abuse-New Jersey, July 2021-present

- Maintain all responsibilities of previous Director position while assuming responsibility of additional Community Education program
- Responsible for oversight and management of several statewide initiatives including Parent Linking Program, Connections Matter New Jersey, the Period of PURPLE Crying, and more
- Developed a self-paced online certification program on the prevention of commercial sexual exploitation of children
- Initiated a PhotoVoice research project of the Parent Linking Program in collaboration with Rutgers University
- Continue to manage a high-performing team of professionals and interns now working remotely
- Provide a supportive work environment that builds teamwork and boosts morale

Director, Adolescent Programs

Prevent Child Abuse-New Jersey, September 2015-June 2021

- Responsible for oversight of agency programs that focus on adolescent services including CSEC prevention programs and services for adolescent parents
  - Oversight of new Connections Matter, trauma-informed care training initiative, in collaboration with NJ DCF since 2019
  - Member of agency executive team which informs decisions about overall agency operations
  - Manage expectations and compliance reporting as they pertain to several funding sources
  - Manage budgets for 4 state contracts totaling more than \$500,000
  - Lead a high-performing team in the creation of new programs and services to broaden the scope of child abuse prevention work
  - Grant-writing for sustainability and growth of child abuse prevention programs
-

#### Director, ChildWIN

Child Wellness Institute (Prevent Child Abuse-New Jersey), May 2019-March 2021

- Co-founded the non-profit subsidiary of Prevent Child Abuse-New Jersey
- Secured start-up grant funds and oversaw all start-up activities including logo development, website creation, training design, and fee structure
- Oversight of day-to-day operations of all training sales, customer services, training development, and marketing
- Collaborated with finance team, human resources, and fundraising director on start-up activities
- Exceeded fiscal goals and generated more than \$50,000 in training sales revenue in the first year of operation
- Secured 2 additional grants in 2020 to support the development of web-based curricula and an online certificate program

#### Manager, Human Trafficking (CSEC) Prevention Initiative

Prevent Child Abuse-New Jersey, October 2013-September 2015

- Led activities to prevent the commercial sexual exploitation of children in New Jersey
- Oversaw all functions of this start-up department including hiring and managing a team of 11 professional staff
- Managed a budget of \$655,000
- Responsible for program evaluation and compliance reporting
- Provided oversight to two of PCA-NJ's **child abuse** prevention programs: My Life My Choice (MLMC) and Empowering Young Men to End Sexual Exploitation (EYM)
- Ensured the prevention programs were effectively replicated throughout New Jersey
- Developed and provided full-day training to professionals, paraprofessionals, and the community
- Facilitated psycho-educational groups with at-risk teenagers
- Secured sustainable state funding after the end of the initial grant period
- Secured additional fee-for-service contracts and small grants to enhance program activities

#### Director, Parent Universe

Prevent Child Abuse-New Jersey, May 2013-October 2015

- **Founder of PCANJ's first social enterprise venture**
- Oversaw all day-to-day operations of the initiative including website development, marketing, hiring and supervision of baby coaches and student interns, and customer service
- Developed and executed a business plan with financial and social goals and a performance measurement system
- Implemented marketing strategies including social media advertising, print advertising, and developing strategic partnerships
- Secured start-up funds from three separate investors
- Managed a budget of \$28,750
- Was responsible for compliance reports to funders

#### Project Coordinator

Prevent Child Abuse-New Jersey, May 2011-September 2013

- Provided expertise on home-based prevention programming in the design of a randomized control trial developed by Rutgers to prevent childhood obesity
- Was responsible for recruiting and coordinating families and home visitors to participate in the research study
- Led efforts to prevent childhood obesity through the development of secondary prevention programs
- Led the development of a training curriculum to enhance home visitation services in the areas of substance abuse, mental health, and domestic violence
- Developed and conducted trainings and workshops for professionals and the community in the areas of: early childhood nutrition, obesity prevention, child abuse prevention, child sexual abuse, and home visitation

Program Specialist, Healthy Families and TANF Initiative for Parents  
Prevent Child Abuse-New Jersey, September 2007-May 2011

- Provided general oversight to 8-12 Healthy Families-TIP programs serving about 1,000 families in 8 counties
- Developed and conducted trainings for program supervisors and family workers on topics such as: Working with Diverse Family Issues, Developing a Quality Assurance Plan, Conducting a Home Visit, and Using the PIMS Management Information System (Introductory and Advanced)
- Coordinated statewide data collection, aggregation, and reporting to funders on program and client outcomes
- Served as a liaison between funders and program leadership to ensure that programs are achieving the performance objectives
- Was instrumental in improving the integrity and quality of data collection through training and increased quality assurance measures
- Guided 8 program sites successfully through the Healthy Families America accreditation process to ensure fidelity to the model and best practice service delivery
- Played an integral role in the design and implementation of a customized web-based management information system for the statewide Healthy Families network
- Led annual conference planning efforts, which successfully increased attendance by 10% in 2010 and tripled revenue in 2011

Graduate Student Intern

Anchor House Youth Shelter, September 2009-April 2010

- Developed and facilitated weekly Life Skills group for homeless teenagers
- Conducted individual and family sessions to address permanency planning
- **Computerized the agency's data collection system**

