



State of New Jersey

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

PHILIP MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CHRISTINE NORBUT BEYER, MSW
Commissioner

February 9, 2022

Women's Rights Information Center



Dear [Redacted]

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

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

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

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

Sincerely,

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

Christine Norbut Beyer, MSW
Commissioner

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
STANDARD LANGUAGE DOCUMENT
FOR SOCIAL SERVICE AND TRAINING CONTRACTS

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

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

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

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

I. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

II. BASIC OBLIGATIONS OF THE DEPARTMENT

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

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

III. BASIC OBLIGATIONS OF THE PROVIDER AGENCY

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

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

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

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

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

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

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

Section 3.04 Business Associate Agreements and State Confidentiality Statutes. DCF is a covered entity pursuant to the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C.A. §1320d et seq. (HIPAA); 45 CFR Parts 160 and 164. Before a Provider Agency obtains or is permitted to access, to create, maintain or store Protected Health Information (PHI) as part of its responsibility under this Contract, the Provider Agency shall first execute a Department of Children and Families Business Associate Agreement (BAA). A Provider Agency, whose work under this Contract does not involve PHI is not required to execute a BAA. DCF shall have the sole discretion to determine when a Provider Agency's work will involve PHI. Protected Health Insurance shall have the same meaning as in 45 CFR 160.103.

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

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

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

Section 3.05 Business Registration.

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

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

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

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

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

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

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

Section 3.08 Provider Certification and Disclosure of Political Contributions.

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

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

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

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

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

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

- a. The Provider Agency and any subcontractor(s) will not discriminate against any client, employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- b. Except with respect to affectional or sexual orientation and gender identity or expression, the Provider will take affirmative action to ensure that such applicants are recruited and employed by DCF contracted agencies.
- c. The Provider Agency will ensure that equal opportunity is afforded to all employees in recruitment and employment, and that all employees are treated equally during employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity, disability, nationality or sex. Such action shall include, but not be limited to the following:
 - Employment;
 - Upgrading;
 - Demotion, or transfer;
 - Recruitment or recruitment advertising;
 - Layoff or termination;
 - Rates of pay or other forms of compensation; and
 - Selection for training, including apprenticeship.
- d. The Provider Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- e. The Provider Agency and subcontractor(s), in all solicitations or advertisements for employees placed by or on behalf of the Provider shall state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- f. The Provider Agency and subcontractor(s) will send a notice to each labor union or representative with which it has a collective bargaining agreement, other contract, or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Provider's commitments under this act and shall post copies of the notices in conspicuous places available to employees and applicants for employment.

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

- g. The Provider Agency and subcontractor(s) agree to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A.10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.
- h. The Provider Agency or subcontractor agrees to make a good faith attempt to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Division of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.
- i. The Provider Agency or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- j. The Provider Agency or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable State and federal law and applicable State and federal court decisions.
- k. The Provider Agency and subcontractor agree to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.
- l. The Provider Agency and its subcontractors shall furnish such reports or other documents to the Department from time to time in order to carry out the purposes of these regulations, and the Department shall furnish such information to the Department of Treasury, Division of Contract Compliance and EEO, as may be requested by the DCF for conducting a compliance investigation pursuant to Subchapter 10 of N.J.A.C.17:27.

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

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

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

Section 3.11 Department Policies and Procedures. In the administration of this Contract, the Provider Agency shall comply with all applicable policies and procedures issued by the Department including, but not limited to, the policies and procedures contained in the Department's Contract Reimbursement Manual (as from time to time amended) and the Department's Contract Policy and Information Manual (as from time to time amended). Failure to comply with these policies and procedures shall be grounds to Terminate this Contract.

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

- a. Accurate, current and complete disclosure of the financial results of this Contract and any other contract, grant, program or other activity administered by the Provider Agency;

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

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

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

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

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

- a. An annual program specific audit performed in accordance with the Uniform Guidance Subpart F for each program providing services under a New Jersey contract; or
- b. A copy of an already prepared annual financial statement audit of the organization performed in accordance with Government Auditing Standards (Yellow Book); or

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

- c. A compilation of certified financial statements that includes an income statement, cash flow statement or balance sheet, prepared in accordance with generally accepted accounting principles and reviewed by a public accountant attesting to their accuracy.

