



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

Project Self-Sufficiency of Sussex County, Inc.
Ms. Deborah Berry-Toon
127 Mill Street
Newton, NJ 07860
Dberry-toon@projectselfsufficiency.org

Dear Ms. Berry-Toon:

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 **\$794,461.00** 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):

- Describe how parents will be engaged in the evaluation.
- CBCAP only funds primary and secondary prevention. Please clarify that proposed services will fit this definition.
- Lack of clarity of program implementation. Please describe how general population will be engaged and how families are referred to the various phases of the Strong Parents, Strong Communities (SPSC) program.
- Provide a clear description of how the proposed initiative links to the HSAC needs assessment.

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

Schedule of Estimated Claims

Third Party Contract Summary Report - Page 1 of 2

Provider Project Self-Sufficiency
 Division FCP
 Contract 23RFUP
 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)	\$794,461.00
Grand Total	\$794,461.00

Authorized Provider Signature

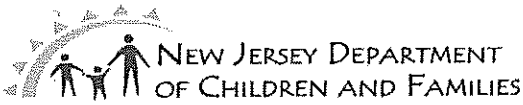
Date

[Handwritten Signature]
3/6/23

DCF Contract Supervisor Signature

Date

Kara Song
4/21/23



Schedule of Estimated Claims

Third Party Contract Summary Report - Page 2 of 2

Provider Project Self-Sufficiency
 Division FCP
 Contract 23RFUP
 Dates 10/1/2022 to 9/30/2025

Original Contract Ceiling
\$794,461.00

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

Total Contract Ceiling
\$794,461.00

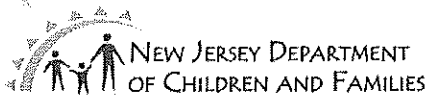
Total Match Amount
\$0.00

Amended Contract Ceiling *
\$794,461.00

Payments by Month *	
2022 October	\$29,374.00
2022 November	\$29,373.00
2022 December	\$29,373.00
2023 January	\$29,373.00
2023 February	\$29,373.00
2023 March	\$29,373.00
2023 April	\$29,373.00
2023 May	\$29,373.00
2023 June	\$29,373.00
2023 July	\$29,373.00
2023 August	\$29,373.00
2023 September	\$29,373.00
2023 October	\$18,193.00
2023 November	\$18,193.00
2023 December	\$18,193.00
2024 January	\$18,193.00
2024 February	\$18,193.00
2024 March	\$18,193.00
2024 April	\$18,193.00
2024 May	\$18,193.00
2024 June	\$18,204.00
2024 July	\$18,193.00
2024 August	\$18,193.00
2024 September	\$18,193.00
2024 October	\$18,638.00
2024 November	\$18,638.00
2024 December	\$18,638.00
2025 January	\$18,638.00
2025 February	\$18,638.00
2025 March	\$18,638.00
2025 April	\$18,638.00
2025 May	\$18,638.00
2025 June	\$18,638.00
2025 July	\$18,638.00
2025 August	\$18,638.00
2025 September	\$18,639.00
Grand Total	\$794,461.00

Payments by State Fiscal Year *		
2023 1630-090		\$264,358.00
2024 1630-090		\$251,867.00
2025 1630-090		\$222,321.00
2026 1630-090		\$55,915.00
Grand Total		\$794,461.00

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



Component
1
 Schedule of Estimated Claims
 Third Party Contracts

SEC - ver 2/7/23

Provider Name Project Self-Sufficiency
 Component Name Community Prevention, Direct Service

Contract Administrator Janelle McBride

Division	FCP	Contract No	23RFUP	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
Enter Mod # 1 thru 10 above. If new or renewal leave blank		22	
		22	
		22	
	October	22	\$29,374.00
	November	22	\$29,373.00
	December	22	\$29,373.00
	January	23	\$29,373.00
	February	23	\$29,373.00
	March	23	\$29,373.00
	April	23	\$29,373.00
	May	23	\$29,373.00
	June	23	\$29,373.00
0.0%		Total	\$264,358.00

Type of Funding: 1-Time Funding			
1630-090 CBCAP ARP (93.590)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank	July	23	\$29,373.00
	August	23	\$29,373.00
	September	23	\$29,373.00
	October	23	\$18,193.00
	November	23	\$18,193.00
	December	23	\$18,193.00
	January	24	\$18,193.00
	February	24	\$18,193.00
	March	24	\$18,193.00
	April	24	\$18,193.00
	May	24	\$18,193.00
	June	24	\$18,204.00
0.0%		Total	\$251,867.00

Type of Funding: 1-Time Funding			
1630-090 CBCAP ARP (93.590)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank	July	24	\$18,193.00
	August	24	\$18,193.00
	September	24	\$18,193.00
	October	24	\$18,638.00
	November	24	\$18,638.00
	December	24	\$18,638.00
	January	25	\$18,638.00
	February	25	\$18,638.00
	March	25	\$18,638.00
	April	25	\$18,638.00
	May	25	\$18,638.00
	June	25	\$18,638.00
0.0%		Total	\$222,321.00

Type of Funding: 1-Time Funding			
1630-090 CBCAP ARP (93.590)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank	July	25	\$18,638.00
	August	25	\$18,638.00
	September	25	\$18,639.00
0.0%		Total	\$55,915.00

Type of Funding: (enter Type of Funding here from drop-down)			
(enter Account with APU#/Funding Source from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank			
0.0%		Total	\$0.00

Type of Funding: (enter Type of Funding here from drop-down)			
(enter Account with APU#/Funding Source from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank			
0.0%		Total	\$0.00

Type of Funding: (enter Type of Funding here from drop-down)			
(enter Account with CFDA from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank			
0.0%		Total	\$0.00

Type of Funding: (enter Type of Funding here from drop-down)			
(enter Account with CFDA from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank			
0.0%		Total	\$0.00

Type of Funding: (enter Type of Funding here from drop-down)			
(enter Account with CFDA from drop-down)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank			
0.0%		Total	\$0.00

Component Match Percentage	0.00%
Component Match Amount	\$0.00
Original Component Ceiling	\$794,461.00
Modifications to Component Ceiling	\$0.00
Total Component Ceiling	\$794,461.00

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:
 FA 23-89; CBCAP ARP 21-1630-090; CFDA #93.590; One time funding. 3 yr funding period (10/1/22-9/30/25). DCF-FCP must approve carry-forward of unspent funds from one contract term to the next, up & until 9/30/25.
 Must submit FROE & any unspent funds for full grant period by 11/14/25. DCF approval required to extend beyond 9/30/25.

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

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

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

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

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

I. DEFINITIONS

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

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

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

Days means calendar days.

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

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

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

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

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

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

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

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

II. BASIC OBLIGATIONS OF THE DEPARTMENT

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

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

III. BASIC OBLIGATIONS OF THE PROVIDER AGENCY

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

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

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

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

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

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

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

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

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

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

Section 3.05 Business Registration.

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

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

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

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

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

Section 3.08 Provider Certification and Disclosure of Political Contributions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. TERMINATION

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

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

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

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

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

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

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

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

V. ADDITIONAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AGREEMENT SIGNATURES AND DATES

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

Signature:  _____

Signature:  _____

Print Name:  _____

Print Name: Deborah Berry-Toon _____

Title: Director of Contracting _____

Title: Executive Director _____

Departmental
Component: DCF _____

Provider
Agency: Project Self-Sufficiency _____

Date: 9-13-22 _____

Date: 8/2/22 _____

Notice of Standard Contract Requirements, Processes, and Policies

I. Instructions:

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

II. Organizations awarded contracts are required to comply with:

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

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

III. Organizations awarded contracts are advised:

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

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

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

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

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

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

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

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

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- G. If services provided under a DCF contract are for mental health, behavioral health, or addictions services by a contractor with at least 10 regular full-time or regular part-time employees who principally work for the contractor to provide those services, then P.L. 2021, c.1 (N.J.S.A. 30:1-1.2b) requires the contractor to:
1. submit no later than 90 days after the effective date of the contract an attestation: (a) signed by a labor organization, stating that it has entered into a labor harmony agreement with such labor organization; or (b) stating that its employees are not currently represented by a labor organization and that no labor organization has sought to represent its employees during the 90-day period following the initiation or renewal of the contract; or (c) signed by a labor organization, stating that it has entered into an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (N.J.S.A. 30:1-1.2c). The required attestation is submitted to ensure the uninterrupted delivery of services caused by labor-management disputes and is a condition of maintaining a DCF contract. The failure to submit it shall result in DCF's issuance of a financial recovery and a Corrective Action Plan (CAP). Should the contractor not adhere to the terms of the CAP, DCF shall cancel or not renew the contract upon obtaining a replacement contractor to assume the contract or otherwise provide the services. An extension of the 90-day deadline shall be warranted if a labor organization seeks to represent a contractor's employees after the contract is renewed or entered into, but within the 90-day period following the effective date of the contract. The Commissioner of DCF may review any interested person's report of a failure by the contractor to adhere to these requirements and upon finding that a covered contractor failed to adhere to the requirements shall take corrective action which may include a CAP, financial recovery, and cost recoupment, and cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and
 2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients until the 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. The Commissioner of DCF shall take into account, prior to awarding or renewing any contract, any prior failures reported by any interested party to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered contractor's employees or service recipients and require at a minimum the submission of a CAP to contain, limit, or mitigate the spread of COVID-19 cases. Should the


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

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

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

Department of Children and Families
(Rev. 04.23.2022)

Signature  _____ Date: 8/2/22

Printed Name: Deborah Berry-Teon Title: Executive Director

State of New Jersey
DEPARTMENT OF CHILDREN AND FAMILIES

This BUSINESS ASSOCIATE AGREEMENT is between the New Jersey Department of Children and Families (DCF) and its undersigned contractor. This Business Associate Agreement sets forth the responsibilities of the **contractor as the Business Associate**, and **DCF as the Covered Entity**, in relationship to Protected Health Information (PHI), as those terms are defined and regulated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the regulations adopted thereunder by the Secretary of the United States Department of Health and Human Services, with the intent that the Covered Entity shall at all times be in compliance with HIPAA and the underlying regulations.

This Business Associate Agreement is entered into for the purpose of the Business Associate providing services on behalf of the Covered Entity. In consideration for the respective benefits, rights and obligations of HIPAA and its implementing regulations, and for access to the PHI held by Covered Entity, the parties agree to be bound by the terms of this Agreement. There is no underlying contract associated with this Agreement, or the exchange of this PHI.

A. Definitions:

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

- a. "Business associate" shall mean s a person or entity, other than a member of the workforce of a covered entity, who performs functions or activities on behalf of, or provides certain services to, a covered entity that involve access by the business associate to protected health information. This definition is also applicable to a subcontractor that creates, receives, maintains, or transmits protected health information on behalf of another business associate.
- b. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall the New Jersey Department of Children and Families.
- c. "Agreement" shall mean this Business Associate Agreement.
- d. "Breach" shall mean the unauthorized acquisition, access, use or disclosure of Protected Health Information in a manner not permitted by the Privacy Rule or the Security Rule, which compromises the security of such Protected Health Information. Breach shall exclude such acquisition, access, use or disclosure described in 45 CFR Section 164.402.
- e. "Designated Record Set" shall mean a group of records maintained by or for the Covered Entity that is the medical records and billing records of individuals maintained by or for

the Covered Entity; and the enrollment, payment, claims, adjudication, and case or medical management record systems maintained by or for the Covered Entity, or used, in whole or in part, by or for the Covered Entity to make decisions about individuals.

- f. "HIPAA" shall mean the Health Insurance Portability and Accountability Act.
 - g. "HIPAA Regulations" shall mean the regulations promulgated under HIPAA by the U.S. Department of Health and Human Services, including but not limited to, the Privacy Rule and the Security Rule, and shall include the regulations codified at 45 CFR Parts 160, 162 and 164.
 - h. "HITECH" shall mean the Health Information Technology for Economic and Clinical Health Act, Title XIII of Division A of the American Recovery and Reinvestment Act of 2009, P.L. 111-005.
 - i. "Individual" shall mean the person who is the subject of the Protected Health Information and includes a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).
 - j. "Notice of Privacy Practices" shall mean the Notice of Privacy Practices required by 45 CFR 164.520, provided by Covered Entity to Individuals.
 - k. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, Subparts A and E.
 - l. "Protected Health Information (PHI)" shall mean individually identifiable health information that is transmitted by electronic media or transmitted or maintained in any other form or medium.
 - m. "Record" shall mean any item, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used, or disseminate by or for a Covered Entity.
 - n. "Required by Law" shall have the same meaning as in 45 CFR 164.501.
 - o. "Secretary" shall mean the Secretary of the United States Department of Health & Human Services or his designee.
 - p. "Security Rule" shall mean the Standards for Security for the Protection of Electronic Protected Health Information, codified at 45 CFR parts 160, 162 and 164.
2. All other terms used herein shall have the meaning specified in the Privacy Rule or in the absence of if no meaning is specified, shall have their plain meaning.

B. Obligations and Activities of Business Associate

1. Business Associate may use PHI for the following functions, activities, or services for or on behalf of Covered Entity provided that such use would not violate this Agreement, the HIPAA regulations the Privacy Rule, or Notice of Privacy Practices if done by Covered Entity. In the event that this Agreement conflicts and any other written agreement made between the parties, relating to the exchange of PHI, this Agreement shall control. Business Associate's access to and use of the PHI is limited to the provision of services by the Business Associate on behalf the Covered Entity set forth in the contract between the Business Associate and the Covered Entity.
2. Business Associate may further disclose PHI to a subcontractor/person for the proper management and administration of Business Associate, provided that such disclosure is Required by Law, or would not violate this Agreement, the Privacy Rule, or Notice of Privacy Practices if done by Covered Entity, and Business Associate executes an additional business associates agreement as Required by Law or for the purpose for which it was disclosed to the person, and the subcontractor/person notifies Business Associate of any instances of which it is aware in which PHI has been disclosed. In the event that this agreement conflicts with any other agreement relating to the access or use of PHI, this agreement shall control.
3. Business Associate agrees to not use or disclose PHI other than as permitted or required by this Agreement or as Required by Law. In the event that this agreement conflicts with any other agreement relating to the access or use of PHI, this agreement shall control.
4. Business Associate agrees to implement and use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement. Business Associate shall maintain a comprehensive written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of the Business Associate's operations and the nature and scope of its activities.
5. Business Associate agrees to take prompt corrective action to mitigate any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement.
6. Business Associate agrees to notify Covered Entity of any use or disclosure of PHI not provided for by this Agreement, or the Privacy Rule, or of any suspected or actual breach of security or intrusion whenever it becomes aware within twenty-four hours of Business Associate becoming aware of such use, disclosure or suspected or actual breach of security or intrusion. Business Associate further agrees to take prompt corrective action to cure or mitigate any harmful effects of any such use, disclosure, or actual or suspected breach of security of intrusion.
7. Business Associate agrees to ensure that any officer, employee, contractor, subcontractor or agent to whom it provides PHI received from or maintained, created or received by Business

Associate on behalf of Covered Entity agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such PHI.

8. Access. Business Associate agrees to provide access to PHI in a Designated Record Set to Covered Entity or to an Individual as directed by Covered Entity in order to meet the requirements of 45CFR 164.524, within 30 days of the date of any such request, unless the request is denied by Covered Entity pursuant to 45 CFR 164.524(a)(1), (a)(2) or (a)(3).
9. Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set as Covered Entity directs in order to meet the requirements of 45 CFR 164.526, within 30 days of such a request, unless the request has been denied pursuant to 45 CFR 164.526(d). Business Associate shall provide written confirmation of the amendment(s) to the Covered Entity.
10. Business Associate agrees to create and maintain an appeal process that meets the requirements of 45 CFR 164.524 and 164.526 that an Individual can utilize if the Individual's request for access to or amendment of PHI is denied.
11. Business Associate agrees to make its comprehensive written information privacy and security program, as well as its internal practices, books and records, including policies and procedures relating to the use and disclosure of PHI received from, or created, maintained, or received by Business Associate on behalf of Covered Entity available to Covered Entity within 30 days of the date of such request, or to the Secretary in a time and manner designated by the Secretary.
12. Business Associate agrees to document all disclosures of PHI which would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR 164.528. Business Associate agrees to provide to Covered Entity, within 30 days of the date of such request, all disclosures of PHI.
13. Notwithstanding the provisions of Section D of this Agreement, pursuant to 45 CFR 164.530(j), Business Associate agrees that it and its officers, employees, contractors, subcontractors and agents shall continue to maintain the information required under subsection B(9) of this Agreement for a period of six years from the date of its creation or the date when it was last in effect, whichever is later.
14. Business Associate agrees that from time to time, upon reasonable notice, it shall allow Covered Entity or its authorized agents or contractors, to inspect the facilities, systems, books, records and procedures of Business Associate to monitor compliance with this Agreement. In the event the Covered Entity, in its sole discretion, determines that the Business Associate has violated any term of this Agreement or the Privacy Rule, it shall so notify the Business Associate in writing. Business Associate shall promptly remedy the violation of any term of this Agreement and shall certify same in writing to the Covered Entity. The fact that Covered Entity or its authorized agents or contractors inspect, fail to inspect or have the right to inspect Business Associate's facilities, systems, books, records, and procedures does not relieve Business Associate of its responsibility to comply with this Agreement. Covered Entity's (1) failure to

detect, or (2) detection by failure to notify Business Associate, or (3) failure to require Business Associate to remediate any unsatisfactory practices, shall not constitute acceptance of such practice or a waiver of Covered Entity's enforcement rights under this Agreement. Nothing in this paragraph is deemed to waive Section E of this Agreement or the New Jersey Tort Claims Act, NJSA 59:1-1 et seq., as they apply to Covered Entity.

15. Business Associate shall implement administrative, physical and technical safeguards that protect the confidentiality, integrity, and availability of PHI in compliance with the Security Rule.
16. Business Associate shall report all security incidents, as defined by the Security Rule, within twenty-four hours of becoming aware of such actual or suspected security incident. .
17. Sections 164.308, 164.312 and 164.316 of Title 45, Code of Federal Regulations, apply to Business Associate in the same manner as such sections apply to the Covered Entity. The HITECH requirements that relate to security, and that are applicable to the Covered Entity, shall also be applicable to the Business Associate and are incorporated into this Agreement by reference.
18. Business Associate shall at all times, pursuant to NJSA 9:6-8.10a, maintain the confidentiality of reports of child abuse or neglect, information obtained by the Department of Children and Families in investigating such reports including reports received pursuant to section 20 of P.L.1974, c.119 (C.9:6-8.40), and reports of findings forwarded to the child abuse registry pursuant to section 4 of P.L.1971, c.437 (C.9:6-8.11). Disclosure of such may only be made pursuant to one of the enumerated exceptions pursuant to NJSA 9:6-8.10b.
19. In the event of an actual or suspected breach, Business Associate shall provide Covered Entity with a written report, as soon as possible but not later than five ("5") days after the breach/suspected breach became known. The report shall include, to the extent available: a) the identification of each individual whose unsecured PHI has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, used or disclosed during the breach; b) a brief description of what happened, including the date of the breach and the date of the discovery, if known; c) a description of the types of unsecured PHI involved in the breach; d) any steps individuals affected by the breach should take to protect themselves from potential harm resulting from the breach; and e) a description of what Business Associate is doing to investigate the breach, mitigate harm to the individual(s), and protect against future breaches. In addition, the business Associate shall, at the request of the Covered Entity, provide breach notification required by HITECH.

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

1. Covered Entity shall be responsible for using appropriate safeguards to maintain and ensure the confidentiality, privacy and security of PHI transmitted to Business Associate pursuant to this Agreement, in accordance with the requirements and standards in the Privacy Rule, until such PHI is received by Business Associate.

2. In accordance with 45 CFR 164.520, Covered Entity shall notify Business Associate of any limitations in Covered Entity's Notice of Privacy Practices to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
3. Covered Entity shall notify Business Associate of any changes in or revocation of permission by an Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
4. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
5. Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by Covered Entity or under Covered Entity's Notice of Privacy Practices or other policies adopted by Covered Entity pursuant to the Privacy Rule.

D. Term of Business Associate Agreement

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

Business Associate does not cure the breach or end the violation, upon such terms and conditions as Covered Entity has specified, Covered Entity may terminate this Agreement and require that Business Associate fully comply with the procedures specified in subsection 3, below.
 - b. Immediately terminate the Contract and require that Business Associate fully comply with the procedures specified in subsection 3, below, if Business Associate has breached a material term of this Agreement and Covered Entity has determined, in its sole discretion, that cure is not possible, or

- c. If neither termination nor cure is feasible, as determined by Covered Entity in its sole discretion, Covered Entity shall report the violation to the Secretary.