Care Manager, Bilingual

Coordinated Family Care, July 2004-August 2007

- Coordinated and monitored wraparound services for 10-15 families with children who have emotional and behavioral challenges to preserve family units and prevent the need for out-of-home care
- Provided family-centered and strength-based in-home services for families with diverse cultural backgrounds and experiences
- Led a diverse team of professionals and informal supports in developing a collaborative approach to treatment

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## Skills

- Fluent in Spanish (speaking, reading, and writing abilities)
- Excellent writing and public speaking skills
- Excellent computer skills including Microsoft Word, Excel, and PowerPoint
- Proficient in several web-based platforms including: Word Press, Wufoo form builder, Survey Monkey, Canva, Venngage Infographic Design, and Teachable

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## Activities

- NJ Licensed Social Worker #44SL05827000
- New Jersey Taskforce on Child Abuse and Neglect, Prevention Subcommittee Co-Chair 2020-Present
- Advisory Board Member, NJ Child Assault Prevention (NJCAP)
- Fellow of the New Jersey Social Innovation Institute, Rutgers Business School, 2012
- Certified *My Life, My Choice* Group Facilitator
- Certified *Empowering Young Men* Group Facilitator
- Healthy Families America National Peer Reviewer, 2008-2014

- Connections Matter Master Trainer
  - Certified Happiest Baby Educator
  - Certified Enough Abuse Trainer
  - **Certified Let's Move Child Care Trainer**
  - Inventor, *Picnic Party* (educational game and app for preschool children)
- 

## Publications and Presentations

*Debunking the Myth that Teen Parents Will Fail*, Healthy Teen Network, October 28, 2019

*Working in Partnership to Prevent the Commercial Sexual Exploitation of Children*, Prevent Child Abuse America National Conference, September 17, 2019

*Human Trafficking: Myths and Misconceptions*, Panelist, Panel Discussion hosted by League of Women Voters of Monroe Township, January 29, 2019

*Prevention: What can schools do?*, Human Trafficking Symposium hosted on New Jersey Department of Education Human Trafficking Collaborative, December 6, 2016

*Domestic Minor Sex Trafficking: Identifying Victims and Resources*, Psychological Trauma Symposium, Jersey Shore University Medical Center Department of Psychiatry, November 16, 2016

*Commercial Sexual Exploitation of Children*, Good Ideas Conference, Georgian Court University, May 13, 2016

*The Commercial Sexual Exploitation of Children and Adolescents in New Jersey*, Keynote Speaker, Passaic CIACC Annual Education and Behavioral Health Conference, October 23, 2015

Contributor, *Essential Business Skills for Social Work Managers: Tools for Optimizing Programs and Organizations*, 2015 (Author: Andrew Germak)

*Overview of PCA-NJ's CSEC Prevention Programs*, Shared Hope International JuST Conference, November 6-8, 2014

*Working with Victims of CSEC: Understanding the Stages*, Shared Hope International JuST Conference, November 6-8, 2014

Moderator and Presenter, **"Human Trafficking: Let's Make This the End of the Road,"** Community Forum, Robert Wood Johnson University Hospital, October 22, 2014

*Using Innovative Strategies to Further the Non-Profit Mission*, The Network for Social Work Management's 24th Annual Institute, May 17, 2013

*Overnourishment: The New Abuse?*, Department of Children and Families New Jersey Conference on Child Abuse and Neglect, October 21, 2011

*Preventing childhood obesity: Parental support, education initiatives must start early*, Asbury Park Press, Opinion Commentary, July 25, 2011

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## Media Appearances

*Child Sex Trafficking*, Community Outreach with Raquel Williams, Radio Station Magic 98.3, February 4, 2019

*Trauma's Tragedy and Treatment: Start upstream*, NJTV News, January 25, 2019

*Teen Parenting*, Great Childhoods Radiothon, 1450 WCTC, April 15, 2016

### **PCA-NJ Staffing Pattern**

The Young Parent Coalition will be housed under the current Department of Community Engagement with the existing Parent Linking Program technical assistance team.

There will be one full-time Program Specialist working to mobilize the Young Parent Coalition in the 7 identified target counties. This person will collaborate with existing partners (Parent Linking Program sites, TEACH program sites, CCYC, Connecting NJ, home visiting, and others) as well as strengthen new partnerships with resource and service providers that support young parents. This person will coordinate quarterly countywide meetings and the annual statewide Young Parent Coalition meetings, as well as coordinate trainings and workshops as deemed helpful by the local and statewide groups. This person will become trained in evidence-based curricula including Partnering with Teen Parents, Safe Dates 3<sup>rd</sup> Edition, Ages and Stages Questionnaire, and Period of PURPLE Crying and will deliver direct services and/or implementation guidance to coalition members as needed.

There will be one full-time Fatherhood Engagement Specialist working in closely partnership with the Program Specialist to improve the recruitment and retention of young fathers at Parent Linking Program (PLP) sites and with Young Parent Coalition member organizations. At minimum, the Fatherhood Engagement Specialist will conduct the Father Friendly Check-Up with each PLP site and develop an action plan informed by the assessment. This person will also become trained in the 24/7 Dad evidence-based curriculum and deliver group services to all PLP sites and possibly additional coalition member organizations. The Fatherhood Engagement Specialist will take the lead on organizing an annual Fatherhood Summit and will support the county and statewide Young Parent Coalitions with workshops and trainings as deemed helpful.