3. Effect of Breach of this Agreement.

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

E. Additional Insurance Considerations

1. Business Associate shall assume all risk and responsibility for, and agrees to indemnify, defend and save harmless Covered Entity, its officers, agents and employees and each and every one of them, from and against any and all claims, demands, suits, actions, recoveries, judgments, and costs (including attorneys' fees and costs and court costs), and expenses in connection therewith, on account of loss of life, property or injury or damages that to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from Business Associate's use or misuse of PHI or from any action or inaction of Business Associate or its officers, employees, agents or Subcontractors with regard to PHI or the requirements of this Agreement or the Privacy Rule. The provisions of this indemnification clause shall in no way limit the obligations assumed by Business Associate under this Agreement, nor shall they be construed to relieve Business Associate from any liability nor preclude Covered Entity from taking any other actions available to it under any other provisions of this Agreement, the Privacy Rule or at law.

2. Notwithstanding the above, the obligations assumed by the Business Associate herein shall not extend to or encompass suits, costs, claims, expenses, liabilities and judgments incurred solely as a result of actions or inactions of Covered Entity.
3. Business Associate acknowledges the possibility of criminal sanctions and penalties for breach or violation of this Agreement or the Privacy Rule pursuant to 42 U.S.C. 1320d-6.
4. Business Associate acknowledges that Social Security number and Social Security Administration (SSA) records, information or data regarding individuals (records) are confidential and require safeguarding. Failure to safeguard Social Security numbers and other SSA records can subject the Business Associate and its employees to civil and criminal sanctions under Federal and State laws including the Federal Privacy Act at 5 U.S.C. 552a; Social Security Act sections 205 and 1106 (see 42 U.S.C. 405(c)(2)(C)(viii) and 42 U.S.C. 1306, respectively); and N.J.S.A. 56:8-164. The Business Associate shall ensure that all persons who will handle or have access under this Agreement to any Social Security Number or other SSA record will be advised of the confidentiality of the records; the safeguarding requirements to protect the records and prevent unauthorized access, handling, duplication and re-disclosure of the SSA records; and the civil and criminal sanctions for failure to safeguard the SSA records. The Business Associate shall enact and/or maintain safeguards necessary to protect these records and prevent the unauthorized or inadvertent access to, duplication of or disclosure of a Social Security number or other SSA record.
5. Business Associate acknowledges that all Medicaid applicant and beneficiary information is confidential, and 42 C.F.R. 431.300 to 307 restricts the use or disclosure of information concerning applicants and beneficiaries to purposes directly connected with the administration of the plan. Purposes directly related to plan administration include: (a) Establishing eligibility; (b) Determining the amount of medical assistance; (c) Providing services for beneficiaries; and (d) Conducting or assisting an investigation, prosecution, or civil or criminal proceeding related to the administration of the plan.
6. Business Associate shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatever kind or nature, arising out of or in connection with an act or omission of Business Associate, its employees, agents, or contractors, in the performance of the obligations assumed by Business Associate pursuant to this Agreement. Business Associate hereby releases Covered Entity from any and all liabilities, claims, losses, costs, expenses and demands of any kind or nature whatsoever, arising under state or federal laws, out of or in connection with Business Associate's performance of the obligations assumed by Business Associate pursuant to this Agreement.
7. The obligations of the Business Associate under this Section shall survive the expiration of this Agreement.

F. Miscellaneous

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

G. Attestations

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

Covered Entity Agency: Department of Children and Families

Signature:  _____ **Date:** 9-13-22

Printed Name:  _____ **Title:** Director of Contracting

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

Business Associate Organization:

 _____ **Date:** 8/2/22

Printed Name: Deborah Berry Toon **Title:** Executive Director

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B: CONTRACT EXPENSE DETAIL
 B. CONSULTANTS AND PROFESSIONAL FEES
 PAGE 5 OF 17

Agency: Project Self-Sufficiency of Sussex County, Inc.
 Contract#: 23RFUP

PURPOSE
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT

PERIOD COVERED 10/1/2022-9/30/2023

BUDGET CATEGORY- B. CONSULTANTS AND PROFESSIONAL FEES		1	2	3	4	5	6	7	8	9	10
LINE ITEM	BASIS FOR ALLOCATION	TOTAL	ARP Community-Based Prevention Programs PY1	ARP Community-Based Prevention Programs PY2	ARP Community-Based Prevention Programs PY3	0	0	0	0	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
REA Analytics	Total remainder of \$15,000 for contracted evaluation design and management	\$ 15,000	\$ 10,000	\$ 2,500	\$ 2,500						
		\$ -									
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BUDGET CATEGORY B. TOTAL		\$ 15,000	\$ 10,000	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DHS (REV 7/86)

Agency: Project Self-Sufficiency
Contract#: 23RFUP

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

- PURPOSE
- BUDGET PREPARATION
 - MODIFICATION BUDGET
 - EXPENDITURE REPORT PERIOD COVERED

10/1/2022-9/30/2023

THIS SCHEDULE IS NOT APPLICABLE

#	DESCRIPTION OF CREDIT/INCOME	AMOUNT	TREATMENT (EXPENSE ITEM OR CATEGORY OFFSET)	EXPLANATORY NOTES
1				
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3				
4				
5				
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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 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. (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%).¹ 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)

¹U.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

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:

May 27, 2022	Deadline for Email Questions sent to DCF.ASKRFP@dcf.nj.gov
June 20, 2022	Deadline for Receipt of Proposals by 12:00PM

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

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 4th 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.

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.

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

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](#)

- ***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:

Part I: Proposal							
1	<input type="checkbox"/> Proposal Cover Sheet – (signed and dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/providers/notices/Proposal.Cover.Sheet.doc						
2	<input type="checkbox"/> Table of Contents – 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="width: 100%; border: none;"> <tr> <td style="text-align: center;">Abstract</td> <td style="text-align: right;">25 Page Limitation 0 Points</td> </tr> <tr> <td style="text-align: center;">I. Organizational Community & Fit</td> <td></td> </tr> <tr> <td style="text-align: center;">A Expertise of the Applicant Agency</td> <td style="text-align: right;">10 Points</td> </tr> </table>	Abstract	25 Page Limitation 0 Points	I. Organizational Community & Fit		A Expertise of the Applicant Agency	10 Points
Abstract	25 Page Limitation 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
Part II: Appendix			
4	<input type="checkbox"/>	Written policies implementing trauma informed practices, if available. If not applicable, include a written statement.	
5	<input type="checkbox"/>	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: a. Names b. Titles c. Emails d. Phone Numbers e. Address and f. Terms	
6	<input type="checkbox"/>	Current Agency-Wide Organization Chart	
7	<input type="checkbox"/>	Proposed Organizational Chart for services required by this response - include Agency name and date created	
8	<input type="checkbox"/>	Professional Licenses related to job responsibilities for this response If not applicable, include a signed/dated written statement on Agency letterhead	
9	<input type="checkbox"/>	Job Descriptions that include all educational and experiential requirements	
10	<input type="checkbox"/>	Resumes of any existing staff who will perform the proposed services (please <u>do not</u> provide home addresses or personal phone numbers)	
11	<input type="checkbox"/>	Brief narrative on Staffing Patterns	
12	<input type="checkbox"/>	Safe-Child Standards Description of your Agency’s implementation of the standards (no more than 2 pages)	
13	<input type="checkbox"/>	Description/floor plan of program space-Include Address	
14	<input type="checkbox"/>	Additional photos and/or floor plans, if available are also welcomed	

15	<input type="checkbox"/>	Letter of Commitment specific to a service or MOU to demonstrate commitment to the program (if relevant to your program). If not applicable, include a written statement.
16	<input type="checkbox"/>	No more than 8 Professional Letters of Support from community organizations that you already partner with. Letters from any New Jersey State employees are prohibited.
17	<input type="checkbox"/>	Curricula Table of Contents for current and proposed training
18	<input type="checkbox"/>	Summary of evaluation tools 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 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 .
20	<input type="checkbox"/>	Proposed Program Implementation Schedule 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 Exhibit Budget Form(s) 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 Conflict of Interest policy
23	<input type="checkbox"/>	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. 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"/>	Standard Language Document (SLD) (signed/dated) [Version: Rev. 7-2-19] Form: https://www.nj.gov/dcf/documents/contract/forms/StandardLanguage.doc
25	<input type="checkbox"/>	Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability & Transparency Act (FFATA) Website: https://fedgov.dnb.com/webform Helpline: 1-866-705-5711

26	<input type="checkbox"/>	<p>System for Award Management (SAM) printout showing "active" status (free of charge) Website: Go to SAM by typing www.sam.gov in your Internet browser address bar Helpline: 1-866-606-8220</p>
27	<input type="checkbox"/>	<p>Applicable Consulting Contracts, Affiliation Agreements related to this RFP. If not applicable, include a written statement</p>
28	<input type="checkbox"/>	<p>Business Associate Agreement/HIPAA (signed/dated under Business Associate) [Version: Rev. 8-2019] Form: https://www.nj.gov/dcf/providers/contracting/forms/HIPAA.docx</p>
29	<input type="checkbox"/>	<p>Affirmative Action Certificate --or-- Renewal Application [AA302] 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: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf</p>
30	<input type="checkbox"/>	<p>Certificate of Incorporation Website: https://www.nj.gov/treasury/revenue/</p>
31	<input type="checkbox"/>	<p>For Profit: NJ Business Registration Certificate with the Division of Revenue (required prior to contract award). If not applicable, include a signed/dated written statement on Agency letterhead. Website: https://www.nj.gov/njbusiness/registration/</p>
32	<input type="checkbox"/>	<p>Agency By-laws or Management Operating Agreement if an LLC</p>
33	<input type="checkbox"/>	<p>Tax Exempt Organization Certificate (ST-5) -or- IRS Determination Letter 501(c)(3) If not applicable, include a signed/dated written statement on agency letterhead Website: https://www.nj.gov/treasury/taxation/exemptintro.shtml</p>
34	<input type="checkbox"/>	<p>Disclosure of Investigations and Other Actions Involving Bidder Form (PDF) (signed/dated) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 3-15-19] Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestigations.pdf</p>

35	<input type="checkbox"/>	Disclosure of Investment Activities in Iran (PDF) (signed/dated) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 6-19-17] Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf
36	<input type="checkbox"/>	For Profit: Ownership Disclosure Form (PDF) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 6-8-18] Form: https://www.nj.gov/treasury/purchase/forms/OwnershipDisclosure.pdf See instructions for applicability to your organization. If not applicable, include a written statement.
37	<input type="checkbox"/>	For Profit: Chapter 51/Executive Order 117 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: https://www.nj.gov/treasury/purchase/forms.shtml Form: https://www.nj.gov/treasury/purchase/forms/eo134/Chapter51.pdf
38	<input type="checkbox"/>	Certification Regarding Debarment (signed/dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/documents/contract/forms/Cert.Debarment.pdf
39	<input type="checkbox"/>	Statement of Assurances – (Signed and dated) Website: https://www.nj.gov/dcf/providers/notices/requests/#2 Form: https://www.nj.gov/dcf/providers/notices/Statement.of.Assurance.doc
40	<input type="checkbox"/>	Tax Forms: Non Profit Form 990 Return of Organization Exempt from Income Tax or For Profit Form 1120 US Corporation Income Tax Return or-LLC Applicable Tax Form and may delete or redact any SSN or personal information
41	<input type="checkbox"/>	Executed Russia Belarus Disclosure form provided as Exhibit F

* 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

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).

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

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
- 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 366th day following the end of the public health emergency and state of emergency declared by the Governor in Executive Order No. 103 of 2020. The Commissioner of DCF shall take into account, prior to awarding or renewing any contract, any prior failures reported by any interested party to demonstrate a good faith effort to contain, limit, or mitigate the spread of COVID-19 among the covered contractor's employees or service recipients and require at a minimum the submission of a CAP to contain, limit, or mitigate the spread of COVID-19 cases. Should the contractor fail to implement a plan or repeatedly fail to demonstrate good faith efforts to contain, limit, or mitigate the spread of COVID-19, the Commissioner shall act, including financial penalties or cancellation or non-renewal of the contract.

- H. If 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**

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 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: Project Self-Sufficiency of Sussex County Inc.

Public

Private-for-Profit

Private-Non-Profit X

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

Unique Entity ID #: [REDACTED]

Applicant Mailing Address: 127 Mill Street, Newton, NJ 07860

Contact Person: Deborah Berry-Toon, MSW

Phone Number: (973) 940-3500 **Fax:** (973) 940-3501

Email: pss@projectselfsufficiency.org

Title of RFP/RFQ: American Rescue Plan Supplemental Funding for Community-Based Prevention Programs (ARP)

County to be Served: Sussex and Warren County

Location of Service(s) to be provided (if known): Project Self-Sufficiency, 127 Mill Street, Newton, NJ 07860 and various community organizations, libraries and schools

Total dollar amount requested: \$794,461

Funding Period: From September 1, 2022 to September 30, 2025

Brief description of services by program name and type of service to be provided: Project Self-Sufficiency will develop, expand, enhance, and coordinate community-based initiatives, programs, and activities to strengthen and support families, thereby reducing the likelihood of child abuse and neglect. Our goal is to serve a minimum of 5,000 families through this initiative, "Smart Parents, Strong Communities". As part of this initiative, PSS will implement the Triple P Positive Parenting Program in Sussex and Warren Counties.

Authorization

Chief Executive Officer: Deborah Berry-Toon, MSW

Signature: _____

Date: 06/20/2022

CEO Email: dberry-toon@projectselfsufficiency.org

Part 1: Proposal

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Project Abstract: Smart Parents, Strong Communities Program

For the purpose of the American Rescue Plan Supplemental Funding for Community-Based Prevention Programs (ARP) funding opportunity, PSS proposes **Smart Parents, Strong Communities**, a community-based program implementing the evidence-based **Triple P Positive Parenting Program**. Triple P has been designed as a population-based health approach to parenting with a goal of reaching as many people as possible to have the greatest preventative impact on the community. The Triple P Positive Parenting Program is one of the most effective evidence-based parenting programs in the United States and beyond, backed up by more than 35 years of ongoing research. Triple P gives parents simple and practical strategies to help them build strong, healthy relationships, confidently manage their children's behavior, and prevent problems from developing. Triple P is used in more 30 countries and has been shown to work across cultures, socio-economic groups and in many kinds of family structures.

Smart Parents, Strong Communities, by implementing the evidence-based Triple P curriculum, will contribute to the prevention of child maltreatment by:

- Providing virtual and in-person seminars, group discussions, parenting support and parenting groups to raise awareness and educate communities on child abuse and neglect;
- Offering online training for early childhood education program staff to enhance their knowledge on strategies that promote child development;
- Collaborating with early childhood education centers, libraries, health and human service-related entities, and other community partners on program delivery;
- Providing communities with early intervention skills to prevent child abuse and neglect;
- Increasing parents' competence in promoting healthy development and managing common behavior problems and developmental issues;
- Reducing parents' use of coercive and punitive methods of disciplining children;
- Increasing parents' use of positive parenting strategies in managing their children's behavior;
- Increasing parental confidence in raising their children;
- Improving parenting partners' communication about parenting issues; and
- Reducing parenting stress associated with raising children.

The Smart Parents, Strong Communities program will be open and available to all parents, caregivers, families, educators, health care providers, early childhood professional and others in our community, and will foster an understanding, appreciation, and knowledge of the diverse populations that make up the fabric of Sussex and Warren Counties. To reach those that are most underserved, the onsite in-person Triple P programs will be offered in Spanish. PSS will address other barriers, such as childcare and transportation, that may prevent parents from attending a parenting program.

Project Self-Sufficiency is requesting \$794,461 in funding for the Smart Parents, Strong Communities Program.

I. COMMUNITY AND ORGANIZATIONAL FIT

A. Expertise of the Applicant Agency

Project Self-Sufficiency (PSS) is a non-profit, community-based agency with over 36 years of demonstrated expertise in working directly with rural, low-income parents and their children on the full range of issues that impact a family's well-being and stability. For the purpose of the American Rescue Plan Supplemental Funding for Community-Based Prevention Programs (ARP), PSS seeks to implement the **Smart Parents, Strong Communities (SPSC)** Program, which will include providing the evidence-based **Triple P Positive Parenting Program** to support parents and caregivers and strengthen families in our community, thereby reducing the likelihood of child abuse and neglect. As a long-time partner of New Jersey's Department of Children and Families, PSS has been consistently improving and transforming the welfare of this population by directly addressing the needs of families, providing evidence-based interventions in a culturally competent and respectful manner, and broadly and deeply implementing the five protective factors. These factors, **parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competence of children**, are proven to strengthen families, improve outcomes, and decrease incidents of child maltreatment and neglect.

Initiatives to support community-based strategies to prevent child abuse and neglect and increase coordination and collaboration are entirely consistent with PSS' mission, vision, and priorities. Since 1986, PSS' mission has been to empower low-income families with the skills and support they need to achieve personal and economic self-sufficiency and family stability. PSS works to prevent the often-interrelated issues of unemployment, welfare dependency, intergenerational poverty, homelessness, child abuse and neglect, family violence, involvement in the justice system, school avoidance and dropouts, substance abuse and primary and secondary

teen pregnancy. At the forefront of this new initiative and all PSS programs is a commitment to fostering understanding, appreciation, and knowledge of diverse populations to build relationships, serve families, and prevent and treat child abuse and neglect. The program proposed herein perfectly complements PSS’ existing efforts to strengthen families and our community including three evidence-based home visitation programs (Nurse Family Partnership, Healthy Families America, and Parents As Teachers) DCF-sponsored Family Success Center, Early Childhood Initiative, and County Council for Young Children, as well as our on-site licensed childcare center and free Preschool for Newton residents. If funded, this program will bolster our efforts to develop the five protective factors in vulnerable families across Sussex and Warren County.

PSS has experience in implementing evidence-based practices including NJ DCF’s three home visitation initiatives. PSS is intimately familiar with the training requirements, fidelity to the model, and reporting and data collection obligations. The chart below includes the services and programs provided by PSS and their evidentiary basis, per The California Evidence-Based Clearinghouse for Child Welfare (CEBC).

Nurse Family Partnership	Well-supported by research evidence, with CEBC’s highest rating (1).
Healthy Families America	Well-supported by research evidence, with CEBC’s highest rating (1).
Parents as Teachers	Promising Research Evidence, with a CEBC rating of 3.

PSS is currently engaged in a multi-year research study funded by the US Administration of Children and Families to contribute to the body of evidence on the correlation of comprehensive case management and positive employment outcomes for low-income parents. This includes study design, data collection and management, and analysis. The evidence created will assist PSS in delivering the strongest services possible, while allowing PSS to share the best practices and methods that we have learned in nearly four decades of transformative outcomes. PSS is proud to

excel in both evidence-based models and innovative, flexible programming to meet the needs of families and our community. This commitment to community resulted in the swift success of PSS' pandemic response and the continuity and added support PSS was able to offer participant families during the last 2 years. During this period, PSS remained open, redoubled our efforts on food security for at-risk members of our community, provided virtual support groups, workshops and parenting classes, and individually contacted more than 1,200 participants weekly to address needs, decrease isolation and provide supportive counseling.

This ARP Funding for Community-Based Prevention Programs is consistent with PSS' experience working with the intended children and families. In the last 36 years, PSS has served over 30,000 families, and currently serves approximately 3,500 families annually. PSS supports at-risk low-income children and families with services that are comprehensive, free, voluntary and provided in the context of an individually tailored one-on-one case management relationship. The full menu of holistic services, set forth in more detail below, intertwine to support positive maternal and child health outcomes, parenting education, and family stability, as well as support families in strengthening the protective factors that prevent child abuse, maltreatment, and neglect.

B. Project Description: Need

The 2021 Human Services Advisory Council (HSAC) Needs Assessment Synthesis Report for New Jersey's 21 Counties, as well as the HSAC Needs Assessment for Sussex and Warren Counties, provides a voice for consumers and an opportunity to address their self-identified concerns, and the gaps they observe in the current human services landscape. These Assessments highlighted needs that are shown to be risk factors for child abuse and neglect.

In Sussex and Warren County, food, employment and career services, housing, behavioral health services and childcare were among the priorities for basic needs; parenting skills services

was listed among the top priorities for service needs. In both counties, lack of transportation, lack of awareness of services, and stigma were listed as some of the most common barriers to accessing programs and services. These counties are often overlooked in the urban state of New Jersey, and the low-income, at-risk individuals and families in the rural areas PSS serves often have significant needs and challenges that are difficult to navigate alone.

The Centers for Disease Control and Prevention (CDC) identifies several individual, relational, community and societal factors that may contribute to or increase the likelihood of experiencing or perpetrating child abuse and neglect:

- Caregivers who don't understand children's needs or development, are young or single parents, or parents with many children
- Caregivers with low education or low income, experiencing high levels of parenting stress or economic stress
- Families that are isolated from and not connected to other people, or experiencing other types of violence, including relationship violence
- Communities with high rates of poverty and limited educational and economic opportunities, high unemployment rates, low community involvement among residents, and frequent food insecurity.

Many of the families that PSS serves fall into one or more of the categories of risk factors above. These risk factors and the needs identified in the HSAC Needs Assessment strongly indicate a need for the development, operation, expansion, enhancement and coordination of initiatives, programs, and activities to prevent child abuse and neglect and the coordination of resources and activities to strengthen and support families.

Project Self-Sufficiency designs services so they address real community needs and gaps in critical resources – gaps that PSS identifies by listening to participants and through participation in local county and State advisory groups.

In the planning of this proposal design, Project Self-Sufficiency conducted a focus group with parents who belong in the target population for the **Smart Parents, Strong Communities**

Children’s Social and Emotional Health	48%
<i>Addressed at PSS in the Little Sprouts Early Learning Center and free Newton Preschool, at Mommy parties, individually at case management appointments and home visits, and at fun, seasonal events.</i>	

Over one third of parents cited each protective factor as an area where they would like additional support. The overwhelming majority indicated the concrete supports in times of need, such as food and diapers, were a pressing issue, all of which PSS provides to low-income families. PSS has spent decades building relationships and earning trust with local low-income communities and creating a welcoming, respectful place to seek help. By embedding **Smart Parents, Strong Communities** within the fabric of PSS, it has credibility with the target populations **SPSC** seeks to serve. With these supports in place, alongside other essential assistance listed within this narrative, **SPSC** is addressing parents’ priorities as well as the drivers of safe, stable, families and lower incidents of child abuse, neglect, and maltreatment.

Project Self-Sufficiency’s **Smart Parents, Strong Communities** initiative, using the evidence-based **Triple P Positive Parenting Program**, will work to address the identified gaps and barriers in the follow ways:

- Provide parenting skills workshops, seminars, and group discussions in a virtual format;
- Offer in-person parenting skills workshops, seminars, and group discussions at community hubs, such as libraries, schools, agencies, and churches;
- Offer online parenting skills sessions and provide access using online login codes;
- Conduct pervasive awareness-raising, education and outreach efforts through PSS’s social media accounts and materials distributed at PSS, community events, and community organizations.

PSS participants have access to a wide array of programs and services including comprehensive case management, individual counseling, group support, career assessment, job training and placement, day care and extended day care, early childhood education, information, referral and advocacy, health awareness and education, adult education, home visitation, parenting skills training, family strengthening activities, legal assistance, life-skills seminars, emergency hunger

relief, nutritional education and support, community gardening, and a full range of supportive services. All are designed to be comprehensive in scope and to address the many intertwining needs and barriers faced by low-income families. Our online presence, including websites, Facebook, Twitter, Instagram, LinkedIn, YouTube and online blogs reach more than 310,000 individuals and families each year.

Sussex and Warren Counties both experienced significant increases, 17.5% and 29% respectively, in reports of child abuse and neglect between 2020 and 2021, as the Covid-19 pandemic and related restrictions wore on. In Warren County, 13% of Hispanic children, 21% of Black children, and 5% of White children were victims of child abuse or neglect; in Sussex County, 10.7% of Hispanic children, 2% of Black children, and 4% of White children were victims of child abuse or neglect.

The average poverty rate in Sussex and Warren Counties is 6.5%. Of all families, 53,749 (28%) in Sussex County, and 41,742 (37%) in Warren County are living at the United Way's ALICE (Asset Limit, Income Constrained, Employed) threshold or in poverty.

Black, Indigenous, and People of Color account for approximately 16% of the population in Sussex County and 21% in Warren County. As a Family Success Center (FSC), PSS provides a welcoming, homelike setting that reflects the community, engages its residents, and offers direct services, activities and resources that promote family well-being and empowerment. FSCs strive to ensure that families receive the support and connections they need in the least intrusive manner as possible, affirm and strengthen cultural identity, and are culturally sensitive, culturally responsive, and culturally fluent in the diversity of our families. At Project Self-Sufficiency's FSC, a growing 11% of families are Hispanic, approximately 5% are Black, and 6% identify as multi-

racial. The Warren County FSC serves 1,200 families each year. Of these families, 14% are Black, 27% are Hispanic, and 11% identify as multi-racial.

New Jersey boasts a 91% high school graduation rate; however, 10.4% of adults aged 18-25 in Sussex County and 6.7% in Warren County have less than a high school diploma or equivalent. Minority students within the public school systems in these counties are less likely to graduate than their White peers. These rates are typical for the region, where 90 - 95% of White students graduate, but only 80 - 85% of minority students complete high school.

To address these risk factors and challenges, PSS proposes **Smart Parents, Strong Communities**, a community-based program implementing the evidence-based **Triple P Positive Parenting Program**. **Triple P** has been designed as a population-based health approach to parenting with a goal of reaching as many people as possible to have the greatest preventative impact on the community. The **Triple P Positive Parenting Program** is one of the most effective evidence-based parenting programs in the United States and beyond, backed up by more than 35 years of ongoing research. **Triple P** gives parents simple and practical strategies to help them build strong, healthy relationships, confidently manage their children's behavior, and prevent problems from developing. **Triple P** is used in more 30 countries and has been shown to work across cultures, socio-economic groups and in many kinds of family structures. PSS has experience implementing an earlier iteration of this Positive Parenting Curriculum, funded by the New Jersey Children's Trust between 2007-2010. During this timeframe, PSS provided more than 900 units of positive parenting training for more than 5,000 parents in Sussex and Warren County.

Smart Parents, Strong Communities, by implementing the evidence-based **Triple P** curriculum, will contribute to the prevention of child maltreatment by:

- Providing virtual and in-person seminars, group discussions, parenting support and parenting groups to raise awareness and educate communities on child abuse and neglect;

- Offering online training for early childhood education program staff to enhance their knowledge on strategies that promote child development;
- Collaborating with early childhood education centers, libraries, health and human service-related entities, and other community partners on program delivery;
- Providing communities with early intervention skills to prevent child abuse and neglect;
- Increasing parents' competence in promoting healthy development and managing common behavior problems and developmental issues;
- Reducing parents' use of coercive and punitive methods of disciplining children;
- Increasing parents' use of positive parenting strategies in managing their children's behavior;
- Increasing parental confidence in raising their children;
- Improving parenting partners' communication about parenting issues; and
- Reducing parenting stress associated with raising children.

PSS has built its reputation as one of the most innovative, respected, and responsive community-based providers of services to vulnerable individuals and families by combining government funding and community-based resources into a carefully integrated, comprehensive, and successful continuum of services that reach New Jersey's most vulnerable populations, one family at a time. Each Project Self-Sufficiency program is embedded in a network of robust community partnerships which bring together social services, health, education, and business partnerships to maximize program effectiveness and minimize duplication of effort.

Project Self-Sufficiency also collaborates with several organizations to leverage community resources whenever possible:

- **Evidence-Based Home Visitation Programs:** PSS offers three distinct home visitation programs tailored to the differing needs of families: *Healthy Families/TIP*, designed for expectant parents and the parents of infants; *Parents as Teachers* for those who are pregnant or parenting an infant or toddler; and *Nurse-Family Partnership* for first-time mothers who are within their first 28 weeks of pregnancy.
- Our **Family Success Center**, a community of local parents and volunteers who work together with PSS staff to support families in their efforts to access child, maternal and family services, develop "Family Success Plans", use PSS' self-sufficiency, employment-related income security services. The Family Success Center offers 14 innovative and engaging family events each year, including a Back to School Fair, Family Expo, and Season of Hope Toy Shop; access to job training, educational and support services; and referral and advocacy in navigating the social service, healthcare and educational sectors.
- **Sussex County Council for Young Children and Early Childhood Initiative:** All 21 New Jersey counties have a DCF-designated County Council for Young Children

(CCYC) to strengthen collaboration between parents, families, and local community stakeholders with health, early care and education, family support, and other service providers. PSS leverages decades-long community partnerships, relies on its expertise in recruiting parent partners, and holds monthly and quarterly events to positively impact the health, education and well-being of children from pregnancy/birth to age 8.

- **Community Education and Training:** Education and training includes Prevent Child Abuse NJ Enough Abuse, PACES Connections Matter; Ages and Stages Questionnaire 3 and Social/Emotional; Brazelton Touchpoints; Health Equity Training, COVID information webinars, Safe Sleep, lead prevention, Mental Health First Aid, Narcan training, and Breastfeeding in Color.
- Our **Displaced Homemaker Program and Higher Opportunities for Women Program (HOW)** job skills training programs, a structured 16-week curriculum for teen parents, single parents and displaced homemakers, prepares women for entry-level office positions. Designed specifically for women who have never had paid employment, who are underemployed, or who have been out of the workforce for a length of time. Participants receive comprehensive case management, counseling and referral, job training and search, childcare, parenting skills classes, and access to PSS programs and services.
- **New Jersey Youth Corps:** One of 13 sites, an innovative program for young adults, ages 16-25 in Sussex and northern Warren Counties who lack a high school diploma and require assistance in meeting education and employment goals. Participants receive tutoring and assistance to earn their high school equivalency diploma, along with life skills, on-the-job training at community work sites, transportation, childcare, a weekly stipend and next-step support.
- **NJ CONNECT Central Intake:** Central Intake is a hotline staffed by caring, knowledgeable professionals who guide residents to connect with resources for a variety of needs, including health insurance, in-home professional support, prenatal care, maternal-child health, screening and assessment, counseling services, medical providers, transportation, clothing, food, shelter, education and job training, parenting skills, legal assistance, federal assistance programs and emergency basic needs.

The recruitment for the Advisory Board for the proposed **Smart Parents, Strong**

Communities is currently underway, with the following having committed to service:

Dr. Canzaniero, Pediatrician
Oak Tree Child Care Director
Superintendent of Franklin Schools
Center for Family Services
Birth Haven Shelter
Kinship Navigator Paula Roa
ShopRite Dietician
Sussex County Public Health Nurse

Sussex County Special Child Health Services
Coventry Prenatal Clinic
Therapist Kris Imbrie
Domestic Abuse Services Inc.
Parent/Consumer Samantha Gianetti
Warren Special Child Health
Ogdensburg School Social Worker

Project Self-Sufficiency is hopeful for the opportunity to introduce the refined and enhanced **Triple P** curriculum in Northern NJ, on a community-wide level that will take a comprehensive approach to prevention services. Participants will have access to the services and programs that Project Self-Sufficiency provides, including food pantry, career training and employment services, childcare, health awareness and education, adult education, information, referral and advocacy, and basic needs assistance, thereby reducing the risk factors for child abuse and neglect.

C. Program Approach

Through the SPSC program PSS will 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. To have the broadest reach, PSS will utilize a multi-level approach to service delivery, including implementing the following:

Triple P Online	
Target Population: Parents of children up to 12	Location: Online
Topics: Strategies to encourage positive behavior; Partner support; Coping with stress	Format: 8, one-hour sessions
	Number Served: 100 parents/caregivers annually
This program provides parents with a single-use code to access an evidence-based, self-paced online parenting program. The 8-module program is customized to address a parent’s most pressing concerns. This includes a customized online management system for monitoring participation, evaluating outcomes, and reporting.	
Selected Triple P Seminars	
Target Population: Large groups of parents (up to 200 per session)	Location: Virtual, in-person at PSS and Sussex and Warren County Libraries (36); Early Childhood Education Centers (20); elementary schools (40)
Topics: Positive Parenting; Raising Confident, Competent Children; Raising Resilient Children	Format: 3 one-hour sessions
	Number Served: up to 10,000
This is a <i>parenting information presentation</i> delivered by a trained and certified facilitator to a large group of parents (20-200). There are three distinct themes for the seminars. This seminar	

will also serve as a pipeline/referral source for more intensive Triple P programming and other interventions available at PSS.	
Primary Care Triple P	
Target Population: Parents in consultation with pediatricians, healthcare providers and education professionals	Location: Virtual and in-person at PSS; pediatrician offices and other healthcare and educational settings
Topics: Targeted intervention to develop parenting plans	Format: Individualized
	Number Served: 500 annually
To effect systems-level change, PSS proposes this <i>brief, targeted intervention in a one-to-one format</i> that assists parents to develop parenting plans to manage behavioral issues (e.g. tantrums, fighting, public outings) and skill development issues (e.g. eating independently, toilet training, staying in bed at night). These focused consultations are provided by health care workers, school social workers, librarians, and other professionals routinely in contact with families. Trained and certified practitioners provide 3-4 sessions (15-30 minutes each) over a period of 4-6 weeks.	
Triple P Discussion Groups	
Target Population: Parents with specific concerns	Location: PSS and library branches in Sussex and Warren County
Topics: Dealing with disobedience; Managing fighting and aggression; Developing good bedtime routines; Hassle-free shopping with children; Hassle-free mealtimes	Format: 5, two-hour sessions
	Number Served: minimum 500 annually
This series is comprised of <i>parent discussion groups</i> on commonly encountered problems such as poor listening, fighting and aggression, and managing situations such as mealtime and bedtime. These groups are designed to provide an overview of the positive parenting principles, with parents actively involved during the 2-hour small group meeting.	
Group Triple P	
Target Population: Parents and caregivers with children up to 12	Location: Virtual and in-person at PSS, elementary schools, and in library branches in Sussex and Warren County
Topics: Child behavior problems; Setting goals; Using parenting strategies to promote child development; Managing misbehavior; Planning for high-risk situations	Format: 5, two-hour sessions
	Number Served: minimum 500 annually
This is a <i>broad-based parenting intervention</i> delivered over 8 weeks for parents of children up to 12 years. Parents actively participate in a range of exercises over five 2-hour group sessions.	
Positive Early Childhood Education (PECE)	
Target Population: Early childhood educators	Location: Online
Topics: Professional learning to enhance educators' skills and self-efficacy in implementing strategies	Format: 4 self-paced sessions
	Number Served: 100 educators annually
PECE is an online professional learning program designed to build educators' knowledge, skills, and confidence and enhance educators' self-efficacy in implementing strategies that promote child development, social competence, and self-regulation.	

Potential barriers to implementation of this proposal include recruitment and hiring of staff for **Smart Parents, Strong Communities** program positions. To overcome this, PSS will post positions on various search engines like Indeed, utilize our social media accounts and website, publicize positions through radio advertisements, and through PSS's newsletters, community outreach efforts, and career fairs. Current part-time and full-time staff of PSS could also be cross-trained as facilitators and/or program staff.

The **SPSC** program will be open and available to all parents, caregivers, families, educators, health care providers, early childhood professionals and others in our community, and will foster an understanding, appreciation, and knowledge of the diverse populations that make up the fabric of Sussex and Warren Counties. To reach those that are most underserved, the onsite in-person **Triple P** programs will be offered in Spanish. PSS will address potential barriers, such as childcare and transportation, that may prevent parents from attending a parenting program. A robust outreach program will target the most vulnerable low-income, at-risk families.

According to the CEBC, the **Triple P Positive Parenting Program's** body of evidence is the most extensive of any parenting program, and has been part of more than 650 trials, studies, and published papers, including more than 340 evaluation papers, 174 of which are randomized controlled trials (55%). It has a CEBC score of 2 and is deemed "supported by research evidence" for *Parent Training Programs that Addresses Child Abuse and Neglect* and *Prevention of Child Abuse and Neglect Programs*.

PSS will utilize the **Triple P Positive Parenting Program** curriculum as it has been designed and evaluated, has tailored program strategies based on that curriculum, and the organization has consulted with **Triple P's** regional representative and will receive ongoing support to ensure that we maintain the fidelity of this evidence-based program. The **SPSC** program will be delivered as

a public-health initiative and will reach significant numbers of parents and caregivers in our community to create systems-level change. As the provider of NJ Connect Central Intake for Sussex and Warren County, and in collaboration with the NJ Department of Health, Project Self-Sufficiency can reach key segments of the total population of the approximately 206,000 residents of Sussex and Warren Counties. Since the inception of Central Intake in 2017, Project Self-Sufficiency Central Intake Specialists have fielded 12,000 calls for assistance from Sussex and Warren County residents and have spent more than 40,000 hours providing Central Intake services; more than 60,000 follow-up case management calls have been conducted, including advocacy and referral of clients to social and health-related services. In addition, more than 45,000 referrals have been made through Central Intake to a variety of resources including 2,500 mental health referrals, 1,600 housing referrals, 11,000 healthcare referrals, and nearly 30,000 referrals to services that connect families to government food assistance programs, local food pantries and emergency basic needs, parenting classes, and domestic violence, disability, substance use, legal, employment, childcare, and transportation services.

Project Self-Sufficiency's social media accounts and website including Facebook, Twitter, Instagram, Linked In, You Tube and online blog, as well as PSS' Journey Facebook; Little Sprouts Early Learning Center Facebook, Twitter, Instagram, and You Tube; the Nurse-Family Partnership's Facebook and Instagram; the Family Success Center blog; Health Up Facebook, Instagram and Twitter; New Jersey Youth Corps Facebook and Instagram are available to access, view, and follow and regularly include information about health care, housing and mental health, transportation, emergency basic needs assistance and food pantry services. PSS routinely provides printed educational and informational materials to the public through collaborative partnerships with community-based organizations, municipalities, library systems, school districts, law

enforcement agencies, medical providers, food pantries and religious organizations, current PSS clients, and through radio public service announcements and advertising.

Project Self-Sufficiency will actively identify and recruit diverse persons with lived experience including current and former PSS clients, parenting program participants, volunteers, community members, key stakeholders, New Jersey Youth Corps program alumni, and Higher Opportunities for Women graduates to partner, collaborate, and provide insight into programs related to this initiative. Feedback from participants will be used for continuous quality improvement of program and service offerings, scheduling, staff and program development, and more. PSS prioritizes consumer “voice” and perspective in program design, implementation, and continuous quality improvement efforts.

PSS is guided by the three cross-cutting priorities of the New Jersey Task Force on Child Abuse and Neglect as follows, 1) promote racial equity/racial justice and reduce disparities across populations in service access, service provision, and retention; 2) increase opportunities for effective youth and family participation and partnership in policy and program planning, implementation, continuous quality improvement (CQI), evaluation, and outcomes; and 3) promote developmentally based trauma-informed and healing centered prevention practices.

PSS is committed to being a trauma-informed organization, building resiliency in agency staff and interacting with service recipients and one another in a way that is aware of and responsive to the impact of trauma in the lives of individuals. This commitment to a trauma-informed approach ensures that the agency is fulfilling its mission by promoting healing and resiliency in children, adults, and communities so that people, systems and communities can function at their full capacity and potential. As the Sussex County PACEs Coalition Lead, PSS is charged with educating and informing all parents and providers on adverse childhood experiences and cultivating resilience in

parents as well as youth and adolescents through Connections Matter training, *Understanding ACEs: Building Self-Healing Communities* training, and the ACT Raising Safe Kids Parenting Program. The **Smart Parents, Strong Communities** program will enhance and expand PSS's work with current child abuse and neglect prevention efforts in the community and will provide additional family strengthening and support activities to reduce the likelihood of child abuse and neglect.

II. Organizational Capacity

This application is being championed by PSS's Executive Director and the **Smart Parents, Strong Communities Program** has broad staff and leadership support. The Board of Directors is composed of social service providers, educators, businessmen and women, professionals, and program participants. PSS is committed to the community as evidenced by our unrelenting and successful efforts to raise, at minimum, three million dollars annually in unrestricted revenue a year. This annual revenue enables PSS to identify, develop and implement timely interventions to meet the myriad of needs of families mired in poverty. PSS has recently embarked on an Endowment Campaign, and while currently in the quiet phase, PSS' Board and Leadership are working to secure the future of the agency. Since its inception in 1986, the Board has delegated authority for agency operations to Executive Director Deborah Berry-Toon, M.S.W, who has more than 36 years in the social services arena.

PSS employs dedicated, highly educated professionals with extensive experience and demonstrated expertise in the health and human services community and in providing services to low-income families. All staff serve in multiple roles and are cross-trained to provide a level of service, responsiveness and continuity that best meets the needs of the individuals and families who participate in PSS programs and services. Our staff structure is organized by program

function; staff members report to Program Coordinators, with the program coordinators then reporting to the Executive Director. Most have advanced degrees and weekly clinical and programmatic supervision is provided for all staff. The decision-making structure is organized around supervisory functions with the Executive Director and program coordinators responsible for day-to-day decision making and the Board of Directors, in consultation with the Executive Director, responsible for setting policy, conducting financial development, and overseeing the financial, legal, and ethical operations of the organization. In addition to a robust staff management plan, PSS regularly assesses program effectiveness and engages in CQI. PSS incorporates the principles of cultural competence and continuous quality improvement into the operation of every program. One way this is accomplished is by maintaining constituent representation on key advisory committees and boards, including a position on the PSS Board of Directors.

Key staff for this project will include a 1.0 FTE Program Coordinator, .50 FTE Social Media Coordinator, 1.0 FTE Counselor/Parent Coach, up to 10 part-time parent trainers. PSS intends to hire a Program Coordinator, Counselor/Parent Coach and Social Media Coordinator to expand our staff capacity and to develop, implement, and coordinate the **SPSC** program. The Program Coordinator will coordinate all aspects of the **SPSC** program, will supervise the Counselor/Parent Coach, Social Media Coordinator and parent trainers, and will report to the Program Supervisor. In addition, the Program Coordinator will collect and use data to inform ongoing monitoring and improvement of the program. The Counselor/Parent Coach will be responsible for facilitating the Triple P program in the community. The Social Media Coordinator will be responsible for designing social media and recruitment content for the **SPSC** program, as well as outreach efforts through traditional print media and marketing efforts.