Jen Romero, currently the Program Coordinator of the Parent Linking Program, will supervise the two new positions. Ms. Romero has had first-hand experience as a teen parent and brings more than 5 years of experience in early childhood education. She also has more than 2 years of experience in providing technical assistance and support model fidelity. Upon award, she will begin work immediately on the Young Parent Coalition in conjunction with PCA-NJ leadership.

Ms. Romero will report to Patty Mojta, Director of Community Engagement. Ms. Mojta will provide contract and budget oversight and ensure program deliverables are met. Ms. Mojta has more than 15 years of experience working to support children, adolescents, and families within statewide systems, and has experience working directly with many of the proposed partners including Project TEACH, Office of Adolescent Service, and Evidence-Based Home Visitation. Ms. Mojta also oversees the Connections Matter NJ trauma-informed care program and the Period of PURPLE Crying program.

## Appendix 11

The two new full-time positions will be posted immediately upon award of this grant. PCANJ will begin planning immediately upon award and will be fully operational by Quarter 2.

Details of the job descriptions with salary ranges can be found in **Appendix 9** & resumes can be found in **Appendix 10**.

Details of the Implementation Schedule can be found in **Appendix 20**.

### **PCANJ's Safe-Child Standards Description of Implementation**

Our organization led the development of the Safe Child Standards with the NJ Partnership to Prevent Child Sexual Abuse in 2012. As an agency, each of our program managers and senior staff at PCA-NJ reviewed the Safe-Child Standards and participated in a six month process to update our policies and procedures. In conclusion, we developed substantial modifications to our policies and procedures for hiring, for program supervision, staff behavior, reporting procedures and staff education. We developed an addendum to our HR Manual, which is disseminated to and signed by every employee, that summarizes each of the changes (entitled, **"PCANJ Child Sexual Abuse Prevention Program"**). All staff are required to review this 10-page document and sign an acknowledgement form on an annual basis.

This 10-page document addresses all of the Safe-Child Standards:

- 1. Sexual Abuse Safe Child Policy**
- 2. Sexual Abuse Safe Child Policy Acknowledgement Form**
- 3. Child Sexual Abuse Risk Management Procedures**
- 4. Recruiting and Hiring Suitable Employee Procedures**
- 5. Child Safety Review Team and Reporting Procedures**

We will be glad to share the entire document, which includes extensive Employee Code of Conduct guidelines, if requested.

### PCA-NJ Description of Program Space

Prevent Child Abuse-New Jersey has 3 physical office locations:

1. Main Office:  
103 Church Street, Suite 210  
New Brunswick, NJ 08901

This location is in the heart of downtown New Brunswick. All of the administrative/leadership staff are located at this location along with the Home Visiting Team, Grow NJ Kids Central Team, and common space for shared use. This is the primary mailing address for PCA-NJ.

2. NB Satellite Office:

[REDACTED]

This location is in walking distance of the Main Office and houses the Community Engagement Team. At this location are: Parent Linking Program staff, Community Education staff, and Connections Matter staff. The new staff described under this proposal would be at this location.

3. Newark Office:

[REDACTED]

Located in the heart of downtown Newark, this location has office space for the Essex Pregnancy and Parenting Connection (EPPC) team, which is the Essex County Connecting NJ site, as well as the Grow NJ Kids Northeast team. There is also a shared conference space that can be used by any PCA-NJ staff.

Finally, within walking distance of both New Brunswick offices is the PCA-NJ Training Room, 103 Church Street, Suite 150, New Brunswick, NJ. This space is equipped with state-of-the-art technology for comfortable meeting and training space for groups of up to 24 people.

Floor plans of the New Brunswick space can be found in **Appendix 14**.

Training Curricula Table of Contents

Curriculum	Description	Topics Covered in Curriculum Training	Training Method
<p><b>Child Abuse and Neglect Prevention</b></p>	<p>This training developing by PCA-NJ is an introductory training to provide an overview of child abuse and neglect definitions, risk and protective factors, and prevention strategies.</p>	<ul style="list-style-type: none"> <li>• Four types of abuse</li> <li>• Physical and behavioral signs and symptoms</li> <li>• Contributing factors</li> <li>• Reporting child abuse and neglect</li> <li>• Primary, secondary, and tertiary prevention</li> <li>• Short-term and long-term effects of abuse on children and society</li> <li>• ACE study</li> </ul>	<p>PCA-NJ New Hire Orientation (live delivery by PCA-NJ staff)</p>
<p><b>Enough Abuse</b></p>	<p>Enough Abuse is a citizen education and community mobilization initiative working to prevent child sexual abuse in our homes, schools, youth organizations and communities.</p>	<p><b>Part I. Understanding Child Sexual Abuse as a Public Health Problem</b></p> <ul style="list-style-type: none"> <li>• Overview of adverse childhood experiences</li> <li>• Defines sexual abuse, including touching and non-touching offenses</li> <li>• Statistics on incidence, reporting, prosecution and incarceration</li> <li>• Data and characteristics of those who abuse</li> </ul> <p><b>Part II. Conditions that Support Child Sexual Abuse</b></p> <ul style="list-style-type: none"> <li>• Social messages children receive</li> <li>• Secrecy tactics employed by abusers</li> </ul>	<p>PCA-NJ New Hire Orientation (live delivery by PCA-NJ staff)</p>