The operations staff members who will support this project are Founding Executive Director Deborah Berry-Toon, M.S.W and Program Supervisors Kate McNamara, Esq. and Kyersten Geiger M.S. Together, they have more than 65 years of experience in designing and implementing grant-funded programs. Reporting to Ms. Berry-Toon is the Program Supervisor, Kate McNamara, Esq., who will oversee project operations and directly supervise the Program Coordinator, who will in turn supervise all other **SPSC** trainers. The implementation of project activities and requirements will mirror our current staff structure with the Program Coordinator responsible for managing day-to-day operations and overall program direction provided by the Program Supervisor and Executive Director. The Program Coordinator will have weekly meetings with the Program Supervisor, and the Program Supervisor will have weekly meetings with the Executive Director. The Program Coordinator, Program Supervisor, and Executive Director will be available for emergencies at all times.

Deborah Berry-Toon, M.S.W is a nonprofit professional with more than 36 years of experience in program development, fundraising, and grant implementation. Under her leadership PSS has grown from a federal pilot program to a large, multi-service agency serving thousands of families a year. She leads the organization with distinction and has received many local and state-wide awards in recognition of her leadership. Kate McNamara, Esq. will serve as the Program Supervisor for the project; she leads special projects at PSS including support for development, communications, external outreach, hiring, reporting, and legal programming. Kate's experience includes legal representation for low-income families, and serving as executive director of a homeless shelter, bringing a wealth of organizational development experience to her work at PSS. Kyersten Geiger will also serve in the role of Program Supervisor. She is currently the

Director of Family Support, Career, and Employment Services. She holds an M.S. in Rehabilitation Counseling.

The agency and staff are active members in a diverse range of partnerships and collaborations, often taking a leadership role, and often hosting the meetings on our campus. PSS has active partnerships and Memoranda of Understanding with three library systems, nine prenatal providers and pregnancy resource centers, 17 local medical providers, 15 schools and educational providers, thirteen faith communities, eight mental health providers, four large private employers within the county, 13 government offices including municipalities, county government and the 24th District of the NJ Legislature, eight distinct county agencies representing health, social services, transportation and more, two substance use disorder facilities, the designated domestic violence agency in both Sussex, DASI, and Warren, DASACC, four employment services providers, three housing programs, four emergency basic needs providers, four children's advocacy services, and eight civic, youth, and community-based organizations. Additionally, PSS maintains a robust joint advisory board and serves as a voting member and on the Executive Committee for the Human Services Advisory Council.

Through these partnerships and collaborations, PSS will be able to implement the evidence-based **Triple P Positive Parenting Program** that will reduce the rates of child maltreatment through improved knowledge of child development, expanded supportive parental social networks, improved parental coping skills, improved access to services, and improved peer relationships. PSS has created a **Smart Parents, Strong Communities** Advisory Board of community leaders, parents, healthcare professionals, and social service agencies, which will participate in quarterly meetings and other CQI activities as required by DCF.

PSS has implemented policies and procedures that are designed to ensure that children are as safe as possible, and only adults who have been properly trained and vetted work with them, and only under appropriate conditions. In alignment with Safe-Child Standards, PSS has a Board of Directors-approved policy that details the agency's commitment to protecting children in our care from child sexual abuse and notice of the policy is posted in all buildings; every employee and volunteer, as well as members of PSS' advisory boards, participates in Enough Abuse training to ensure they are knowledgeable about abuse and child development. PSS has implemented a code of conduct for all employees that includes the provision that no staff/volunteer is alone or transports a child alone and requires staff to act as mandated child abuse reporters; background checks are extensive and conducted on every prospective staff member/ volunteer; and PSS is a mandated reporting agency.

PSS is housed on a modern five-acre, four building campus at 127 Mill Street, Newton, NJ, the county seat of Sussex County and geographically central to both Sussex and Warren Counties. As a result of a very successful capital campaign raising 10 million dollars, PSS enjoys a professional, dignified, welcoming space for low-income parents and individuals to access services for themselves and their families. The campus is home to the Career Training and Employment Center, the Family Counseling Center, the Family Literacy Center, the Little Sprouts Early Learning Center, PSS' Community Education Center, and a bevy of programs, services, and events. PSS offers comprehensive support and services at this single, accessible location, while maintaining an outreach office in northern Warren County.

Project Self-Sufficiency is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. It is a violation of PSS policy to discriminate in the provision of services; or to use discriminative standards if the basis of that discriminatory treatment is, in whole or in

part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status, or any other status protected by laws. We embrace our clients' difference in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our community unique. Program staff are trained to incorporate cultural awareness, cultural diversity, clinical cultural competence, and cultural sensitivity to improve case management outcomes, and regularly receive additional training through professional development workshops and conferences, as well as in-house trainings.

III. Organizational Supports

To support the **SPSC** program, its development and evidence-based implementation, and the activities necessary to meet the requirements of the grant, PSS will provide **Triple P Positive Parenting Program** facilitator training for a Program Coordinator, a Counselor/Parent Coach, and up to ten parent trainers. This training will enable PSS to offer more than 275 Triple P individual, small group and large group parenting sessions in the community. All **Triple P Positive Parenting Program** facilitators will participate in coaching and supervision sessions on a regular basis with the Program Supervisor and the Executive Director. These sessions are designed to evaluate staff performance, improve or enhance staff skills, and encourage growth and development. PSS staff members are encouraged to pursue professional and personal development opportunities throughout their careers. Staff participate in weekly customer service meetings as part of continuous quality improvement, and regularly participate in in-service trainings with representatives from other local human service agencies. Program staff participates in professional training and conferences as deemed essential to their role and/or required by the program funding

source. Locally, PSS is a leader in the social service community and the organization enjoys the respect, support, and affiliation of providers of health, education, and social services in Sussex County and Warren County. In addition to the broad array of services provided by our organization, PSS also provides significant support and expertise to community planning bodies, committees, councils, and coalitions and we take seriously our role as a collaborative partner in improving the totality of the health, human service and educational delivery systems in Sussex and Warren Counties.

IV. Outcomes and Evaluations

Project Self-Sufficiency is committed to supporting the requirements of this initiative regarding the collection, maintenance, and analysis of data. PSS proposes to partner with REA Analytics for evaluation of the project. REA Analytics brings extensive experience in evaluation, project monitoring, and performance assessment. This program will be advised by William Medendorp, PhD, Principal Investigator of REA Analytics. Dr. Medendorp has extensive experience tracking participants in community-based treatments in a variety of struggling populations. PSS will also rely on its existing comprehensive and customized electronic health record system, Foothold. All data will be maintained securely and confidentially. Program staff will be able to view continuously updated data and propose changes as necessary. REA Analytics' staff will assist with preparation of all required Performance Assessment Reports. These reviews will address progress on goals and objectives, outline successes and challenges, and participant improvement over time. Analysis will seek to identify whether participation in the program increases understanding of child development and increases confidence in parenting. Analysis will be used to identify recommendations and next steps which will be presented to the Implementation Team for program enhancement.

The **Triple P Positive Parenting Program** also includes simple questionnaires that allow practitioners to monitor “before” and “after” results. Different questionnaires address different domains of family functioning and behavior, and successes can be clearly seen and celebrated, reinforcing both the parent and the practitioner for their efforts and commitment. Triple P provides a web-based scoring and reporting application called the Automated Scoring and Reporting Application (ARSA). The ARSA can be customized to provide statistical analysis of wider effects of the program. Specific features will allow Project Self-Sufficiency to:

- Analyze individual cases to determine how effective Triple P has been for a family
- Analyze outcomes by facilitator, district, Triple P program or client demographics
- Compare outcomes between programs or interventions, to assist with resource allocation
- Report on program effectiveness for funding bodies or policy makers.

Project Self-Sufficiency will also utilize a selection of Triple P Scoring Scales to assess parent strengths and difficulties, parent experience and parent satisfaction with the program: Parenting Experience Survey, Child Adjustment and Parent Efficacy Scale, Depression Anxiety Stress Scales, Strengths and Difficulties Questionnaire, Parenting and Family Adjustment Scale, Parenting Tasks Checklist, and Relationship Quality Index. PSS and program-specific staff are prepared and eager to engage in participatory, collaborative evaluation planning with DCF to improve and finalize outcome indicators.

V. Budget

The total cost to implement Smart Parents, Strong Communities is \$1,103,793 comprised of requested funding of \$794,461 and in-kind support of \$336,332.

Year One

PERSONNEL costs total \$177,449. PSS respectfully requests funding in the amount of \$168,929, consisting of 1.0 FTE Program Coordinator with a salary of \$65,000, 1.0 FTE Counselor Facilitator with a salary of \$45,000, 0.5 FTE Social Media Manager with a salary of \$25,000, and

part-time childcare staff to work 500 hours at \$14 per hour, or \$7,000. The fringe for all these positions is calculated at 10.26% and totals \$14,569. Additionally, health benefits are \$515 per month for 12 months for 2 FTE (\$515 x 12 x 2) or \$12,360. PSS will provide a 6% 401(k) match in-kind in the amount of \$8,520.

Year Two	PSS requests funding of \$173,416 representing a 3% increase for salaried staff and applicable fringe and health benefits. PSS will provide 401(k) match.
Year Three	PSS requests funding of \$177,993 representing a 3% increase for salaried staff and applicable fringe and health benefits. PSS will provide 401(k) match.

CONSULTANTS & PROFESSIONAL FEES total \$61,860. PSS respectfully requests funding in the amount of \$34,360, consisting of part-time Parenting Trainers for 696 program hours at \$35 per hour, or \$24,360; and a portion of program evaluation through REA Analytics, equal to \$10,000. PSS will fund the remaining \$27,500 of the cost for REA.

Year Two	PSS requests funding of \$35,844 representing a 3% increase for Parenting Trainers and \$10,000 for Evaluation Services. PSS will provide the balance.
Year Three	PSS requests funding of \$35,091 representing a 3% increase for Parenting Trainers and \$10,000 for Evaluation Services. PSS will provide the balance.

MATERIALS & SUPPLIES total \$87,270. Office supplies are calculated at approximately \$406 per month for paper, toner, notebooks, etc., for a funding request in the amount of \$4,875 each program year. Triple P proprietary Evidence-Based Parenting Education Materials will be purchased \$82,395 and are a Start Up Cost. This is calculated as follows: Level 2 Seminars includes tipsheets for parents for \$1.65 per family for each of 3 topics, or \$4.95 x 10,000 participants, totaling \$49,500; Level 3 Primary Care includes Parent Resources for \$5 per family x 500 families, totaling \$2,500; Level 3 Discussion Groups include a Parent Booklet at \$7.53 per family, per topic, x 1,975 families, totaling \$14,871; Level 4 Group Triple P includes at Workbook at \$31.02 per family x 500 families, totaling \$15,510.

FACILITY COSTS are provided in-kind by PSS in the amount of \$38,896 per program year, calculated as 15% of the PSS campus dedicated to this program.

SPECIFIC ASSISTANCE TO CLIENTS includes Basic Needs and Transportation Assistance as Required and is provided in-kind by PSS in the amount of \$15,000 per program year.

OTHER costs total \$66,238. PSS respectfully requests funding the amount of \$625 consisting of Mileage for 1,000 miles at \$0.625 per mile; 50% of Food for Group Participants in the amount of \$4,320 per program year (PSS will fund the remaining 50%); and Training, certification and accreditation in the evidence-based Triple P curriculum and model in the amount of \$56,973. This Start Up Training cost is calculated as follows: Triple P Online for 100 participants x \$84.95 per code, totaling \$8,495; Level 2 Selected Seminars Training for 3 Parent Trainers x \$1,600 each, totaling \$4,800; Level 3 Primary Care Training for 6 Professionals x \$2,205, totaling \$13,230; Level 3 Discussion Groups Training for 5 Parent Trainers x \$1,825, totaling \$9,125; Level 4 Group Triple P for 4 Parent Trainers x \$2,590, totaling \$10,360; Positive Early Childhood Education Training for 30 Early Childhood Educators x \$199, totaling \$5,970; and Coach Training for 3 staff x \$1,665, totaling \$4,995.

G&A COST ALLOCATION N/A

EQUIPMENT is provided in-kind in the amount of \$52,888, as follows: 14 Surface Pro Computers at \$2,700 each for \$37,800; 5 Mobile Printers at \$800 each for \$4,000; 12 Cell Phone Lines at \$55 per month for 12 months (12 x 55 x 12) for \$11,088. These are Start Up Costs; there are no Equipment costs for Program Years Two and Three.

TOTAL COST, FUNDING REQUEST & OTHER FUNDING SOURCES for Year One are \$499,601. As set forth above, PSS respectfully requests funding in the amount of \$352,477. PSS will fund or provide in kind the remaining \$147,124.

Year Two	PSS requests funding of \$218,327. The balance of \$94,479 will be in-kind.
Year Three	PSS requests funding of \$223,657. The balance of \$94,729 will be in-kind.

Trauma-Informed Philosophy

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

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

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



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ECONOMIC SELF-SUFFICIENCY SERVICES

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**DISPLACED
HOMEMAKER PROGRAM**

HIGHER OPPORTUNITIES FOR WOMEN

WOMEN'S WORKING WARDROBE

Samantha Rigatti
Mary Burnett
Cora Chandler
Alice Prendergast
Jane Foerster
Courtney Collins
Maria Priarone
Deborah Lupia

NEW JERSEY YOUTH CORP

Lorraine Hannon
Alayna Donadio
Matthew Berke
Elaine Angle
Samantha Rigatti
Lisa Pachnos

KEEPING FAMILIES TOGETHER

Jane Baldwin Shivas, LCSW
Jaclyn Cornwell
Margaret Frey

Kate McNamara, Esq.
PROGRAM SUPERVISOR

FAMILY STRENGTHENING & STABILITY SERVICES

FAMILY SUCCESS CENTER

Deborah Lupia
Samantha Rigatti
Jane Foerster
Alice Prendergast
Michelle Michalak
Lisa Pachnos
Haley McCracken
Courtney Collins
Maria Priarone
Cora Chandler
Leigh Anne Soroka

LEGAL SERVICES

IOLTA LEGAL ASSISTANCE PROGRAM
Attorney Volunteers
Kate McNamara, Esq

EMERGENCY BASIC NEED ASSISTANCE

Jay Dunn
Judy Dunn

SMART PARENTS, STRONG COMMUNITIES

Program Coordinator Social Media Coordinator
Counselor Facilitators (2)
Facilitators (10)

EARLY CHILDHOOD EDUCATION CHILD CARE

LITTLE SPROUTS EARLY LEARNING CENTER

Noreen Kilduff
Teachers & Aides

Patrice Green, MAS
PROGRAM SUPERVISOR

EVIDENCE BASED HOME VISITATION PROGRAMS

HEALTHY FAMILIES

Stephanie Glowotski
Gloria Aulet
Shayna Elliott
Alice Prendergast
Lisa Pachnos

Patrice Green
Andrea Rizzo

PARENTS AS TEACHERS - SUSSEX

Alice Prendergast
Shayna Elliott
Gloria Aulet
Patrice Green

Erika Piedrahita

NURSE FAMILY PARTNERSHIP

Sandra Ooms

Sandra Ooms
Debra Zingone
Rhonda Stone
Hillary Reed
Lisa Pachnos

Samantha Rigatti
Patrice Green
Deborah Lupia

PARENTS AS TEACHERS - HUNTERDON

Erika Piedrahita

EARLY CHILDHOOD INITIATIVE

Haley McCracken

Haley McCracken, MS
PROGRAM SUPERVISOR

HEALTHY WOMEN HEALTHY FAMILIES Health UP!

Melanie Wawrzyniak - Program Coordinator
Caitlin Hurley - Community Health Worker
Corey Russo - Community Health Worker
Wendy Adams - Community Health Worker
Kelly Hautau
Lisa Pachnos

JOURNEY

Ken Reuter

SUSSEX COUNTY COUNCIL FOR YOUNG CHILDREN

Alice Prendergast Lisa Pachnos
Haley McCracken
Samantha Rigatti

SUSSEX WARREN PARTNERSHIP TO PREVENT CHILD SEXUAL ABUSE

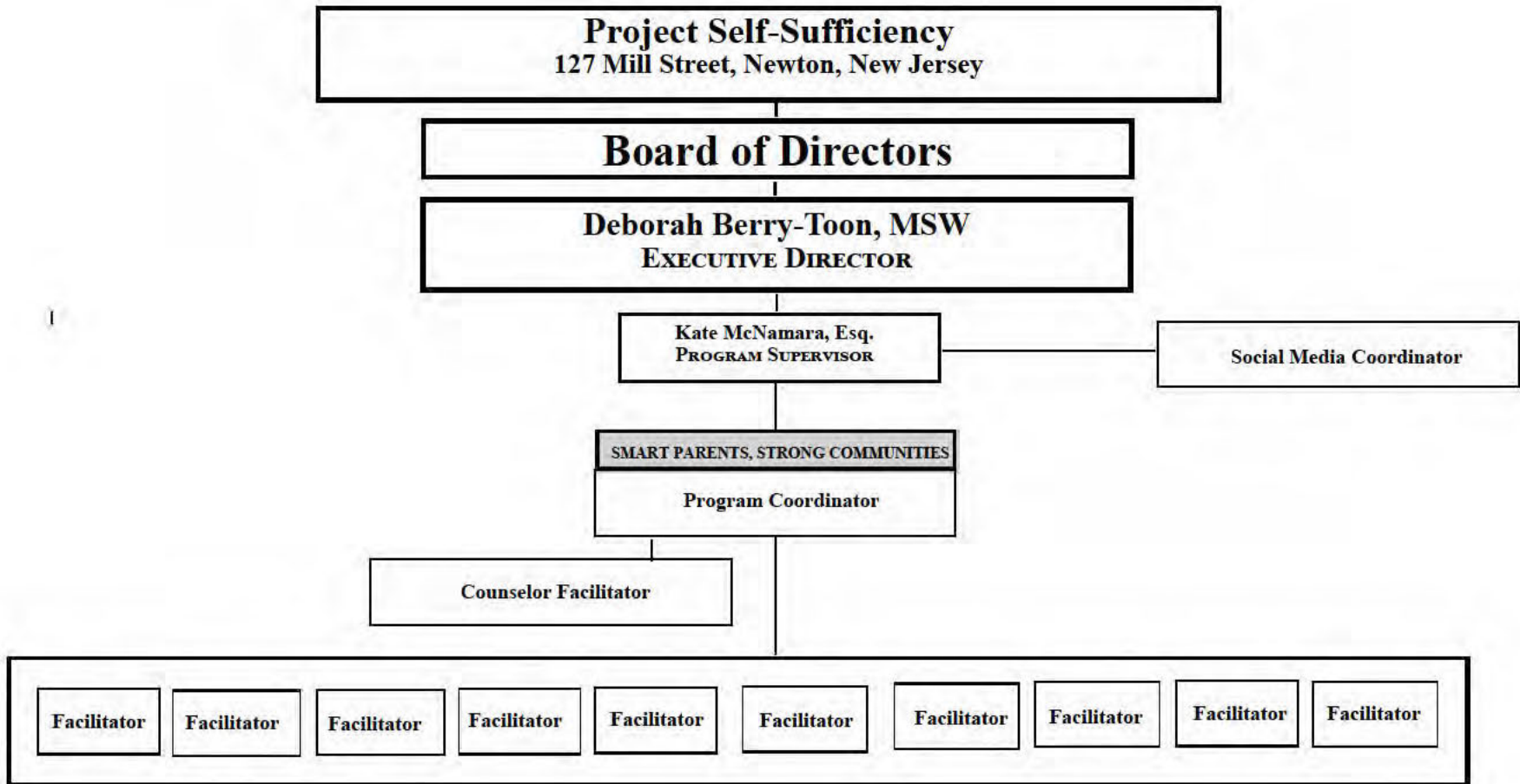
ENOUGH ABUSE COMMUNITY TRAINING
ENOUGH ABUSE COMMUNITY AWARENESS CAMPAIGN
Kim Burnett
Community Volunteers

COMMUNITY HEALTH SERVICES

WOMAN'S HEALTH PROJECT
Karen Cummins
Kim Burnett
Community Volunteers

NUTRITION SERVICES

BACKPACK PROGRAM LUNCH PROGRAM
FOOD PANTRY COMMUNITY GARDEN





June 17, 2022

As part of the Department of Children and Families American Rescue Plan Supplemental Funding for Community-Based Prevention Programs grant proposal, Project Self-Sufficiency staff that are recruited, hired, and trained to implement the Smart Parents, Strong Communities program will not be required to have carry any specific professional licenses.

A handwritten signature in black ink, appearing to read "Deborah Berry-Toon", is written over a horizontal line.