		<ul style="list-style-type: none"><li>• Reasons families and communities have been silent</li></ul> <p><b>Part III. Preventing Child Sexual Abuse</b></p> <ul style="list-style-type: none"><li>• <b>Educate:</b><ul style="list-style-type: none"><li>○ Behavior signs that suggest someone might pose a risk</li><li>○ Ways to reduce opportunity for sexual abuse</li><li>○ How to distinguish developmentally expected sexual behaviors of children from those that might indicate a potential problem</li><li>○ How to recognize behavior and physical signs that might indicate a child has been sexually abused</li></ul></li><li>• <b>Communicate:</b><ul style="list-style-type: none"><li>○ Speaking to children about healthy body boundaries and respectful relationships</li><li>○ Talking tips for parents</li><li>○ How to communicate with children about their sexual behaviors to promote healthy development</li></ul></li></ul>	
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		<ul style="list-style-type: none"> <li>○ How to communicate with adults and teens when there are concerns about their sexual behaviors</li> <li>● <b>Advocate:</b> <ul style="list-style-type: none"> <li>○ Ways to support child victims and handle disclosures</li> <li>○ How to report and seek assistance for abusers</li> <li>○ Concrete, achievable actions to prevent sexual abuse</li> </ul> </li> </ul>	
<b>Connections Matter</b>	Connections Matter is a healing-centered curriculum that teaches adults how to use the power of connections to help develop healthy brains and supportive relationships, prevent and heal from Adverse Childhood Experiences (ACEs), and strengthen communities by building resilience and compassion.	<ul style="list-style-type: none"> <li>● ACEs / potentially traumatic events</li> <li>● Trauma</li> <li>● Positive Childhood Experiences</li> <li>● NJ Resources</li> <li>● Developing Brain</li> <li>● Upstairs/Downstairs Brain</li> <li>● How the Brain Works</li> <li>● Brain Plasticity</li> <li>● Developing relationships</li> <li>● Resilience</li> <li>● Cultivating Resilience</li> <li>● Strengthening Communities</li> <li>● Community Connections</li> <li>● Kotter’s Model of Community Change</li> </ul>	PCA-NJ New Hire Orientation (live delivery by PCA-NJ staff)
<b>Partnering With Teen Parents</b>	The Partnering With Teen Parents Curriculum is framed with a	<ul style="list-style-type: none"> <li>● An overview of utilizing the PWTP Curriculum</li> </ul>	Self-paced pre-recorded training

	<p>partnering attitude toward the professional-teen relationship: Professionals partner with individual teen parents in designing their work together.</p>	<ul style="list-style-type: none"> <li>○ Youth Thrive: Promotive and Protective Factors</li> <li>○ Development-Centered Parenting</li> <li>○ Growing Teen</li> <li>○ Parent-Child Interaction</li> <li>○ Family Well-Being</li> <li>● Review the procedures for implementing PWTP Groups.</li> <li>● An understanding of how to engage fathers in group sessions</li> <li>● An opportunity to create a PWTP group session.</li> </ul>	
<p><b>Safe Dates 3<sup>rd</sup> Edition</b></p>	<p>This evidence-based program helps teens recognize the difference between caring, supportive relationships and controlling, manipulative, or abusive relationships. It is during the critical preteen and teen years that young people begin to learn the skills needed to create and foster positive relationships.</p>	<ul style="list-style-type: none"> <li>● Discuss the severity and consequences of teen dating violence.</li> <li>● Cite the reasons why <i>Safe Dates</i> is proven to prevent and reduce dating violence.</li> <li>● Implement the four components of <i>Safe Dates</i>: The curriculum, the dating abuse play, a media contest, and family materials.</li> <li>● The 10-session curriculum:             <ul style="list-style-type: none"> <li>○ Session 1: Defining Caring Relationships</li> <li>○ Session 2: Defining Dating Abuse</li> <li>○ Session 3: Why Do People Abuse?</li> </ul> </li> </ul>	<p>Offered through model developers (fee)</p>

		<ul style="list-style-type: none"> <li>○ Session 4: Preventing Sexual Dating Abuse</li> <li>○ Session 5: Overcoming Gender Stereotypes</li> <li>○ Session 6: How to Help Friends</li> <li>○ Session 7: Helping Friends</li> <li>○ Session 8: How We Feel, How We Deal</li> <li>○ Session 9: Equal Power through Communication</li> <li>○ Session 10: Reviewing the Safe Dates Program</li> <li>● Evaluate student performance in <i>Safe Dates</i>.</li> <li>● Explore the evidence-based <i>Families for Safe Dates</i> materials and consider possible ways to use these materials</li> </ul>	
<p><b>24/7 Dad</b></p>	<p>24/7 Dad® is an evidence-based fatherhood program used by hundreds of organizations across the nation to improve the knowledge, behavior, and skills of dads of all races, religions, and demographics. The program is built on the basis that fathers can be nurturers, and for men, nurturing is a learned skill. Throughout the program, men examine their own fatherhood history, learn the 5</p>	<ul style="list-style-type: none"> <li>● Discipline: Morals and Values; Rewards and Punishment</li> <li>● What it Means to Be a Man: Today’s Man; Body Image</li> <li>● Children’s Growth: Goals and Self-Worth; Nature or Nurture?</li> <li>● Showing and Handling Feelings: Holding Feelings Inside; Grief and Loss</li> <li>● Getting Involved: Ways to be involved; Helping my children do well in school</li> </ul>	<p>Training Options:</p> <ul style="list-style-type: none"> <li>● Program Guide in Facilitator's Manual provides background, philosophy, and all necessary facilitator information to run the program successfully.</li> </ul>

	<p>characteristics of a 24/7 Dad®, and other important behaviors such as working with mom and proper child discipline to help them be the best dads they can be.</p>	<ul style="list-style-type: none"> <li>• Men’s Health: Stress and Anger; Physical Health</li> <li>• Working with Mom and Co-Parenting: Parenting Differences; Walking a Mile in Her Shoes; I’m Okay, She’s Okay</li> <li>• Communication: Ways to Communicate; Talking with Children</li> <li>• Dads and Work: Work and family; Balancing work and family</li> <li>• The Father’s Role: The Ideal Father; What kind of father am I?; Benefits of Marriage</li> <li>• My 24/7 Dad® Checklist: Skills I Learned; Assessing My Fatherhood Skills (Optional); Celebrate (Optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Public webinar training is available (fee).</li> <li>• Custom webinar training and in-person training at your location are also available (fee).</li> </ul>
<p><b>Period of PURPLE Crying</b></p>	<p>The <i>PURPLE</i> program is designed to help parents of new babies understand a developmental stage that is not widely known. It provides education on the normal crying curve and the dangers of shaking a baby. Additionally the program tries to create a cultural change in how parents, caregivers, and everyone in the community understand the normalcy of this early infant crying and the dangers of reacting to an infant's crying in frustration. The</p>	<p>The lessons included in this course are:</p> <ul style="list-style-type: none"> <li>• Period of PURPLE Crying video;</li> <li>• Period of PURPLE Crying booklet;</li> <li>• Crying, Soothing, Coping: Doing What Comes Naturally video;</li> <li>• Period of PURPLE Crying App Instructional Video;</li> <li>• Period of PURPLE Crying Implementation Training</li> </ul>	<p>Self-paced pre-recorded training</p>

	<p>program is based on 30 years of scientific research on infant crying, the connection between the crying curve and the incidence of SBS. It has undergone extensive evaluation with randomized controlled trials with 4400 participants and 32 parent focus groups. Therefore, in order to achieve consistent results, the program is delivered using a very specific protocol.</p>		
<p><b>Ages and Stages Questionnaire-3</b></p>	<p>ASQ-3 is a developmental screening tool that pinpoints developmental progress in children between the ages of one month to 5 ½ years. The tool accurately identifies children at risk for developmental delays. The ASQ-3 screens across 5 developmental areas: Communication (Expressive and Receptive), Gross motor, Fine motor, Problem solving, and Personal-Social (Adaptive/Self-help and Social). It is a valid and reliable tool that includes comprehensive training for practitioners to interpret results within the family and cultural context.</p>	<ul style="list-style-type: none"> <li>• Purpose and benefits of screening</li> <li>• Features of the ASQ-3</li> <li>• Scoring the ASQ-3</li> <li>• Interpretation of screening results</li> <li>• Communication of screening results</li> <li>• Appropriate follow-up and referrals based on screening results</li> </ul>	<p>Offered through model developers (fee)</p> <p><i>Training of Trainers option is available so that PCA-NJ staff can be trained to train partner organizations to administer ASQ-3.</i></p>

## **Young Parent Coalition Summary of Evaluation Tools**

### **The Ages & Stages Questionnaires®, Third Edition (ASQ®-3)**

ASQ-3 is a developmental screening tool that pinpoints developmental progress in children between the ages of one month to 5 ½ years. The tool accurately identifies children at risk for developmental delays. It is a parent-completed screening tool to guide when a referral for more in-depth assessment is needed. The ASQ-3 screens across 5 developmental areas: Communication (Expressive and Receptive), Gross motor, Fine motor, Problem solving, and Personal-Social (Adaptive/Self-help and Social). It is a valid and reliable tool that includes comprehensive training for practitioners to interpret results within the family and cultural context. The tool is available in many languages including English, Spanish, Arabic, French, and Chinese.