Deborah Berry-Toon, MSW
Executive Director

6/17/22
Date

**Project Self-Sufficiency
Smart Parents, Strong Communities Program
JOB DESCRIPTION**

Title		Smart Parents, Strong Communities Program Coordinator	
# Positions	One (1)	Hours	Full-Time (40 hrs)
Job Description:			
<p>The Smart Parents, Strong Communities Program Coordinator will coordinate all implementation of the SPSC program and will support other members of the project team, including program facilitators in order to develop, operate, expand, enhance, and coordinate initiatives, programs and activities to prevent child abuse and neglect.</p> <ul style="list-style-type: none"> • Complete Triple P Positive Parenting Program training for selected seminars, small groups and large groups • Work collaboratively with the Sussex and Warren County Library Systems and their staff to facilitate outreach, scheduling, reserving space, and resource sharing • Lead Triple P Positive Parenting Program online, in-person, small and large groups activities, sessions and workshops • Provide community-based supportive services • Cross-train and work closely with the Central Intake Specialists in order to maintain thorough and accurate knowledge of community resources for client referrals. • Establish regular contact with program participants and keep detailed records of all participant interactions • Coordinating access to needed supports such as job training, education, parenting classes, counseling, legal assistance, group support programs, food pantry, diapers and infant care items, both within and external to the host agency • Work in collaboration with the Social Media Coordinator on outreach efforts including through social media and traditional print materials • Participate in weekly team meetings with the Program Supervisor, Parent Coach, and supervisory staff including the Executive Director. <p>Candidate must have:</p> <ul style="list-style-type: none"> • Bilingual preferred • Bachelor’s degree or equivalent • Valid driver’s license 			

**Project Self-Sufficiency
Smart Parents, Strong Communities
JOB DESCRIPTION**

Job Title		Smart Parents, Strong Communities Parent Coach	
# Positions	One (1)	Hours	Full-Time (40 hrs)
Description			
<p>The Smart Parents, Strong Communities Parent Coach will work collaboratively with the Program Coordinator to implement the SPSC program in the community to enhance, expand and coordinate initiatives, programs, and activities to prevent child abuse and neglect.</p> <ul style="list-style-type: none"> • Complete Triple P Positive Parenting Program facilitator training for selected seminars, small group and large groups • Lead Triple P Positive Parenting Program online, in-person, small and large group activities, sessions and workshops • Provide parenting support to parents and caregivers as needed • Attend community events, health fairs, etc. to raise awareness about the available parenting resources at PSS, as well as the Triple P Positive Parenting Program • Make appropriate referrals to community resources • Conduct follow-up to ensure program participation • Work closely with Program Coordinator to ensure follow-up on all referrals and providing assistance in addressing any barriers to participation in SPSC program • Keep detailed and accurate records of all incoming calls for parenting assistance, referrals made, and follow-up conducted, and data entry • Participate in all trainings as required • Continuously outreach to community collaborators to ensure needs of parents and caregivers are being met • Participate in weekly team meetings with Program Coordinator, Program Supervisor, and supervisory staff including the Executive Director <p>Candidate must have:</p> <ul style="list-style-type: none"> • Bilingual preferred • Bachelor's degree 			

**Project Self-Sufficiency
Smart Parents, Strong Communities
JOB DESCRIPTION**

Job Title		Social Media Coordinator	
# Positions	One (1)	Hours	20 hours/week
Description			
<p>The Social Media Coordinator for Smart Parents, Strong Communities is responsible for strategizing, planning and executing a collaborative, engaging, and informative presence.</p> <ul style="list-style-type: none"> • Build and execute social media strategy for the SPSC program through competitive research, platform determination, benchmarking, messaging, and audience identification • Generate, edit, publish and share daily content for the SPSC program (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action • Moderate all user-generated content in line with the moderation policy for each community • Create editorial calendars and syndication schedules for the SPSC program • Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information • Collaborate with other departments to manage reputation, identify key players and coordinate actions • Write articles about the SPSC program for inclusion in email blasts, including the library system email newsletter • Also responsible for traditional media, writing and submitting press releases for the SPSC program, and developing relationships with traditional media outlets <p>Candidate must have:</p> <ul style="list-style-type: none"> • Proven working experience in social media marketing or as a digital media specialist • Excellent consulting, writing, editing (photo/video/text), presentation and communication skills • Demonstrable social networking experience and social analytics tools knowledge • Adequate knowledge of web design, web development, Conversion Rate Optimization and Search Engine Optimization • Knowledge of online marketing and good understanding of major marketing channels • Positive attitude, detail and customer oriented with good multitasking and organizational ability • BS in Communications, Marketing, Business, New Media or Public Relations 			

Deborah Berry Toon, MSW

Agency: (973) 940-3500

Email: dberry-toon@projectselfsufficiency.org

NON-PROFIT AGENCY DIRECTOR

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

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

- Superb writer and manager, securing and executing numerous coveted grants to develop crucial programs offering wraparound services to program participants.
- Standout financial acumen, developing and controlling budgets for multiple programs.
- Dynamic leader, maximizing staff loyalty and productivity to deliver impressive results for program participants and the community.
- Persuasive public relations and presentation strategist, able to encourage loyal community collaboration and inter-agency networking.

PROFESSIONAL EXPERIENCE

Executive Director / Founder

1986 to Present

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

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

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

- Grew agency to serve participant base of over 23,000 families representing a substantial percentage of county's impoverished.
- Secure and execute grants funded by various sources: New Jersey Departments of Education, Children and Families, Community Affairs, Labor and Human Services; the United Way, County of Sussex, Susan G. Komen Breast Cancer Foundation, Robert Wood Johnson Foundation New Jersey Health Initiatives, IOLTA Fund of The Bar of NJ, NJ Children's Trust Fund, Kresge Foundation.
- Built and sustained Board of Directors which has been successful in raising \$1.2 million annually in unrestricted revenue through fund raising events and annual campaigns.
- Collaborated with local undergraduate and graduate schools to supervise student interns in community social work projects.
- Lead effort to secure property, initiate and complete successful \$10 million capital campaign and develop and design 32,000 square foot facility/campus to house total agency operation.
- Initiated feasibility studies to install profitable day care center serving 200 infants and children aged 6 weeks to 5 years. Achieved 10% profit margin within first year.

RELATED ACTIVITIES / MEMBERSHIPS

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

HONORS / AWARDS

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

EDUCATION

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

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

PRESENTATIONS

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

Kathleen McNamara

Education

RUTGERS UNIVERSITY SCHOOL OF LAW | JURIS DOCTOR | MAY 2006

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

SMITH COLLEGE | BACHELOR OF ARTS | MAY 1999

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

Skills & Abilities

DEVELOPMENT

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

LEADERSHIP AND MANAGEMENT

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

COMMUNICATION

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

Professional Experience

DIRECTOR OF SPECIAL PROJECTS | PROJECT SELF-SUFFICIENCY | 2011-2012; 2017- PRESENT

Project Self-Sufficiency provides a range of services to assist low-income families achieve stability.

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

- Deliver presentations on agency services to miscellaneous groups and organizations within the community for outreach and information purposes
- Support all agency fundraising efforts with assistance to event planning, supervision of administrative staff, etc.
- Interview employment applicants to pre-screen and make recommendations to Executive Director for further consideration
- Successfully designed and implemented federally funded Even Start Program, providing high school equivalency, literacy and parenting skills to families through center- and home-based services
- Implement several grant-funded programs to help families in crisis
- Provide detailed weekly reporting on goals and objectives to both management and funders

EXECUTIVE DIRECTOR | BIRTH HAVEN | 2008-2011; 2016

A Shelter for Homeless, Pregnant, Women and Girls

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

ATTORNEY | DOLAN AND DOLAN | 2014-PRESENT

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

Community Involvement & Recognition

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

Kyersten Gieger, M.S., CRC

SUMMARY STATEMENT

Experienced professional in working with individuals and families in a multifaceted non-profit agency; energetic and passionate about using advocacy and training to assist individuals and families to become self-sufficient; experienced manager of several grant-funding programs with exceptional supervisory skills

EDUCATION

Certified Rehabilitation Counselor July 2012
The University of Scranton, Scranton, PA:
M.S. Rehabilitation Counseling, May 2012, GPA 3.97
B.S/M.S. Accelerated Program Counseling and Human Services, December 2010, GPA 3.63

HONORS

Frank O'Hara Award Recipient (Fall 2011), Alpha Sigma Nu Honor Society, Chi Sigma Iota Counseling Academic and Professional Honor Society International Cum Laude, Dean's List (*Fall 2008, Spring 2008, Fall 2009, Spring 2009, Spring 2010, Fall 2010*) President of Tau Upsilon Alpha Honor Society, Xavier Grant, M Gunster Award, Rev Kollar Award

PROFESSIONAL EXPERIENCE

Project Self-Sufficiency, Newton, NJ

(July 2014 –Present) Director of Family Support, Career & Employment Services

- *Supervise staff facilitating Career & Employment Programs*
- *Manage client challenges throughout programs*
- *Participate in interagency meetings to review program updates and needs*
- *Monitor and reports activities in programs through State E * time and attendance*
- *Create and develop with team of supervisors programs for Career Center*
- *Oversee GED prep materials and goals with clients*
- *Coordinate Summer Youth Employment Program*
- *Oversee. Manage and coordinate NJ Youth Corps Program for out-of-school youth age 16 to 25*

(October 2014 – June 2018) Project Launch Newton Site Coordinator/ Facilitator

- *Supervise staff of facilitators*
- *Manage onsite programming*
- *Communicate with parents*
- *Attend school functions to discuss PLN with parents and student*
- *Compile incident and accident reports*
- *Work with students on independent program needs*
- *Communicate with school personal regarding programming*

(September 2012 – July 2014) Work First New Jersey Career Counselor

- *Coordinate and facilitate WFNJ Program*
- *Manage WFNJ caseload through a 30 – 35 hour mandated program*
- *Facilitate careering and life skills seminars daily with clients*
- *Report daily attendance through state E * Time*

Graduate Assistant, The University of Scranton, Scranton, PA (August 2011 – May 2012)

- *Assists Professor in preparation for class*
- *Actively facilitate and co-facilitate undergraduate counseling class*
- *Conduct research for professor*
- *Completed daily progress notes*

TSS, NHS, Carbondale, PA (November 2011 – January 2012)

- *Implement prescribed treatment and/or behavior plan to include verbal or visual prompting and redirection*
- *Collect and report data pertaining to frequency, intensity and/or duration specific behaviors*
- *Communicate and collaborate with other members of the treatment team and healthcare professionals working with the assigned child and family*

GRANT EXPERIENCE

AAUW – Grant Women Open Doors

- *Replied to a campus action call to create a project to provide a platform that addresses educational barriers faced by low income and minority young girls and women*
- *Received the grant and implemented a program for high school sophomores*
- *Presented to local high schools, and hosted a mentoring day at the University of Scranton to begin the college preparation process*

Area Health Education Center (AHEC)- Grant

- *Responded to a grant call to design a program to promote a healthy change in your community*
- *Originated a after school program for middle school students who have experienced divorce*
- *Worked along with the school social worker to facilitate a therapeutic atmosphere*

**INTERNATIONAL
SERVICE**

**International Service Program : (The University of Scranton Ministries)
El Salvador - June 2010**

- Immersed into the culture of El Salvador
- Program revolved around simple living, community, generosity, and faith based reflection
- Interacted with children, families, and elderly through a variety of projects

**ACTIVITIES/
VOLUNTEER WORK**

Counseling and Human Services Student Association, Intramural Athletics, Captain of Cheerleading Team
Volunteer: Empty Place at the Table, Gathering of Friends, Moonlight Walk for Autism, Breast Cancer Walk, Journey Walk, Thanksgiving Drive, Take Back the Night, United Neighborhood Center, Big Brother Big Sister, Promoting Awareness of the College Transition

REFERENCES

Available upon request

Staffing Patterns

Key staff for this project will include a 1.0 FTE Program Coordinator, .50 FTE Social Media Coordinator, 1.0 FTE Counselor/Parent Coach, up to 10 part-time parent trainers. PSS intends to hire a Program Coordinator, Counselor/Parent Coach and Social Media Coordinator to expand our staff capacity and to develop, implement, and coordinate the **SPSC** program. The Program Coordinator will coordinate all aspects of the **SPSC** program, will supervise the Counselor/Parent Coach, Social Media Coordinator and parent trainers, and will report to the Program Supervisor. In addition, the Program Coordinator will collect and use data to inform ongoing monitoring and improvement of the program. The Counselor/Parent Coach will be responsible for facilitating the Triple P program in the community. The Social Media Coordinator will be responsible for designing social media and recruitment content for the **SPSC** program, as well as outreach efforts through traditional print media and marketing efforts.

The operations staff members who will support this project are Founding Executive Director Deborah Berry-Toon, M.S.W and Program Supervisors Kate McNamara, Esq. and Kyersten Geiger M.S. Together, they have more than 65 years of experience in designing and implementing grant-funded programs. Reporting to Ms. Berry-Toon is the Program Supervisor, Kate McNamara, Esq., who will oversee project operations and directly supervise the Program Coordinator, who will in turn supervise all other **SPSC** trainers. The implementation of project activities and requirements will mirror our current staff structure with the Program Coordinator responsible for managing day-to-day operations and overall program direction provided by the Program Supervisor and Executive Director.

Deborah Berry-Toon, M.S.W is a nonprofit professional with more than 35 years of experience in program development, fundraising, and grant implementation. Under her leadership PSS has

grown from a federal pilot program to a large, multi-service agency serving thousands of families a year. She leads the organization with distinction and has received many local and state-wide awards in recognition of her leadership.

Kate McNamara, Esq. will serve as the Program Supervisor for the project; she leads special projects at PSS including support for development, communications, external outreach, hiring, reporting, and legal programming. Kate's experience includes legal representation for low-income families serving as executive director of a homeless shelter, bringing a wealth of organizational development experience to her work at PSS. Kyersten Gieger will also serve in the role of Program Supervisor. She is currently the Director of Family Support, Career, and Employment Services. She holds an M.S. in Rehabilitation Counseling.

Safe-Child Standards Description

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

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

Description of Floor Plan/Program Space

The Smart Parents, Strong Communities program will be housed at Project Self-Sufficiency's campus, located at 127 Mill Street, Newton, NJ 07860. PSS enjoys a professional, dignified, welcoming space for low-income parents and individuals to access services for themselves and their families. The campus is home to the Career Training and Employment Center, the Family Counseling Center, the Family Literacy Center, the Little Sprouts Early Learning Center, PSS' Community Education Center, and a bevy of programs, services, and events.

One-on-one parenting sessions, small group discussions, and large groups will take place in private conference rooms and multi-use spaces in Building 2 and Building 3, two of four buildings on PSS's campus. Building 3 offers a large community space for community meetings, conferences, trainings, and other community events.

Additionally, the Smart Parents, Strong Communities program will have access to multi-use conference and private meeting spaces in the branches of the Sussex County Library System as well as the Warren County Library System. These branches include the Main Library (Newton), Dennis Branch (Newton), Dorothy Henry Branch (Vernon), Franklin Branch (Franklin), Louise Childs Branch (Stanhope, and the Sussex-Wantage Branch (Wantage) in Sussex County; in Warren County, these branches are the Catherine Dickson Hofman Branch (Blairstown), the Southwest Branch (Stewartville), Richard D. Gardner Branch (Belvidere) and the Northeast Branch (Independence).

Floor plans of Project Self-Sufficiency's Buildings 2 and 3 are included in Attachment #14.

MEMORANDUM OF UNDERSTANDING BETWEEN PROJECT SELF-SUFFICIENCY OF SUSSEX COUNTY, INC. AND THE SUSSEX COUNTY LIBRARY SYSTEM

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

Both Parties are deeply invested in reducing the likelihood of child abuse and neglect in our community. The purpose of this MOU is to establish a framework and understanding according to which the Parties will collaborate on awareness raising and education efforts, and an evidence-based positive parenting program, "Smart Parents, Strong Communities", in order to expand the depth and breadth of child abuse and neglect prevention resources available in Northwest New Jersey, a geographically underserved area. The Parties seek to increase the utilization of these services among the target populations who are not currently accessing existing services. The Parties recognize and agree that if PSS is awarded contract(s) to provide the proposed services, they will work together to implement, enhance, expand, and coordinate community-based initiatives, programs, and activities to reduce the likelihood of child abuse and neglect in our community.

As the grantee, PSS commits to:

- Dialoging extensively with the community including consumers and providers, to ensure that there is no duplication of services;
- Outreach diligently to identified target populations including Spanish-speaking and immigrant parents and caregivers;
- Connecting parents and caregivers to the resources available to prevent child abuse and neglect;
- Providing space for childcare and group facilitation;
- Providing training, education and parenting skills programs for parents and caregivers, as well as the community as a whole;
- Providing robust family support, including fatherhood groups and initiatives;
- Connecting parents and caregivers to financial assistance, including employment training and life skills development;

- Securing emergency basic needs for family and individuals including food, diapers, pet food and personal care items;
- Linking to other community services/supports both internal and external to PSS.

As an invested community partner in Sussex County, the Sussex County Library System agrees to:

- Provide space at all Sussex County Library System branches for parenting program seminars and group discussions including:
 - Main Branch, Newton
 - Dennis Branch, Newton
 - Dorothy Henry Branch, Vernon
 - Franklin Branch, Franklin
 - Louise Childs Branch, Stanhope
 - Sussex-Wantage Branch, Wantage
- Provide access to resources, including computer access, for parents and caregivers to participate in online positive parenting program sessions;
- Actively refer library patrons to Project Self-Sufficiency's Smart Parents, Strong Communities program for parenting support;
- Advocate for the program and the individuals accessing service through it.

Both Parties will:

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

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

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

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

Project Self-Sufficiency of Sussex
County, Inc.

Sussex County Library System



Deborah Berry-Toon, MSW
Executive Director

6/20/2022
Date



Will Porter
Library Director

June 16, 2022
Date



WARREN COUNTY LIBRARY

2 Shotwell Drive, Belvidere NJ 07823

| www.warrenlib.org

MEMORANDUM OF UNDERSTANDING BETWEEN PROJECT SELF-SUFFICIENCY OF SUSSEX COUNTY, INC. AND THE WARREN COUNTY LIBRARY SYSTEM

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

Both Parties are deeply invested in reducing the likelihood of child abuse and neglect in our community. The purpose of this MOU is to establish a framework and understanding according to which the Parties will collaborate on awareness raising and education efforts, and an evidence-based positive parenting program, "Smart Parents, Strong Communities", in order to expand the depth and breadth of child abuse and neglect prevention resources available in Northwest New Jersey, a geographically underserved area. The Parties seek to increase the utilization of these services among the target populations who are not currently accessing existing services. The Parties recognize and agree that if PSS is awarded contract(s) to provide the proposed services, they will work together to implement, enhance, expand, and coordinate community-based initiatives, programs, and activities to reduce the likelihood of child abuse and neglect in our community.

As the grantee, PSS commits to:

- Dialoging extensively with the community including consumers and providers, to ensure that there is no duplication of services;
- Outreach diligently to identified target populations including Spanish-speaking and immigrant parents and caregivers;
- Connecting parents and caregivers to the resources available to prevent child abuse and neglect;
- Providing space for childcare and group facilitation;
- Providing training, education and parenting skills programs for parents and caregivers, as well as the community as a whole;
- Providing robust family support, including fatherhood groups and initiatives;
- Connecting parents and caregivers to financial assistance, including employment training and life skills development;
- Securing emergency basic needs for family and individuals including food, diapers, pet food and personal care items;
- Linking to other community services/supports both internal and external to PSS.

As an invested community partner in Warren County, the Warren County Library System agrees to:

- Provide space at all Warren County Library System branches for parenting program seminars and group discussions including:
 - Richard D. Gardner Branch, Belvidere
 - Catherine Dickson Hofman Branch, Blairstown
 - Northeast Branch, Hackettstown
 - Southwest Branch, Stewartsville
- Provide access to resources, including computer access, for parents and caregivers to participate in online positive parenting program sessions;
- Actively refer library patrons to Project Self-Sufficiency's Smart Parents, Strong Communities program for parenting support;
- Advocate for the program and the individuals accessing service through it.

Both Parties will:


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

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


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

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

Project Self-Sufficiency of Sussex
County, Inc.


Deborah Berry-Toon, MSW
Executive Director

Warren County Library System


Maureen Baker Wilkinson
Library Director

6/20/22
Date

6/20/22
Date



DEPARTMENT OF HEALTH & HUMAN SERVICES
Sussex County Administrative Center
One Spring Street
Newton, New Jersey 07860
Telephone: (973) 579-0559 ext. 1227
FAX: (973) 579-9894
E-mail: cnovrit@sussex.nj.us

Carol A. Novrit
Administrator, Department of Health & Human Services

County of Sussex

June 13, 2022

To Whom It May Concern:

On behalf of the County of Sussex, Department of Health and Human Services, I am pleased to support Project Self-Sufficiency's proposals to the Department of Children and Families for American Rescue Plan Supplemental Funding for Community-Based and Early Childhood Prevention Programs.

PSS is the established, one-call solution and a fearless provider of essential services in Northwestern New Jersey, the Department of Labor-funded Bridges to Employing Youth and New Jersey Youth Corps as well as job training, a food pantry, legal assistance and so much more. I can attest to the impact these programs have had on Sussex County's neediest families. As the Central Intake provider for Sussex and Warren Counties, they have in depth knowledge of all the services available through public and private resources, and not only refer clients, but help clients access the services in a meaningful way through regular follow up. They built a robust network of referral partners through non-traditional outreach. This agency is truly dedicated, pioneering, resourceful and inspired.

As the Sussex County provider of the County Council for Young Children, Early Childhood Specialist, and Healthy Families, Parents as Teachers, and Nurse Family Partnership home visitation programs, PSS has educated countless families on child development, parent-child interaction, developmental centered parenting, and family well-being. In addition to spearheading the Enough Abuse Campaign in Sussex County, PSS serves as the Sussex County PACEs (Positive and Adverse Childhood Experiences) Coalition lead and is charged with educating and informing all parents and providers on The Five Protective Factors of Child Abuse and Neglect, adverse childhood experiences, and cultivating resilience in parents, youth, and adolescents.

The Department of Health and Human Services works closely with PSS and has done so for decades. As the Director of this Department, I manage all its divisions, including

- The Division of Social Services – housing our emergency assistance and public benefits offices;
- Division of Health – including Special Child Health Services and Public Health Nursing;
- Division of Community and Youth Services – including Human Services Advisory Council and the Mental Health Board, both of which PSS actively participates in;
- Division of Senior Services; and
- Skylands Ride – Sussex County's Public Transportation office.

Project Self-Sufficiency has worked with many vulnerable populations throughout Sussex County in more than three decades, including at-risk children, adolescents, and adults. In all of their programs and services, Project Self-Sufficiency's staff is sensitive, professional, and responsive. In a world where many feel embarrassed or self-conscious asking for help, Project Self-Sufficiency is a friendly face and a welcoming presence. The agency is well-integrated into the health and human services delivery system of the county, enjoying many strong and successful collaborative relationships with fellow providers. PSS also has broad support from the community and the trust of at-risk families. Taking all these factors into consideration, PSS is uniquely qualified to lead the charge in implementing the evidence-based Triple P Positive Parenting Program, and providing education, awareness, and prevention efforts to reduce the likelihood of child abuse and neglect in our community.

As the Administrator of the Sussex County Department of Health and Human Services, I respectfully request that you give Project Self-Sufficiency's proposals your full consideration. I have no doubt that they will continue to serve our region with the highest standard of professionalism, respect, and empathy for those in need.

Sincerely,

Carol A. Novrit, Administrator



Morristown Medical Center
Overlook Medical Center
Newton Medical Center
Chilton Medical Center
Hackettstown Medical Center
Goryeb Children's Hospital
Atlantic Rehabilitation

June 16, 2022

To Whom It May Concern:

Please accept this letter of support for Project Self-Sufficiency's (PSS) proposal to develop, expand, enhance, and coordinate community-based initiatives, programs, and activities to prevent child abuse and neglect, and to coordinate resources and activities to strengthen and support families, reducing the likelihood of child abuse and neglect in our community.

Atlantic Health System, Newton Medical Center, and PSS have a long history of close and effective collaboration. Project Self-Sufficiency works with low-income, at-risk, underserved, vulnerable individuals, children and families in Sussex and northern Warren County, and has been a trusted, culturally competent, and respected non-profit organization since 1986.

PSS has been at the forefront of innovation, designing and implementing programs and services that meet clients where they are and bringing these programs into communities that often lack transportation and other resources due to their rural locations. As a "go-to" agency for this often-isolated population, Project Self-Sufficiency employs competent, compassionate, culturally sensitive staff who understand the needs of the communities they serve.

American Rescue Plan Supplemental funding will allow PSS to build upon the current programs and services that they are currently providing in the community for individuals, children and families, including parents and caregivers, and will allow for the opportunity for broader outreach in northwestern New Jersey. They have the capacity, commitment and partnerships that are necessary to expand child abuse and neglect prevention education and parenting support programs in Sussex and Warren counties.

Sincerely,

A handwritten signature in cursive script that reads "Laura A. Hawkins".

Laura Hawkins, MSW, LSW
Director, Community Health and Care Coordination Social Services
Atlantic Health System



State of New Jersey
 DEPARTMENT OF EDUCATION
 Sussex County Office of Education
 262 White Lake Road
 Sparta, NJ 07871
 Tele: (973) 579-6996
 Fax: (973) 579-6476

PHILIP D. MURPHY
 Governor

SHEILA Y. OLIVER
 Lt. Governor

Angelica Allen-McMillan, Ed.D.
 Acting Commissioner

DR. GAYLE CARRICK ED.D.
 Executive County Superintendent

June 14, 2022

Dear Colleague,

The Sussex County Department of Education is firmly in support of Project Self-Sufficiency’s proposals to the Department of Children and Families for American Rescue Plan Supplemental Funding for Community-Based and Early Childhood Prevention Programs.

Project Self-Sufficiency (PSS) has been a trusted and valued resource for case management, adult education, career assessment, job training and placement, life skills training, parenting classes, and support services for more than three decades. As the Sussex County provider of the County Council for Young Children, Early Childhood Specialist, and Healthy Families, Parents as Teachers, and Nurse Family Partnership home visitation programs, PSS has educated countless families on child development, parent-child interaction, developmental centered parenting, and family well-being.

PSS’s work spearheading the Enough Abuse Campaign, and as the Sussex County PACEs (Positive and Adverse Childhood Experiences) Coalition lead has allowed them to provide all parents, providers, and communities with information on The Five Protective Factors of Child Abuse and Neglect, adverse childhood experiences, and the early intervention skills needed to prevent child abuse and neglect.

The implementation of the evidence-based Triple P Positive Parenting Program, as well as the development, expansion and enhancement of community-based programs and activities to prevent child abuse and neglect and the coordination of resources to strengthen and support families will make a tremendous impact in our community.

Project Self-Sufficiency has been providing compassionate, professional, caring services for low-income, at-risk individuals, children, and families since 1986, and are well-equipped to implement initiatives, programs, and activities to prevent child abuse and neglect in our community. I respectfully request that you give their proposals your full consideration.

Sincerely,

Dr. Gayle Carrick, Ed.D.
 Executive County Superintendent

WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

DIVISION OF ADMINISTRATION

1 SHOTWELL DRIVE, BELVIDERE, NEW JERSEY 07823

SHAWN J. BUSKIRK, DIRECTOR

LAURA RICHTER, ASSOCIATE DIRECTOR
TINA TICHENOR, SUPERVISOR OF ACCOUNTS
JANMARIE MCDYER, TRANSPORTATION COORDINATOR
PAT TESTA, YOUTH SERVICES COORDINATOR
STEPHANIE NIENSTEDT, COUNTY ALLIANCE COORDINATOR



PHONE: (908) 475-6331
or (908) 475-6332

FAX: (908) 475-6206
EMAIL: HumanServices@co.warren.nj.us

June 17, 2022

To Whom It May Concern,

On behalf of the Warren County Department of Human Services, we support Project Self-Sufficiency's proposals for the Department of Children and Families American Rescue Plan Supplemental Funding for Community-Based and Early Childhood Prevention Programs.

PSS has placed an importance on child abuse and neglect prevention efforts, with the Enough Abuse Campaign, and more recently, as the Sussex County PACEs (Positive and Adverse Childhood Experiences) Coalition lead. These programs provide awareness, information and education on the nature and scope of child sexual abuse. The proposed implementation of the evidence-based Triple P Positive Parenting Program, as well as the development, enhancement and coordination of community-based initiatives, programs, and activities to prevent child abuse and neglect will make a tremendous impact in Warren County communities.

PSS has a strong history of collaboration with various public entities and private nonprofit service providers, which has proven vital to reaching underserved, at-risk individuals, children, and families in this rural community. The Department of Human Services strives to assist county residents by connecting those in need with community agencies. Project Self-Sufficiency is an important partner as a Family and Youth provider and we support proposals for the Department of Children and Families American Rescue Plan Supplemental Funding for Community-Based and Early Childhood Prevention Programs.

Sincerely,

A handwritten signature in blue ink that reads "Shawn Buskirk". The signature is written in a cursive style.

Shawn Buskirk

Director, Warren County Department of Human Services



PHILIP D. MURPHY
Governor

State of New Jersey
DEPARTMENT OF EDUCATION
Warren County Office of Education
1501 Route 57
Washington, New Jersey 07882
Tele: (908) 689-0497
Fax: (908) 689-1457

ANGELICA ALLEN-MCMILLAN
Acting Commissioner

SHEILA Y. OLIVER
Lt. Governor

ROSALIE S. LAMONTE, PH.D.
Interim Executive County
Superintendent

June 15, 2022

Dear Colleague,

On behalf of the Warren County Office of Education, I am pleased to support Project Self-Sufficiency's proposal for the Department of Children and Families American Rescue Plan Supplemental Funding for Community-Based and Early Childhood Prevention Programs.

Project Self-Sufficiency (PSS) is a well-known and respected entity with a long history in this community, particularly for their compassionate, professional, and supportive work with children, parents, and caregivers. As the Sussex County provider of the County Council for Young Children, Early Childhood Specialist, and Healthy Families, Parents as Teachers, and Nurse Family Partnership home visitation programs, PSS has educated countless families on child development, parent-child interaction, developmental centered parenting, and family well-being.

As the Sussex County PACES (Positive and Adverse Childhood Experiences) Coalition lead, PSS is also educating all parents and providers on The Five Protective Factors of Child Abuse and Neglect and cultivating resilience in parents and children. This work, coupled with their Enough Abuse Campaign is making great strides in reducing the likelihood of child abuse and neglect in our community.

The addition of the evidence-based Triple P Positive Parenting Program, as well as the development, expansion, and coordination of community-based initiatives, programs, and activities to prevent child abuse and neglect will make a tremendous impact in the communities that PSS serves in Sussex and Warren County.

With more than 35 years of experience providing services in northwestern New Jersey, Project Self-Sufficiency is uniquely positioned to implement the work described in their proposals. I encourage you to fund Project Self-Sufficiency's requests with confidence that all funds will be administered wisely to the benefit of our community.

Sincerely,

A handwritten signature in blue ink that reads "Rosalie S. Lamonte".

Rosalie S. Lamonte, Ph.D.
Executive County Superintendent
Warren County Office of Education

June 13, 2022

To Whom It May Concern:


The Warren County Department of Health, Public Health Nursing is in full support of Project Self-Sufficiency's proposals to the Department of Children and Families for American Rescue Plan Supplemental Funding for Community-Based and Early Childhood Prevention Programs.

Warren County Public Health Nursing has a long history of collaboration with Project Self-Sufficiency driven by a shared commitment to the health and well-being of individuals, children, and families in our community. As a result, we have often worked together on prevention efforts, including those that raise awareness of child abuse and neglect. As the Sussex County provider of the County Council for Young Children, Early Childhood Specialist, and Healthy Families, Parents as Teachers, and Nurse Family Partnership, PSS provides education as it relates to linkages between early childhood resources, child development, parent-child interaction, developmental centered parenting, and family well-being.

The implementation of the evidence-based Triple P Positive Parenting Program, as well as the expansion and coordination of community-based initiatives, programs, and activities to prevent child abuse and neglect and the coordination of resources and activities to strengthen and support families will help to reduce the likelihood of child abuse and neglect in our communities and broaden education and awareness-raising efforts.

Since 1986, Project Self-Sufficiency has been deeply entrenched in our community. They have earned the respect and forged the relationships that make it possible for them to offer enriching community services and programs and has been a valuable resource to our community. I respectfully urge you to give Project Self-Sufficiency's proposals your full consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Pete Summers", with a long, sweeping underline that extends across the width of the signature.

Pete Summers, Health Officer
Warren County Health Department



21 Lafayette Road | Suite F (2nd Floor)
Sparta, NJ 07871
P 973-726-4455 | F 973-726-8445
www.wellnesspeds.com

June 16, 2022

To Whom It May Concern:

It is my understanding that Project Self-Sufficiency is submitting an application to the New Jersey Department of Children and Families for American Rescue Plan Supplemental Funding for Community-Based Prevention Programs.

As a pediatrician practicing in Sussex County, I am very much in favor of any additional programs or resources that will generate positive outcomes for children and families in our community. As the Sussex County provider of the County Council for Young Children, Early Childhood Specialist, and Healthy Families, Parents as Teachers, and Nurse Family Partnership, PSS provides education as it relates to linkages between early childhood resources, child development, parent-child interaction, developmental centered parenting, and family well-being.

The implementation of the evidence-based Triple P Positive Parenting Program, as well as the expansion and coordination of community-based initiatives, programs, and activities to prevent child abuse and neglect and the coordination of resources and activities to strengthen and support families will help to reduce the likelihood of child abuse and neglect in our communities and broaden education and awareness-raising efforts.

Since 1986, Project Self-Sufficiency has been deeply entrenched in our community. They have earned the respect and forged the relationships that make it possible for them to offer enriching community services and programs and has been a valuable resource to our community. I respectfully urge you to give Project Self-Sufficiency's proposal your full consideration.

Sincerely,

Christian Canzoniero, MD FAAP
Wellness Center Pediatrics



June 15, 2022

To Whom It May Concern:

I wish to express my support for Project Self-Sufficiency's proposals to the Department of Children and Families for American Rescue Plan Supplemental Funding for Community-Based and Early Childhood Prevention Programs.

Project Self-Sufficiency has been serving our community for more than three decades, and is the most logical choice to develop, implement, enhance, and coordinate community-based initiatives, programs, and activities to prevent child abuse and neglect and to coordinate resources and activities to strengthen and support families, thereby reducing the likelihood of child abuse and neglect.

As a parent, I feel it is of utmost importance that all in our community have access to the programs, services, and supports that will provide the tools necessary to help prevent child maltreatment, build positive, nonviolent parenting skills, and prevent child abuse and neglect.

I have had the opportunity to strengthen my parenting skills as well as my over all health and wellness utilizing Project Self-Sufficiency's varying educational platforms including Motivational Monday sessions, a 7-week Parenting Class Series, Connections Matter Training, Parenting Support Group, Family Expo and other events and activities that are not only for me, but for my daughter as well. I look forward to continued support that will help me be the best parent I can be, which is my overall goal.

I hope you will consider Project Self-Sufficiency's requests for funding through this opportunity, which will make a lasting difference in our community. It is important that our community come together to support families in any and every way possible.

Sincerely,

Samantha Gianetti
Project Self-Sufficiency Participant and Parent

TRIPLE P ONLINE

WHAT IS TRIPLE P ONLINE?

A broad-based parenting intervention delivered online for parents of children up to 12 years. The program involves eight (1-hour) online modules that parents complete independently in their own time, from a computer, tablet or smartphone. Parents have online access to complete the program for 12 months. Triple P Online introduces users to Triple P's 17 core parenting skills – simple strategies to encourage positive behavior and to prevent and manage misbehavior. The program teaches parents to apply these principles to specific situations, and includes strategies for partner support and coping with stress. The video-enriched program aims for a balance of simplicity and interactivity to promote parental engagement and completion of the program.

WHO IS IT FOR?

Parents who prefer an online program or are more suited to completing an online program for reasons such as busy schedules, geographical isolation, or inability to attend regular parenting courses. The program can be used to prevent problems from developing or for parents of children with significant social, emotional or behavioral problems.

WHAT IS COVERED IN THE PROGRAM?

Module 1: What is Positive Parenting?

Lays the foundations with the five basic principles of Triple P:

- Create a safe and interesting environment
- Create a positive learning environment
- Use assertive discipline
- Have realistic expectations
- Take care of yourself

Module 2: Encouraging behavior you like

Focuses on ways to help get more of the behavior parents like, and less of the behavior they don't like. Gives information, tips and activities on:

- Quality time
- Paying attention
- Showing affection
- Talking with your child
- Descriptive praise
- Interesting activities

Module 3: Teaching new skills

Covers the key skills that children need, such as:

- Communicating and getting on with others
- Managing their feelings
- Becoming independent
- Solving problems

Parents will also learn 'incidental' teaching to help encourage language development, increase general knowledge and promote independent play.

Module 4: Managing misbehavior

Provides information, tips and strategies for managing misbehavior, including:

- Ground rules
- Directed discussion
- Planned ignoring
- Clear, calm instructions
- Consequences
- Quiet time
- Time-out

Module 5: Dealing with disobedience

Provides insights and strategies on:

- Why children behave the way they do
- Common parent traps that inadvertently reward disobedience
- The most effective way to give instructions
- The importance of consequences
- How to use quiet time and time-out effectively

Module 6: Planning ahead to prevent problems

This module helps parents to prevent problems through the following strategies, including:

- Planning ahead at home and away from home
- Planning for high-risk times
- Preparing in advance
- Deciding on rules
- Choosing interesting activities
- Using rewards for good behavior and consequences for misbehavior
- Having follow-up discussion

Module 7: Making shopping fun

This module provides tips and strategies for going shopping, including:

- Why children misbehave
- Planning ahead
- Encouraging good behavior
- Dealing with difficult behavior

Module 8: Raising confident, capable kids

Provides tips and key points on:

- Raising confident, capable kids
- Showing respect
- Being considerate
- Developing good social skills
- Developing healthy self-confidence
- Being a problem-solver
- Becoming independent

WHAT RESOURCES DO PARENTS RECEIVE?

Each family receives a Triple P Online access code. Within the program, a text summary of the content is continuously imported to an individualized workbook, which parents can print or email. Parents also receive worksheets, podcasts (English versions only), and emailed module summaries.

HOW MUCH TIME IS NEEDED TO DELIVER THE INTERVENTION?

A practitioner is not required to deliver the intervention, unless telephone support is to be provided to families completing Triple P Online. Telephone support time can be estimated at one hour per family requiring support (up to four 15-minute telephone calls). Telephone support is an optional service that agencies can provide to parents.

HOW DO PARENTS ACCESS THE INTERVENTION?

Each user requires a unique access code to operate Triple P Online. Agencies can either purchase access codes in bulk and provide these to parents, or parents can purchase an access code directly from the Triple P parent website.

Additional support options are available to promote Triple P Online and facilitate access code distribution. These may include digital parent assessment measures, a data dashboard that reports on user progress, digital and print media, or a website landing page.

SELECTED TRIPLE P

WHAT IS SELECTED TRIPLE P?

A “light touch” parenting information presentation delivered to a large group of parents (20 to 200) who are generally coping well but have one or two concerns. There are three seminar topics with each taking around 60 minutes to present, plus 30 minutes for question time. The Selected Triple P Seminar Series is designed to be a brief introduction to the Triple P strategies and will give parents and carers you work with great ideas to take home and try out with their family.

WHO IS IT FOR?

Parents or caregivers, with children up to 12 years, interested in general information about promoting their child’s development. The series of seminars can also assist parents with specific concerns about their child’s behavior or development. Parents are likely to benefit if their family is not complicated by significant behavior problems or family stress. This intervention can also be useful as an introduction to the Triple P strategies for families who will access a more intensive intervention.

WHAT IS COVERED IN SESSIONS WITH PARENTS?

Seminar 1: Positive parenting

Practitioners introduce parents to the five key principles of positive parenting that form the basis of Triple P. These principles are:

- Ensuring a safe engaging environment.
- Creating a positive learning environment.
- Using assertive discipline.
- Having reasonable expectations.
- Looking after yourself as a parent.

Seminar 2: Raising confident, competent children

In this seminar, parents are introduced to six core building blocks for children to become confident and successful at school and beyond. These competencies are:

- Showing respect to others.
- Being considerate.
- Having good communication and social skills.
- Having healthy self-esteem.
- Being a good problem solver.
- Becoming independent.

Seminar 3: Raising resilient children

Parents are introduced to six core building blocks for children to manage their feelings and become resilient in dealing with life stress. These competencies are:

- Recognizing and accepting feelings.
- Expressing feelings appropriately.
- Building a positive outlook.
- Developing coping skills.
- Dealing with negative feelings.
- Dealing with stressful life events.

HOW MUCH TIME IS NEEDED TO DELIVER THE INTERVENTION?

In addition to each seminar, the practitioner should allow time for preparing for the seminar and supervision. Please see the table below for an approximate delivery guideline time for each seminar.

CONSULTATION TIME	1½ hours
PRE AND POST ASSESSMENTS — QUESTIONNAIRE SCORING AND FEEDBACK*	n/a
TELEPHONE SUPPORT OR HOME VISIT	n/a
SESSION PREPARATION AND POST-SESSION DEBRIEF/SUPERVISION	1½ hours
CASE NOTES AND REPORT WRITING**	n/a
TOTAL TIME	3 hours per seminar

*An additional 2-3 minutes per family should be allowed for reviewing the Client Satisfaction Questionnaire (CSQ) at the end of the intervention.

**Not including comprehensive reports for government agencies.

WHAT RESOURCES DO PARENTS RECEIVE?

Each family will receive a Triple P Seminar Series Tip Sheet corresponding to the seminar they are attending.

Please see the table below for the expected program resources required when Triple P is adopted as part of core business.