### **Parents' Assessment of Protective Factors (PAPF)**

The Parents' Assessment of Protective Factors (PAPF) was developed as a measure to assess the presence, strength, and growth of parents' self-reported beliefs, feelings, and behaviors that are regarded as indicators of the Strengthening Families Protective Factors. The PAPF consists of 36 items (i.e., parent statements) measuring four of the five Strengthening Families protective factors: parental resilience, social connections, concrete support in times of need, and social and emotional competence of children. The PAPF is intended for parents and other primary caregivers of young children who range in age from birth through eight years. The PAPF is appropriate for administration to both adult and adolescent parents and caregivers who have at least a fifth-grade reading level. The tool was specifically designed from a strengths-based perspective to help parents assess their strengths. It is available in English and Spanish.

### **Safe Dates Evaluation Questionnaire**

*Safe Dates* is a dating abuse awareness curriculum that is used in group sessions. This evidence-based program helps teens recognize the difference between caring, supportive relationships and controlling, manipulative, or abusive relationships. It is during the critical preteen and teen years that young people begin to learn the skills needed to create and foster positive relationships. The Evaluation Questionnaire measures changes in knowledge, attitudes, and behavior.

### **Father Friendly Check-Up (FFCU)**

This tool helps you assess how an organization encourages (or doesn't encourage) father involvement in the activities and programs offered by the organization. The foundation of the check-up consists of four assessment categories: Leadership Development, Organizational Development, Program Development, and Community Engagement. Upon completion of the check-up, a plan is created with tactics to improve the organization's father friendliness. The FFCU assessment can be completed again in 6 months or 1 year to see how much improvement the organization makes.

### **24/7 Dad Fathering Survey**

This self-administered questionnaire is for fathers who have completed group services with the 24/7 Dad curriculum. The survey evaluates the success of the program in teacher self-awareness, caring for self, fathering skills, parenting skills, and relationship skills.

**Satisfaction Surveys**

Satisfaction surveys will be developed and administered to young parents and coalition members following completion of the 24/7 Dad sessions, at the end of the statewide Young Parent Coalition meetings, following community education workshops, and following the statewide father engagement summits.

**Existing data collection domains and variables in PLP MIS:**

Participant Data	Child Data
Gender Age/DOB Grade level Race Ethnicity Language Household composition Income Marital status Relationship to other parent Participation in other services (Home visiting, WIC, TANF, CPS, etc.) Medical provider Pregnant at enrollment	Gender Date of birth Birth weight Full-term/pre-term Race Ethnicity If using childcare Medical provider
Service Data	Assessment and Outcome Data
Attendance to school Attendance to childcare Attendance to group services Individual session dates Referrals to other services Enrollment and exit dates Graduation/drop-out dates	Ages and Stages Questionnaire (and referrals to Early Intervention) Parents Assessment of Protective Factors Safe Dates pre and post-test Prenatal care for mother Annual physical for mother Well-child visits for baby Graduation rate Grade promotion College acceptance # of subsequent pregnancies

Appendix 20: Proposed Program Implementation Schedule

**PCA-NJ Young Parent Coalition Implementation Schedule:**

Upon receipt of award, PCA-NJ is able to begin operationalizing immediately as we have identified an internal candidate for the Program Manager. This candidate currently works at PCA-NJ in another capacity and would transfer in to the position.

Strategy	YEAR 1				YEAR 2				YEAR 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Hire Fatherhood Engagement Specialist and Program Specialist	X											
Kick-Off event	X											
Conduct Father Friendly Check-Up with all PLP sites & develop corresponding action plan		X	X	X								
Provide technical assistance to PLP sites to increase recruitment and retention of young fathers			X	X	X	X	X	X	X	X	X	X
Deliver 24/7 Dad group sessions to approximately 40 young fathers in 7 counties				X	X	X	X	X	X	X		
Host quarterly Young Parent Coalition meetings in each of the 7 counties		X	X	X	X	X	X	X	X	X	X	X
Host annual statewide Young Parent Coalition meeting				X				X				X
Hold community education workshops quarterly in each region based on needs identified in mobilization meetings (can include Father Friendly Check-up, 24/7 Dad, Partnering with Teen Parents, as well as other topics)			X	X	X	X	X	X	X	X	X	X
Host Statewide Father Engagement Summits to raise awareness, involvement and recruitment of fatherhood activities, collect data, and create action plans					X				X			
Evaluation planning and implementation	X	X	X	X	X	X	X	X	X	X	X	X
Participate in DCF CQI activities	X	X	X	X	X	X	X	X	X	X	X	X
Produce an annual report about this initiative				X				X				X

**DCF Budget Form -Year 1 from 7/1/22 to 6/30/23**

<b>BUDGET CATEGORIES 12-Month Budget</b>	<b>TOTAL COSTS</b>	<b>DCF Funding request</b>	<b>Other Cash or In-Kind Funding Sources*</b>	<b>START-UP FUNDING REQUEST</b>
A. Personnel - Salary (FTEs/hours/week)	129,000	129,000		
Fringe (% rate)	31,297	31,297		
B. Consultants & Professional Fees	25,145	25,145		
C. Materials & Supplies	10,500	10,500		
D. Facility Costs	12,943	12,943		
E. Specific Assistance to Clients	0	0		
F. Other	19,548	19,458		
G. Gen. & Adm. (G&A) Cost Allocation	28,233	28,233		
H. Total Operating Costs	256,666	256,666		
I. Equipment	0	0		
J. Total Cost	256,666	256,666		
K. Revenue (deduct)*	( 0 )	n/a	n/a	
<b>L. Funding Request</b>	256,666	n/a	n/a	
The budget request shall indicate the Agency's total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:				
Other Sources of Funding for this Program: (Specify These)				
Other Funding Amounts:	0	0	0	