NUMBER OF INTERVENTIONS PER YEAR	6 interventions (2 rounds of 3 topics)
NUMBER OF FAMILIES PER INTERVENTION	50 families per seminar
RESOURCES PER FAMILY	1x Seminar Tip Sheet per seminar place
TOTAL NUMBER OF FAMILIES	300 seminar places
TOTAL RESOURCES PER YEAR	300 Tip Sheets (100 of each topic)

WHAT IS INVOLVED IN PROVIDER TRAINING?

To provide Selected Triple P to families, practitioners must have completed an approved active skills training program and demonstrated their knowledge and competence in program delivery through a skills-based accreditation process. The table below provides an estimate of the time commitment for practitioners to attend training and support days, as well as time needed for preparation and peer support. Training is available via video conference or in-person¹.

NUMBER OF TRAINING DAYS (9.00AM–4.30PM)	2 days
PRE-ACCREDITATION DAY (9.00AM–4.30PM)	1 day
PREPARATION TIME FOR ACCREDITATION DAY	4–6 hours (quiz and competency preparation)
ACCREDITATION DAY	Half day
PEER SUPPORT	2–3 hours (hourly meetings per month)
TOTAL TIME	5 days

An Extension Course is available, please contact your Triple P representative for more information.

DO PRE-REQUISITES APPLY?

No Triple P pre-requisites apply. Assumes an organization has established a successful referral process for families requiring further assistance (either to in-person or online Triple P programs).

WHAT ARE THE PROVIDER LEARNING OUTCOMES?

- Organizing a successful seminar series.
- Presentation of the seminar series.
- Core principles of positive parenting and behavior change.
- Specific positive parenting strategies for promoting children's development.
- Responding to parents' questions.

WHAT RESOURCES DO PRACTITIONERS RECEIVE?

Each practitioner will receive the following Triple P practitioner resource:

- Facilitator's Kit for Selected Triple P (includes Facilitator's Manual).
- Access to the Selected Triple P Seminar Series PowerPoint presentations.
- Triple P Tip Sheet Series — Seminar Series (includes a tip sheet from each seminar).

¹ In-person is an option when government rules, safety and insurance requirements allow.

PRIMARY CARE TRIPLE P

WHAT IS PRIMARY CARE TRIPLE P?

A brief targeted intervention in a one-to-one format that assists parents to develop parenting plans to manage behavioral issues (e.g. tantrums, fighting, going shopping) and skill development issues (e.g. eating independently, toilet training, staying in bed at night). These focused consultations can be carried out by health professionals while providing routine health care. Practitioners provide 3-4 sessions (15-30 minutes each) over a period of 4-6 weeks. Sessions can be done in person, over the phone, or as a combination of both.

WHO IS IT FOR?

Parents or caregivers with a specific concern about their child's behavior and prefer one-to-one consultations. They are likely to benefit when their child's behavior problems are mild and uncomplicated by a high level of family stress. Parents receiving this intervention sometimes then choose to do a Group Triple P course if problems persist.

WHAT IS COVERED IN SESSIONS WITH PARENTS?

Session 1: Assessment of the presenting problem

In this session, the practitioner conducts an initial interview, discusses options for intervention, and introduces the parent to keeping track of their child's behavior.

Session 2: Developing a parenting plan

In this session, the practitioner provides the parent with feedback of assessment results, helps the parent identify causes of their child's behavior problem, and helps to set goals for change. Then the practitioner introduces a relevant tip sheet which offers ideas from which to develop an individualized parenting plan to target the parent's specific behavior concern.

Session 3: Review of implementation

In this session, the practitioner uses a self-regulatory feedback process to assist the parent to review their implementation of their parenting plan and to set goals for further refinement if needed. Behavioral rehearsal in this session is used when parents need to rehearse specific parenting techniques. Obstacles to the implementation of their plan are discussed and problem-solved.

Session 4: Follow up

In this session, the practitioner reviews progress toward specific goals, assists the parent to further refine their parenting plan if needed, and discusses ideas to maintain positive changes. If necessary, referral options are discussed.

HOW MUCH TIME IS NEEDED TO DELIVER THE INTERVENTION?

In addition to each session, the practitioner should allow time for preparing for the sessions and supervision. Please see the table below for an approximate delivery guideline time for each family.

CONSULTATION TIME*	2 hours (30 minutes per family for 4 sessions)
PRE AND POST ASSESSMENTS — QUESTIONNAIRE SCORING AND FEEDBACK**	¼ hour
TELEPHONE SUPPORT OR HOME VISIT	n/a
SESSION PREPARATION AND POST-SESSION DEBRIEF/SUPERVISION	¼–½ hour
CASE NOTES AND REPORT WRITING***	¼–½ hour
TOTAL TIME	2¾–3¼ hours

*Practitioners eligible to provide Brief Primary Care Triple P sessions with parents (1-2 sessions, 15-30 minutes each).

**An additional 2-3 minutes per family should be allowed for reviewing the Client Satisfaction Questionnaire (CSQ) at the end of the intervention.

***Not including comprehensive reports for government agencies.

WHAT RESOURCES DO PARENTS RECEIVE?

Each family receives up to three Triple P Tip Sheets relevant to the targeted problem behavior/s and a Positive Parenting Booklet.

Please see the table below for the expected program resources required when Triple P is adopted as part of core business.

NUMBER OF INTERVENTIONS PER YEAR	50 families
NUMBER OF FAMILIES PER INTERVENTION	1 family
RESOURCES PER FAMILY	3 x Tip Sheets 1 x Positive Parenting Booklet
TOTAL NUMBER OF FAMILIES	50 families
TOTAL RESOURCES PER YEAR	150 x Tip Sheets 50 x Positive Parenting Booklets

WHAT IS INVOLVED IN PROVIDER TRAINING?

To provide Primary Care Triple P to families, practitioners must have completed an approved active skills training program and demonstrated their knowledge and competence in program delivery through a skills-based accreditation process. The table below provides an estimate of the time commitment for practitioners to attend training and support days, as well as time needed for preparation and peer support. Training is available via video conference or in-person¹.

Option A: On-site training

NUMBER OF TRAINING DAYS (9.00AM–4.30PM)	2 days
PRE-ACCREDITATION DAY (9.00AM–4.30PM)	1 day
PREPARATION TIME FOR ACCREDITATION DAY	4–6 hours (quiz and competency preparation)
ACCREDITATION DAY	Half day
PEER SUPPORT	2–3 hours (hourly meetings per month)
TOTAL TIME	5 days

Option B: Hybrid on-site and remote learning

ONLINE COURSE OVERVIEW IN 7 MODULES	3–5 hours
ON-SITE TRAINING DAY (9.00AM–5.00PM)	1 day
PRE-ACCREDITATION PREPARATION AND ONLINE MODULE REVIEW	4–6 hours (quiz and competency preparation)
ACCREDITATION	60–90 minutes via video conferencing (depending on number of attendees; must be in groups of 2 or 3)
PEER SUPPORT	2–3 hours (hourly meetings per month)
TOTAL TIME	3 days

An Extension Course is available, please contact your Triple P representative for more information.

DO PRE-REQUISITES APPLY?

No Triple P pre-requisites apply.

WHAT ARE THE PROVIDER LEARNING OUTCOMES?

- Early detection and effective management of child behavior problems.
- Core principles of positive parenting and behavior change.
- Specific positive parenting strategies for promoting children’s development.
- Effective parent consultation, including active skills training.
- Identification of indicators suggesting more intervention is required and appropriate referral procedures.

WHAT RESOURCES DO PRACTITIONERS RECEIVE?

Each practitioner will receive the following Triple P practitioner resource:

- Practitioner’s Kit for Primary Care Triple P (includes Practitioner’s Manual and Consultation Flip Chart).
- Triple P Tip Sheet Series — Sample Pack (includes Positive Parenting Booklet and a sample of Triple P Tip Sheets).
- Access to the Every Parent’s Survival Guide video.

¹ In-person is an option when government rules, safety and insurance requirements allow.

TRIPLE P DISCUSSION GROUPS

WHAT IS TRIPLE P DISCUSSION GROUPS?

The Triple P Discussion Group Series includes parent discussion groups on commonly encountered problems such as disobedience, fighting and aggression, and managing situations such as shopping with children, mealtimes and bedtime. The discussion groups are designed to provide an overview of the positive parenting principles for any interested parent. Parents are actively involved throughout the 2-hour small group format discussions.

WHO IS IT FOR?

Parents or caregivers with a specific concern about their child's behavior. They are most likely to benefit when their concerns are around a relatively discreet, mild to moderate behavioral issue and when parents can independently implement parenting plans that are generated during each session. They are also encouraged to apply new parenting skills to other problems that may arise.

WHAT IS COVERED IN SESSIONS WITH PARENTS?

Topic 1: Dealing with disobedience

This discussion topic provides examples of common forms of disobedience and some reasons why children have difficulty learning to follow instructions. A number of positive parenting strategies are then introduced to help parents develop a personal plan to prevent disobedience, teach their child limits, and also to manage disobedience when necessary.

Topic 2: Managing fighting and aggression

During this discussion topic, parents are encouraged to share their experiences of aggressive and destructive behavior from their children and discuss some of the reasons children fight. This topic covers the skills that children need to be able to cooperate and get along with others. Parents learn how to teach skills such as sharing, communicating, and being gentle. They also prepare plans to manage times when fighting and aggression do occur.

Topic 3: Developing good bedtime routines

This discussion topic explores different problems parents commonly face at bedtime and some of the reasons why they happen. The skills children need to get into a good bedtime routine are discussed and parents are introduced to positive parenting strategies to help prevent problems. The approaches to encouraging children to stay in their own bed throughout the night are discussed: the gentle, the gradual, and the direct approach. All approaches are evidence-based and parents choose which approach suits them best.

Topic 4: Hassle-free shopping with children

This discussion topic uses shopping trips as an example of one of the most common times parents have to deal with difficult behavior in public. Positive parenting strategies are discussed as step-by-step suggestions for preventing problems and teaching children how to behave on shopping trips. Parents develop individualized plans to manage problem behavior during their own shopping trips and are encouraged to transfer new parenting strategies to other potentially difficult community situations.

Topic 5: Hassle-free mealtimes with children

This discussion topic explores things that influence children's mealtime behavior, setting limits and teaching children good mealtime habits. Parents will look at ways to increase food variety, be introduced to some positive parenting strategies to help manage mealtimes and develop a personal plan for their family's mealtimes.

HOW MUCH TIME IS NEEDED TO DELIVER THE INTERVENTION?

In addition to each discussion group, the practitioner should allow time for preparing for the sessions and supervision. Please see the table below for an approximate delivery guideline time for each group.

CONSULTATION TIME	2 hours
PRE AND POST ASSESSMENTS — QUESTIONNAIRE SCORING AND FEEDBACK*	n/a
TELEPHONE SUPPORT OR HOME VISIT	Optional
SESSION PREPARATION AND POST-SESSION DEBRIEF/SUPERVISION	1 hour
CASE NOTES AND REPORT WRITING**	1 hour (10 families, 6 minutes each)
TOTAL TIME	4 hours per group

*An additional 2-3 minutes per family should be allowed for reviewing the Client Satisfaction Questionnaire (CSQ) at the end of the intervention.

**Not including comprehensive reports for government agencies.

WHAT RESOURCES DO PARENTS RECEIVE?

Each family receives a Triple P Discussion Group Workbook on the corresponding topic they are attending.

Please see the table below for the expected program resources required when Triple P is adopted as part of core business.

NUMBER OF INTERVENTIONS PER YEAR	10 groups
NUMBER OF FAMILIES PER INTERVENTION	10 families per group
RESOURCES PER FAMILY	1 x Discussion Group Workbook
TOTAL NUMBER OF FAMILIES	100 families
TOTAL RESOURCES PER YEAR	100 x Discussion Group Workbook

WHAT IS INVOLVED IN PROVIDER TRAINING?

To provide Triple P Discussion Groups to families, practitioners must have completed an approved active skills training program and demonstrated their knowledge and competence in program delivery through a skills-based accreditation process. The table below provides an estimate of the time commitment for practitioners to attend training and support days, as well as time needed for preparation and peer support. Training is available via video conference or in-person¹.

NUMBER OF TRAINING DAYS (9.00AM–4.30PM)	2 days
PRE-ACCREDITATION DAY (9.00AM–4.30PM)	1 day
PREPARATION TIME FOR ACCREDITATION DAY	4–6 hours (quiz and competency preparation)
ACCREDITATION DAY	Half day
PEER SUPPORT	2–3 hours (hourly meetings per month)
TOTAL TIME	5 days

An Extension Course is available, please contact your Triple P representative for more information.

DO PRE-REQUISITES APPLY?

No Triple P pre-requisites apply.

WHAT ARE THE PROVIDER LEARNING OUTCOMES?

- Early detection and effective management of child behavior problems.
- Core principles of positive parenting and behavior change.
- Specific positive parenting strategies for promoting children's development.
- Effective parent consultation.
- Use of active skills training strategies in a group format.
- Group dynamics and common process issues.
- Identification of indicators suggesting more intervention is required and appropriate referral procedures.

WHAT RESOURCES DO PRACTITIONERS RECEIVE?

Each practitioner will receive the following Triple P practitioner resource:

- Facilitator's Kit for Triple P Discussion Group (includes Presentation Guide and five Workbooks).
- Access to the Triple P Discussion Groups PowerPoint presentations.
- Facilitator's Manual for Triple P Discussion Groups.

¹ In-person is an option when government rules, safety and insurance requirements allow.

GROUP TRIPLE P

WHAT IS GROUP TRIPLE P?

A broad-based parenting intervention delivered over eight weeks for parents of children up to 12-years. The program involves five (2-hour) group sessions of up to 12 parents. Parents actively participate in a range of exercises to learn about the causes of child behavior problems, setting specific goals, and using strategies to promote child development, manage misbehavior, and plan for high-risk situations. Then there are three (15 to 30 minute) individual (telephone) consultations to assist parents with independent problem solving while they are practicing the skills at home.

WHO IS IT FOR?

Parents or caregivers interested in promoting their child's development and potential or they may have concerns about their child's behavioral problems or simply wish to prevent behavior problems from developing. Parents who have completed lower level interventions and have not achieved the goals they want, may benefit from a Group Triple P intervention. Parents need to be able to commit to all eight sessions.

WHAT IS COVERED IN SESSIONS WITH PARENTS?

Session 1: Positive parenting

This session provides parents with an introduction to positive parenting, why children behave as they do, and how to set goals for change. Parents submit a completed assessment booklet at the beginning of this session.

Session 2: Helping children develop

During this session, the practitioner discusses how to develop good relationships with children, how to encourage good behavior, and the four strategies for how parents can teach their children new skills and behaviors.

Session 3: Managing misbehavior

During this session, the practitioner offers additional strategies to assist parents with managing misbehavior during this session. Parents will also learn to develop parenting routines to promote compliance and manage non-compliance from their children. They have an opportunity to rehearse these routines during the session.

Session 4: Planning ahead

This session covers family survival tips, identifying high-risk situations that still cause concern, and how to develop planning ahead routines to promote good child behavior in high risk situations (e.g. shopping, learning how to take turns, fighting with siblings, getting ready for school). Parents also prepare for their individual consultations during this session.

Session 5-7: Using positive parenting strategies 1-3

The practitioner provides feedback from initial assessments that the family completed and then uses the self-regulatory feedback model to help parents review their implementation of planning ahead routines for their high-risk situations. From this, parents set goals for further refinement of their routines, if needed.

Session 8: Program close

Parents return for a final group session to review progress, look at ways to maintain changes and plan for the future, and to close the program. If necessary, referral options are discussed.

HOW MUCH TIME IS NEEDED TO DELIVER THE INTERVENTION?

In addition to consultations, the practitioner should allow time for preparing for the sessions and supervision. Please see the table below for an approximate delivery guideline time for each group.

CONSULTATION TIME	10 hours (2 hours per session for 5 weeks)
PRE AND POST ASSESSMENTS—QUESTIONNAIRE SCORING AND FEEDBACK*	5 hours
TELEPHONE SUPPORT OR HOME VISIT	15 hours (10 families, 30 minutes each week for 3 weeks)
SESSION PREPARATION AND POST-SESSION DEBRIEF/SUPERVISION	5 hours
CASE NOTES AND REPORT WRITING**	5 hours
TOTAL TIME	40 hours per group

*An additional 2-3 minutes per family should be allowed for reviewing the Client Satisfaction Questionnaire (CSQ) at the end of the intervention.

**Not including comprehensive reports for government agencies.

WHAT RESOURCES DO PARENTS RECEIVE?

Each family receives a copy of Every Parent's Group Workbook. This workbook provides them with the content of all sessions, space to complete written exercises, and an outline of all homework tasks.

Please see the table below for the expected program resources required when Triple P is adopted as part of core business.

NUMBER OF INTERVENTIONS PER YEAR	3 groups
NUMBER OF FAMILIES PER INTERVENTION	10 families per group
RESOURCES PER FAMILY	1 x Every Parent's Group Workbook
TOTAL NUMBER OF FAMILIES	30 families
TOTAL RESOURCES PER YEAR	30 x Every Parent's Group Workbook



WHAT IS INVOLVED IN PROVIDER TRAINING?

To provide Group Triple P to families, practitioners must have completed an approved active skills training program and demonstrated their knowledge and competence in program delivery through a skills-based accreditation process. The table below provides an estimate of the time commitment for practitioners to attend training and support days, as well as time needed for preparation and peer support. Training is available via video conference or in-person¹.

NUMBER OF TRAINING DAYS (9.00AM–4.30PM)	3 days
PRE-ACCREDITATION DAY (9.00AM–4.30PM)	1 day
PREPARATION TIME FOR ACCREDITATION DAY	4–6 hours (quiz and competency preparation)
ACCREDITATION DAY	Half day
PEER SUPPORT	2–3 hours (hourly meetings per month)
TOTAL TIME	6 days

An Extension Course is available, please contact your Triple P representative for more information.

DO PRE-REQUISITES APPLY?

No Triple P pre-requisites apply. However, it is desirable that practitioners have knowledge of child development to undertake this training.

WHAT ARE THE PROVIDER LEARNING OUTCOMES?

- Application of key parenting strategies to a broad range of target behaviors.
- Risk and protective factors operating within families.
- Strategies for promoting generalization and maintenance of behavior change.
- Use of active skills training strategies in a group format.
- Group dynamics and common process issues.
- Telephone support consultations with parents.
- Identification of indicators suggesting more intervention is required.
- Appropriate referral procedures.

WHAT RESOURCES DO PRACTITIONERS RECEIVE?

Each practitioner will receive the following Triple P practitioner resource:

- Facilitator's Kit for Group Triple P (includes Facilitator's Manual and Every Parent's Group Workbook).
- Access to the Group Triple P PowerPoint presentations.
- Access to the Every Parent's Survival Guide video.

¹ In-person is an option when government rules, safety and insurance requirements allow.

POSITIVE EARLY CHILDHOOD EDUCATION PROGRAM



WHAT IS THE POSITIVE EARLY CHILDHOOD EDUCATION PROGRAM?

The Positive Early Childhood Education Program (PECE) is an online professional learning program, designed to build educators' knowledge, confidence and skills and enhance educators' self-efficacy in implementing strategies that promote children's development, social competence and self-regulation. The overall goal is to support educators in engaging with children in a positive and supportive way, that encourages them to reach their potential.

Center directors, lead teachers, supervisors, or consultants complete face-to-face training, where they learn the content of the online program and the consultation skills necessary to facilitate practice sessions with educators using a self-regulatory approach to become a PECE Coach.

Educators complete four 1-hour online modules (PECE Online), including video modeling, interactive activities, and key take away messages to help educators acquire new knowledge and skills, self-evaluate their performance and set themselves goals for change. This is followed by two to four practice sessions with a PECE Coach.

WHO IS IT FOR?

PECE Online is designed for professionals in the early childhood education sector, including early childhood education and care centers, preschools, home-based child care and after school care. PECE Coach Training is suitable for center directors, lead teachers, supervisors, consultants, or others in a position to support professional learning.

WHAT IS COVERED IN PRACTICE SESSIONS WITH EDUCATORS?

The practice sessions are designed to assist educators with the practical implementation of the PECE strategies introduced in the online program. After observing educators interacting with children, coaches provide clear, specific and helpful information about their interaction and support educators' use of skills such as self-tracking, self-identification of strengths and areas for improvement, problem solving, and the self-selection of future goals for change. Each session is approximately 40-50 minutes in length. The number of sessions required will vary, however two to four sessions are usually sufficient.

HOW MUCH TIME IS NEEDED TO DELIVER THE PRACTICE SESSIONS?

Please see the table below for an approximate delivery guideline time for practice sessions.

CONSULTATION TIME	3 hours (45 minutes per educator for 4 sessions)
SESSION PREPARATION	¼–½ hour
CASE NOTES AND REPORT WRITING*	¼–½ hour
TOTAL TIME	3 ¼–4 hours per educator

*Not including comprehensive reports for government agencies.

WHAT IS INVOLVED IN COACH TRAINING?

To provide PECE practice sessions, the center director, supervisor or consultant must have completed an approved active skills training program and demonstrated their knowledge and competence in program delivery through a skills-based accreditation process. The table below provides an estimate of the time commitment for Coaches to attend training and support days, as well as time needed for preparation and peer support. Training is available via video conference or in-person¹.

NUMBER OF TRAINING DAYS (9.00AM–4.30PM)	2 days
PRE-ACCREDITATION DAY (9.00AM–4.30PM)	1 day
PREPARATION TIME FOR ACCREDITATION DAY	4–6 hours (quiz and competency preparation)
ACCREDITATION DAY	Half day
PEER SUPPORT	Hourly meetings per month
TOTAL TIME	5 days

DO PRE-REQUISITES APPLY?

No pre-requisites are required. Coaches will not be trained to deliver Triple P. It is recommended Coaches have established a successful referral process for families requiring assistance (either to in-person or online Triple P programs).

An Extension Course is available for PECE Coaches also interested in delivering Triple P. The Extension Course can be added to Primary Care, Primary Care Stepping Stones, Group, Group Stepping Stones, Standard, or Standard Stepping Stones Triple P. Please contact your Triple P representative for more information.

¹ In-person is an option when government rules, safety and insurance requirements allow.

WHAT ARE THE COACH LEARNING OUTCOMES?

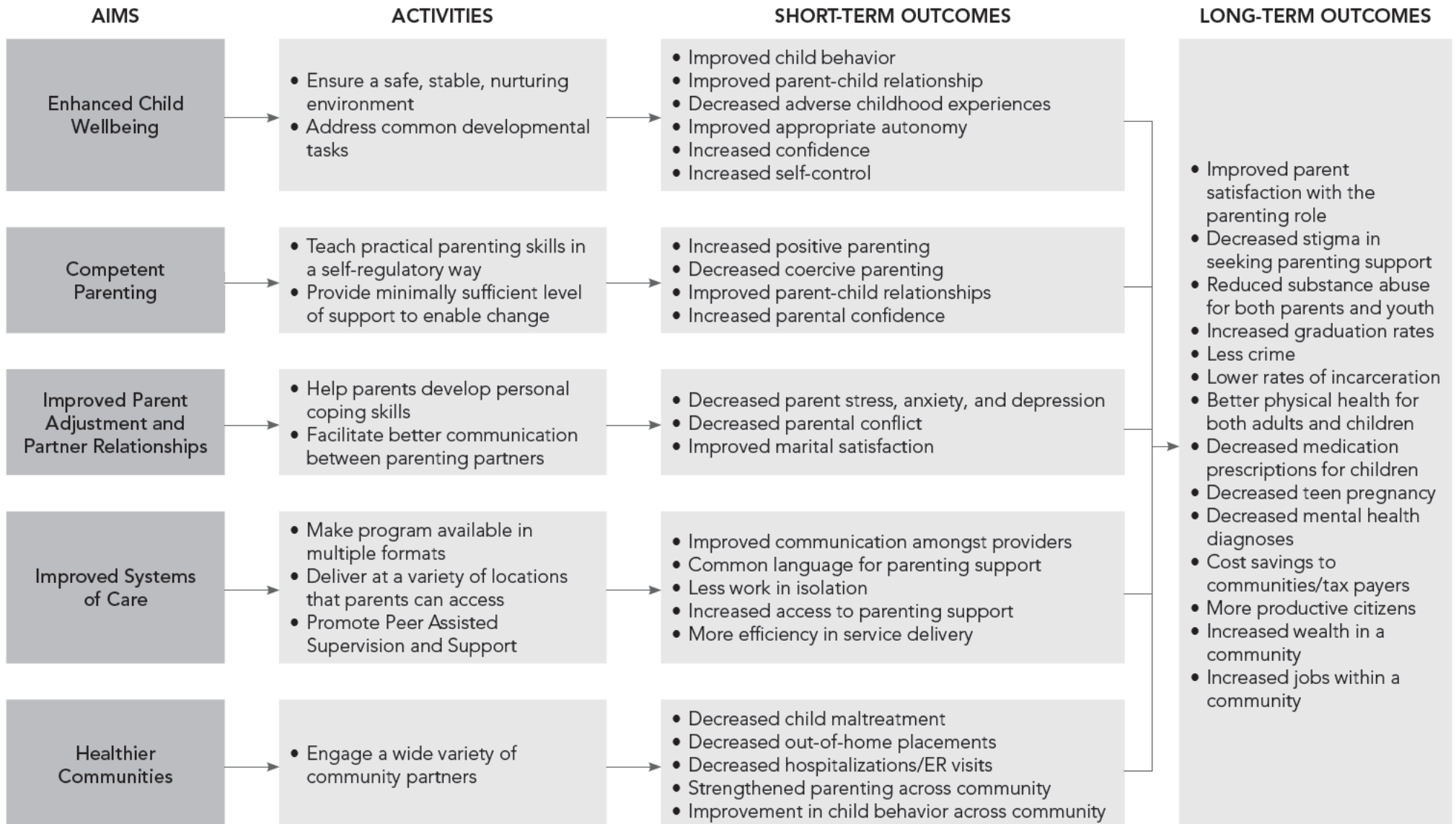
- Be familiar with the content, structure and rationale of the PECE Program.
- Be familiar with assessment procedures suitable for early childhood education and care settings.
- Describe specific positive childcare strategies for promoting children's development, social competence and self-control.
- Be skilled at using the self-regulatory approach to provide educators with constructive feedback regarding implementation of strategies.
- Be able to use behavioral rehearsal to help educators practice strategies and routines.
- Be equipped to understand and address educator resistance and other common process issues.
- Have a plan for implementing the program in your workplace (identify educators requiring more coaching support or external assistance and be aware of appropriate options in their community).

WHAT RESOURCES DO COACHES RECEIVE?

Each coach will receive a copy of the following resources at training:

- Facilitator's Manual for Positive Early Childhood Education.
- PECE Online Access Code.

TRIPLE P SYSTEM LOGIC MODEL



Summary of Evaluation Tools

Project Self-Sufficiency is committed to supporting the requirements of this initiative regarding the collection, maintenance, and analysis of data. PSS proposes to partner with REA Analytics for evaluation of the project. REA Analytics brings extensive experience in evaluation, project monitoring, and performance assessment. This program will be advised by William Medendorp, PhD, Principal Investigator of REA Analytics. Dr. Medendorp has extensive experience tracking participants in community-based treatments in a variety of struggling populations. PSS will also rely on its existing comprehensive and customized electronic health record system, Foothold. All data will be maintained securely and confidentially. Program staff will be able to view continuously updated data and propose changes as necessary. REA Analytics' staff will assist with preparation of all required Performance Assessment Reports. These reviews will address progress on goals and objectives, outline successes and challenges, and participant improvement over time. Analysis will seek to identify whether participation in the program increases understanding of child development and increases confidence in parenting. Analysis will be used to identify recommendations and next steps which will be presented to the Implementation Team for program enhancement.

The **Triple P Positive Parenting Program** also includes simple questionnaires that allow practitioners to monitor “before” and “after” results. Different questionnaires address different domains of family functioning and behavior, and successes can be clearly seen and celebrated, reinforcing both the parent and the practitioner for their efforts and commitment. Triple P provides a web-based scoring and reporting application called the Automated Scoring and Reporting Application (ARSA). Additionally, the ARSA can be customized to provide statistical analysis of wider effects of the program. Specific features will allow Project Self-Sufficiency to:

- Analyze individual cases to determine how effective Triple P has been for a family
- Analyze outcomes by facilitator, district, Triple P program or client demographics
- Compare outcomes between programs or interventions, to assist with resource allocation
- Report on program effectiveness for funding bodies or policy makers.

Project Self-Sufficiency will also utilize a selection of the Triple P Scoring Scales listed below to assess parent strengths and difficulties, parent experience and parent satisfaction with the program:

- Parent Satisfaction Survey
- Parent Experience Survey
- Parenting Experience Survey (PES)
- Child Adjustment and Parent Efficacy Scale (CAPES)
- Depression Anxiety Stress Scales (DASS 21 items)
- Strengths and Difficulties Questionnaire (SDQ)
- Discussion Group Satisfaction Survey
- Parenting and Family Adjustment Scale (PAFAS)
- Client Satisfaction Questionnaire (CSQ)
- Being a Parent Scale (PSOC)
- Parenting Tasks Checklist (PTC)
- Parent Problem Checklist (PPC)
- Relationship Quality Index (RQI)
- Strengths and Difficulties Questionnaire (SDQ)
- Client Satisfaction Questionnaire (CSQ)

PSS and program-specific staff are prepared and eager to engage in participatory, collaborative evaluation planning with DCF to improve and finalize outcome indicators.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	PROJECT SELF-SUFFICIENCY OF SUSSEX COUNTY, INC.													
3	THE PROJECT SELF-SUFFICIENCY SMART PARENTS, STRONG COMMUNITIES PROGRAM													
4	PROJECT WORKPLAN	Month Unless Otherwise Noted, All Dates Should be Considered the Last Day of the Month												
5														
6	Event/Activity	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023
7	Recruitment, Hiring and Training of SPSC Program Staff													
8	Recruitment and Training of Facilitators and PECE Coaches													
9	Offer Positive Early Childhood Education to childcare center staff and providers													
10	Offer Triple P Online to parents													
11	Level 2 Selected Seminars for parents at PSS, Childcare Centers and Elementary Schools													
12	Recruit and train Level 3 Primary Care providers													
13	Level 3 Discussion Groups at PSS													
14	Level 3 Discussion Groups at Libraries													
15	Level 4 Group Triple P Groups at PSS													
16	Level 4 Group Triple P Groups at Libraries													
17	CQI Review and Program Update													
18	Advisory Board Meetings													
19	Social and Traditional Media Campaign featuring Parenting Success Stories													
20	Continuous staff training on Evidence Based Practices													
21	Continuous Outreach													

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

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Other Cash or In-Kind Funding Sources*	START-UP FUNDING REQUEST
A. Personnel - Salary (FTEs/hours/week)				
1.0 FTE Program Coordinator	\$65,000	\$65,000	0	
1.0 FTE Counselor/Parent Coach	\$45,000	\$45,000	0	
0.5 FTE Social Media Coordinator	\$25,000	\$25,000	0	
PT Childcare Staff (500 hrs @ \$14/hr)	\$7,000	\$7,000	0	
Fringe (10.26% rate)	\$14,569	\$14,569	0	
Health Benefits \$515/mo x 12mo x 2 ees = \$12,360	\$12,360	\$12,360	0	
401k Match at 6%	\$8,520	0	\$8,520	
Subtotal	\$177,449	\$168,929	\$8,520	
B. Consultants & Professional Fees				
PT Parenting Trainers (696 hrs @ \$35/hr)	\$24,360	\$24,360	0	
REA Analytics	\$37,500	\$10,000	\$27,500	
Subtotal	\$61,860	\$34,360	\$27,500	
C. Materials & Supplies				
Office Supplies (paper, toner, notebooks at \$406/month)	\$4,875	\$4,875	0	
Triple P Evidence-Based Parenting Education Materials	\$82,395	\$82,395	0	\$82,395
Subtotal	\$87,270	\$87,270	0	\$82,395
D. Facility Costs				
Office Space representing 15% PSS Campus/Libraries	\$38,896	0	\$38,896	
	\$38,896	0	\$38,896	
E. Specific Assistance to Clients				

Basic Needs and Transportation Assistance as Required	\$15,000	0	\$15,000	
Subtotal	\$15,000	0	\$15,000	
F. Other				
Mileage (1,000 mi @ \$.625/mi)	\$625	\$625	0	
Food for Group Participants	\$8,640	\$4320	\$4320	
Triple P Evidence-Based Parenting Training for Staff, Consultants and Professionals	\$56,973	\$56,973	0	\$56,973
Subtotal	\$66,238	\$61,918	\$4,320	
G. Gen. & Adm. (G&A) Cost Allocation	0	0	0	
H. Total Operating Costs	\$446,713	\$352,477	\$94,340	\$139,368
I. Equipment				
Surface Pro Computers (14 @ \$2,700)	\$37,800	0	\$37,800	\$37,800
Mobile Printers (5 @ \$800)	\$4,000	0	\$4,000	\$4,000
Cell Phone Lines (12 lines @ 55/mo x 12 mo)	\$11,088	0	\$11,088	\$11,088
Subtotal	\$52,888	0	\$52,888	\$52,888
J. Total Cost	\$499,601	\$352,477	\$147,124	\$192,256
K. Revenue (deduct)*	(\$147,124)	n/a	n/a	
L. Funding Request	\$352,477	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)	PSS Fundraising Revenue			
Other Funding Amounts:	\$147,124	0	0	

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

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Other Cash or In-Kind Funding Sources*	START-UP FUNDING REQUEST
A. Personnel - Salary (FTEs/hours/week)				
1.0 FTE Program Coordinator (3% raise)	\$66,950	\$66,950	0	
1.0 FTE Counselor/Parent Coach (3% raise)	\$46,350	\$46,350	0	
0.5 FTE Social Media Coordinator (3% raise)	\$25,750	\$25,750	0	
PT Childcare Staff (500 hrs @ \$14/hr)	\$7,000	\$7,000	0	
Fringe (10.26% rate)	\$15,006	\$15,006	0	
Health Benefits \$515/mo x 12mo x 2 ees = \$12,360	\$12,360	\$12,360	0	
401k Match at 6%	\$8,763	0	\$8,763	
Subtotal	\$182,179	\$173,416	\$8,763	
B. Consultants & Professional Fees				
PT Parenting Trainers (696 hrs @ \$36.05/hr; 3% raise)	\$25,091	\$25,091	0	
REA Analytics	\$37,500	\$10,000	\$27,500	
Subtotal	\$62,591	\$35,091	\$27,500	
C. Materials & Supplies				
Office Supplies (paper, toner, notebooks at \$406/month)	\$4,875	\$4,875	0	
Subtotal	\$4,875	\$4,875	0	
D. Facility Costs				
Office Space representing 15% PSS Campus/Libraries	\$38,896	0	\$38,896	
Subtotal	\$38,896	0	\$38,896	
E. Specific Assistance to Clients				
Basic Needs and Transportation Assistance as Required	\$15,000	0	\$15,000	
Subtotal	\$15,000	0	\$15,000	

F. Other			
Mileage (1,000 mi @ \$.625/mi)	\$625	\$625	0
Food for Group Participants	\$8,640	\$4320	\$4320
Subtotal	\$9,265	\$4,945	\$4,320
G. Gen. & Adm. (G&A) Cost Allocation	0	0	0
H. Total Operating Costs	\$312,806	\$218,327	\$94,479
I. Equipment	0	0	0
J. Total Cost	\$312,806	\$218,327	\$94,479
K. Revenue (deduct)*	(\$94,479)	n/a	n/a
L. Funding Request	\$218,327	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)	PSS Fundraising Revenue		
Other Funding Amounts:	\$94,479	0	0

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

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Other Cash or In-Kind Funding Sources*	START-UP FUNDING REQUEST
A. Personnel - Salary (FTEs/hours/week)				
1.0 FTE Program Coordinator (3% raise)	\$68,958	\$68,958	0	
1.0 FTE Counselor/Parent Coach (3% raise)	\$47,740	\$47,740	0	
0.5 FTE Social Media Coordinator (3% raise)	\$26,522	\$26,522	0	

PT Childcare Staff (500 hrs @ \$14/hr)	\$7,000	\$7,000	0
Fringe (10.26% rate)	\$15,413	\$15,413	0
Health Benefits \$515/mo x 12mo x 2 ees =	\$12,360	\$12,360	0
401k Match at 6%	\$9,013	0	\$9,013
Subtotal	\$187,006	\$177,993	\$9,013
B. Consultants & Professional Fees			
PT Parenting Trainers (696 hrs @ \$37.13/hr; 3% raise)	\$25,844	\$25,844	0
REA Analytics	\$37,500	\$10,000	\$27,500
Subtotal	\$63,344	35,844	27,500
C. Materials & Supplies			
Office Supplies (paper, toner, notebooks at \$406/month)	\$4,875	\$4,875	0
Subtotal	\$4,875	\$4,875	0
D. Facility Costs			
Office Space representing 15% PSS Campus/Libraries	\$38,896	0	\$38,896
Subtotal	\$38,896	0	\$38,896
E. Specific Assistance to Clients			
Basic Needs and Transportation Assistance as Required	\$15,000	0	\$15,000
Subtotal	\$15,000	0	\$15,000
F. Other			
Mileage (1,000 mi @ \$.625/mi)	\$625	\$625	0
Food for Group Participants	\$8,640	\$4,320	\$4,320
Subtotal	\$9,265	\$4,945	\$4,320
G. Gen. & Adm. (G&A) Cost Allocation	0	0	0

H. Total Operating Costs	\$318,386	\$223,657	\$94,729	
I. Equipment	0	0	0	
J. Total Cost	\$318,386	\$223,657	\$94,729	
K. Revenue (deduct)*	(\$94,729)	n/a	n/a	
L. Funding Request	\$223,657	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)	PSS Fundraising Revenue			
Other Funding Amounts:	\$94,729	0	0	

Project Self-Sufficiency of Sussex County Inc. Conflict of Interest Policy

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

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

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

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

Conflicts of Interest Disclosures

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

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

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

Community Based Prevention Evaluation Proposal

Project Overview

Project Self Sufficiency is partnering with Research and Evaluation Associates (REA) to conduct an evaluation of the Community Based Prevention program, funded through the American Rescue Plan. Project Self Sufficiency proposes to adult education and training from the Positive Parenting Program to reduce incidence of child abuse.

REA staff will provide comprehensive project evaluation for the duration of the 3-year project. REA will supervise the data collection effort, provide ongoing monitoring for the project, and conduct a process and outcome evaluation. REA proposes a 2-stage evaluation: 1) a process analysis documenting implementation activities, and project successes or challenges, and 2) an outcome evaluation of participant change over time.

The evaluation will address these primary research questions:

1. How many trainings/certifications were obtained by program staff?
2. How many families were served per year?
3. Does participation in the program increase knowledge of key parenting concepts?
4. Does participation in the program increase confidence in parenting?
5. Do these outcomes vary across demographics or diagnosis?

Project Deliverables

REA proposes the following deliverables in three categories:

1. Process analysis. Activities include:
 - a. Ongoing collaboration in project management activities
 - b. Formation of, organization, and leading of regularly scheduled Implementation Workgroup meetings
 - c. Summarizing the results of the Implementation Workgroup meetings and advising program staff on any changes needed in the program's implementation
 - d. Identifying data sources for process measures
 - e. Analyzing process outcomes including:
 - i. number of persons served
 - ii. number of appointments attended
 - iii. number of certificates/trainings obtained
 - iv. number of contacts with clients per month
 - f. Developing scripts and conducting focus groups
 - g. Providing ongoing feedback on project performance and fidelity in relation to proposed project goals and outcomes

2. Project Monitoring and Data Supervision
 - a. Development and modification of web-based data entry pages as needed
 - b. Review of data elements to ensure that all necessary data elements are being collected
 - c. Testing downloads of de-identified data from internal system for analysis. Analyzing data for completeness and “cleanliness.” Advising program staff when problems or gaps are found and assisting with troubleshooting solutions
 - d. Development and maintenance of a Tableau data dashboard of participant outcomes.
 - e. Completion and overview of participant protections including consent forms

3. Outcome Analysis. Activities include:
 - a. Analysis of service utilization to determine impact of program services on participant outcomes
 - b. Annual Reports on project achievements and participant outcomes
 - c. Annual meetings with program staff to discuss findings and implications.
 - d. Collaboration with program staff for submission of all required reports

Budget and Explanation

NOTE: Dollar amounts within the personnel expenses are estimates. Contractor can shift dollars between personnel but cannot exceed the total personnel expense amount.

Project Year: July 1 through June 30 (Year 2 and 3 will be identical)

Personnel

Principal Investigator

William Medendorp, Ph.D., 7.5% FTE, 3 hrs./wk. @ \$100.00/hr..... \$15,000.00

Co-investigator/Program Management

Walter DeBoer, Ph.D., 5.0% FTE, 2.5 hrs./wk. @ \$100.00/hr. \$12,500.00

Data Analyst

Jon Adams, BA, 10.0% FTE, 4 hrs./wk. @ \$50.00/hr. \$10,000.00

Annual Total.....\$37,500.00

Budget Explanation

Personnel - The proposed budget provides for the principal investigator, co-investigator, and data analyst hourly rates for Implementation Workgroup meetings, ongoing correspondence, data entry pages, database construction, data management, program monitoring, maintenance of Tableau dashboards, data analysis, report production, and dissemination of findings.

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

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

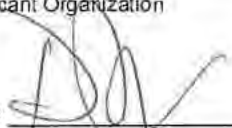
- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Children and Families, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DCF will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1.) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin; 2.) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et. seq.; 3.) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4.) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5.) Federal Equal Employment Opportunities Act; and 6.) Affirmative Action Requirements of PL 1975 c. 127 (N.J.A.C. 17:27).

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

Project Self-Sufficiency of Sussex County Inc.

Name of Applicant Organization

Signature



Date

6/17/2022

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.