**DCF Budget Form - Year 2 from 7/1/23 to 6/30/24**

<b>BUDGET CATEGORIES 12-Month Budget</b>	<b>TOTAL COSTS</b>	<b>DCF Funding request</b>	<b>Other Cash or In-Kind Funding Sources*</b>	<b>START-UP FUNDING REQUEST</b>
A. Personnel - Salary (FTEs/hours/week)	129,000	129,000		
Fringe (% rate)	31,297	31,297		
B. Consultants & Professional Fees	37,063	37,063		
C. Materials & Supplies	3,858	3,858		
D. Facility Costs	12,943	12,943		
E. Specific Assistance to Clients	0	0		
F. Other	27,623	27,623		
G. Gen. & Adm. (G&A) Cost Allocation	29,883	29,883		
H. Total Operating Costs	271,667	271,667		
I. Equipment	0	0		
J. Total Cost	271,667	271,667		
K. Revenue (deduct)*	( 0 )	n/a	n/a	
<b>L. Funding Request</b>	271,667	n/a	n/a	
The budget request shall indicate the Agency's total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:				
Other Sources of Funding for this Program: (Specify These)				
Other Funding Amounts:	0	0	0	

**DCF Budget Form - Year 3 from 7/1/24 to 6/30/25**

<b>BUDGET CATEGORIES 12-Month Budget</b>	<b>TOTAL COSTS</b>	<b>DCF Funding request</b>	<b>Other Cash or In-Kind Funding Sources*</b>	<b>START-UP FUNDING REQUEST</b>
A. Personnel - Salary (FTEs/hours/week)	129,000	129,000		
Fringe (% rate)	31,297	31,297		
B. Consultants & Professional Fees	37,694	37,694		
C. Materials & Supplies	3,402	3,402		
D. Facility Costs	12,943	12,943		
E. Specific Assistance to Clients	0	0		
F. Other	27,448	27,448		
G. Gen. & Adm. (G&A) Cost Allocation	29,883	29,883		
H. Total Operating Costs	271,667	271,667		
I. Equipment	0	0		
J. Total Cost	271,667	271,667		
K. Revenue (deduct)*	( 0)	n/a	n/a	
<b>L. Funding Request</b>	271,667	n/a	n/a	
The budget request shall indicate the Agency's total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:				
Other Sources of Funding for this Program: (Specify These)				
Other Funding Amounts:	0	0	0	

## **CONFLICT OF INTEREST**

It is PCA-NJ's policy to prevent the personal interest of employees from interfering with the performance of their duties to PCA-NJ. Accordingly, no employee may engage in any outside activities that result in personal, financial, professional and/or political gain on the part of the employee at the expense of PCA-NJ and the fulfillment of its mission, including its ability to meet the requirements of local, state and/or federal contracts.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal, professional, financial or political gain for that employee or for a relative at the expense of PCA-NJ. Outside activities can also constitute a conflict of interest if it places an employee in the position of appearing to represent the agency, involves services substantially similar to those the agency provides or is considering making available, or lessens the efficiency, alertness or productivity normally expected of employees on their jobs. For the purposes of this policy, a relative is any person who is related by blood or marriage (including civil union or domestic partnership) or whose relationship with the employee is similar to that of persons who are related by blood or marriage (including civil union or domestic partnership).

Transactions with outside entities or persons must be conducted within a framework established and controlled by PCA-NJ to prevent any employee from engaging in a situation that poses an actual or potential conflict of interest between the outside venture and the employee's duties to PCA-NJ.

Specifically, employees are prohibited from engaging in the following financial activities with any of the persons directly served by PCA-NJ or with persons with whom the Agency may come in contact that are served by PCA-NJ's collaborators:

1. Borrowing money from teens, families, clients, patients and residents;
2. Engaging in financial transactions such as unauthorized loans, purchases, etc.
3. Selling to teens, families, clients, patients and residents or arranging to have sales persons meet with clients, patients and residents; and
4. Coercing any teen, family, client, patient or resident to make a purchase or loan.

No employee shall accept or engage in any activity, business, or employment, either during or after working hours, that would conflict with PCA-NJ's interests or diminish the ability of the employee to render to the agency the full, loyal, and undivided service which is contemplated in his or her employment by PCA-NJ.

### **Conflict of Interest Disclosure**

Employees must seek guidance and approval from appropriate management personnel prior to pursuing any financial, business or personal activity that may constitute a conflict of interest. Employees must disclose any potential conflicts of interest at the time of hire and annually thereafter as well as when a potential conflict arises at any time. Prior to engaging in any activity, a Conflict of Interest (COI) Disclosure Statement must be completed by the employee and forwarded to the employee's immediate supervisor for review. The complete COI Disclosure Statement will then be reviewed by the Human

Resource (HR) Director, the employee's Program Director, and the Executive Director. If it is determined that no conflict of interest exists, the Executive Director will sign the COI Disclosure Statement to become part of the employee's personnel file. If there is a change in activity other than what has been disclosed initially, the employee must submit a new COI Disclosure Statement and will be subject to a new review and determination process. If it is then determined that a conflict of interest exists, the employee will be asked to modify the activity, if feasible, to remove the conflict, or to cease the activity if the conflict cannot be resolved.

If the employee fails to comply, he/she will be subject to appropriate disciplinary action, which may include termination for cause. If the agency has reasonable belief that an employee has failed to disclose an actual or potential conflict of interest according to this policy, then the HR Director and/or Program Director shall inform the employee for the basis of such belief in writing. The employee will be given the opportunity to explain the alleged failure to disclose. If, after hearing the employee's response and after making further investigation as warranted by the circumstances, it is determined that the employee has breached this policy by failing to disclose an actual or potential conflict of interest, appropriate disciplinary action will be taken, which may include termination.



June 14, 2022

**Re: CFDA 93.950: American Rescue Plan Supplemental Funding for  
Community-Based Prevention Programs (ARP)**

To Whom It May Concern:

Please accept this written statement that PCA-NJ is unable to provide the following attachment in our proposal to implement a Young Parent Coalition.

**Attachment: 23. Copies of any audits or reviews completed or in process by DCF or other State entities within the last 2 years**

**Reason:** PCA-NJ has not received any audits or reviews by DCF or any other State entity within the past 2 years.

Signed: \_\_\_\_\_ *Gina Hernandez* \_\_\_\_\_ Date: \_\_\_\_\_ 6/15/2022 \_\_\_\_\_  
Gina Hernandez, Executive Director

**Board of Directors**

Robert Campbell  
*Honorary*

Robert Rotondi  
*President*

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Christopher L. Formica  
Alycia M. Guichard, Esq  
Jodi Hutchison-Sanford  
Harold Kaplan  
Tina McLean  
Jason D. McTaggart  
Maura Somers Dughi, Esq  
Susan Staloff  
Michael Tatro  
Judith Tell Feldman

**Executive Director**

Gina Hernandez, MA, LPC, CCTP

**Mission Statement**

To build a brighter future for children by promoting Great Childhoods, positive parenting and healthy child development.

Tax ID #22-2314861



June 14, 2022

**Re: CFDA 93.950: American Rescue Plan Supplemental Funding for Community-Based Prevention Programs (ARP)**

To Whom It May Concern:

Please accept this written statement that PCA-NJ is unable to provide the following attachment in our proposal to implement a Young Parent Coalition.

**Attachment: 27. Applicable Consulting Contracts, Affiliation Agreements related to the RFP**

**Reason:** PCA-NJ does not have any applicable consulting contracts or affiliation agreements related to this RFP.

Signed: \_\_\_\_\_ *Gina Hernandez* \_\_\_\_\_ Date: \_\_\_\_\_ 6/15/2022 \_\_\_\_\_  
Gina Hernandez, Executive Director

**Board of Directors**

Robert Campbell  
*Honorary*

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*President*

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**Executive Director**

Gina Hernandez, MA, LPC, CCTP

**Mission Statement**

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**Tax ID #22-2314861**



June 14, 2022

**Re: CFDA 93.950: American Rescue Plan Supplemental Funding for Community-Based Prevention Programs (ARP)**

To Whom It May Concern:

Please accept this written statement that PCA-NJ is unable to provide the following attachment in our proposal to implement a Young Parent Coalition.

**Attachment: 31. NJ Business Registration**

**Reason:** PCA-NJ is not a for-profit business.

Signed: \_\_\_\_\_ *Gina Hernandez* \_\_\_\_\_ Date: \_\_\_\_\_ 6/15/2022 \_\_\_\_\_  
Gina Hernandez, Executive Director

**Board of Directors**

Robert Campbell  
*Honorary*

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**Executive Director**

Gina Hernandez, MA, LPC, CCTP

**Mission Statement**

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Tax ID #22-2314861



# OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY  
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: American Rescue Act Community Based Prevention

VENDOR NAME: Prevent Child Abuse - NJ

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.

1. The vendor is a **Non-Profit Entity**; and therefore, no disclosure is necessary. YES

2. The vendor is a **Sole Proprietor**; and therefore, no other disclosure is necessary.  
A Sole Proprietor is a person who owns an unincorporated business by himself or her-self.  
A limited liability company with a single member is not a Sole Proprietor.

3. The vendor is a **corporation, partnership, or limited liability company**; and therefore, disclosure is necessary.  
If you answered YES to Question 3, you must disclose the following information below: (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; (b) all individual partners in the partnership who own a 10% or greater interest therein; or, (c) all members in the limited liability company who own a 10% or greater interest therein.\*

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4. For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities?

If you answered YES to Question 4, you must disclose the following information below: (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; (b) all individual partners in the partnership who own a 10% or greater interest therein; or, (c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.\*

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5. As an alternative to completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.\*

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\* Attach additional sheets if necessary

**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 may be 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.

Prevent Child Abuse New Jersey

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Name of Applicant Organization

Signature           *Aina Hernandez*           Date   6/10/2022  

Chief Executive Officer or Designee

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.

## References

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