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

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

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

Section 3.14 Federal Davis-Bacon Act and New Jersey Prevailing Wage Act. Any Department Contract containing federal funds in excess of \$2,000 utilized for the construction, alteration, renovation, repair, or modification of public works or public buildings to which the federal government is a party or any Contract for similar work on public works financed with federal funds must comply with the federal Davis-Bacon Act, 40 U.S.C. section 276a et seq. The Davis-Bacon Act requires that the Provider must pay the prevailing wages to each designated worker class engaged under the Contract at wage rates determined by the U.S. Secretary of Labor.

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

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

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

IV. TERMINATION

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

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

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

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

The above notwithstanding, the Department may immediately upon Notice Terminate the Contract prior to its expiration, in whole or in part, whenever it is determined that the Provider Agency has jeopardized the safety and welfare of the Department's clients, materially failed to comply with the terms and conditions of the Contract, or whenever the fiscal or programmatic integrity of the Contract has been compromised. The Notice of Termination shall state the reason for the action(s); the Provider Agency's informal review options, time frames, and procedures; the effective date of the Termination; and the fact that a request for a review of the decision for action(s) does not preclude the determined action(s) from being implemented.

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

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

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

V. ADDITIONAL PROVISIONS

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

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

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

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

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

Section 5.04 Indemnification. The Provider Agency shall assume all risk of and responsibility for, and agrees to indemnify, defend and hold harmless the State of New Jersey and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs, and expenses in connection therewith on account of the loss of life, property or injury or damages to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from (1) the

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

work, service or materials provided under this Contract; or (2) any failure to perform the Provider's obligations under this Contract or any improper or deficient performance of the Provider's obligations under this Contract. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this Contract.

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

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

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

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

Section 5.08 Exercise of Rights. A failure or a delay on the part of the Department or the Provider Agency in exercising any right, power, or privilege under this Contract shall not waive that right, power, or privilege. Moreover, a single or a partial exercise shall not prevent another or a further exercise of that or of any other right, power or privilege.

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

The Provider Agency shall make programs linguistically appropriate and culturally relevant to underserved minority groups within the community. Appropriate accommodations for services shall be developed and maintained for those minority individuals who are deprived of reasonable access to those services due to language barriers or ethnic, affectional, and cultural differences. In addition, Provider Agencies shall make certain that all programs and services are reflective of the demographic needs of the community, while providing all

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

minorities (as described in section 3.10a of this policy) the opportunity to experience any and all available social services irrespective of their ethnic, affectional, or cultural heritage. Section 5.10 Copyrights. The Department of Children and Families reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use any work or materials developed under a Department or federally funded Contract or subcontract. The Department also reserves the sole right to authorize others to reproduce, publish, or otherwise use any work or materials developed under said Contract or subcontract.

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

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

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

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

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

In accordance with the National Labor Relations Act, 29 U.S.C.A. 152(2) and State law, N.J.S.A. 34:13A-1 et seq., Provider Agencies are independent, private employers with all the rights and obligations of such, and are not political subdivisions of the Department of Children and Families.

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

As such, the Provider Agency acknowledges that it is an independent Provider, providing services to the Department of Children and Families, typically through a contract-for-services agreement. As independent contractors, Provider Agencies are responsible for the organization's overall functions that include the overseeing and monitoring of its operations, establishing the salary and benefit levels of its employees, and handling all personnel matters as the employer of its workers. This is also inclusive of any travel allocations the Provider Employee pays to its employees.

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

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

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

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

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

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

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

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

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

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

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

CONTRACT SIGNATURES AND DATES

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

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

BY:



(Type)

BY:



TITLE: Executive Director

TITLE: Director - Office of Administration

PROVIDER AGENCY: Women's Rights Information Center

DEPARTMENTAL COMPONENT: DCF

DATE: 7/15/2022

DATE: 8/3/22

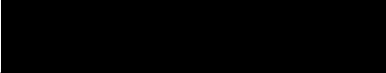
Contract Effective Date: 07/01/2022

Contract Expiration Date: 06/30/2023

Contract Number: 23ORBW

Contract Ceiling: \$214,285

Federal ID#: 

Provider Contact Individual: 

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

Please complete this form in its entirety

Incorporated Name of Applicant: Women's Rights Information Center

Public

Enter X as appropriate

Private-for-Profit

Private-Non-Profit X

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

DUNS #: [REDACTED]

Applicant Mailing Address: [REDACTED]

Contact Person: [REDACTED]

Phone Number: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

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

County to be Served: Bergen

Location of Service(s) to be provided (if known): [REDACTED]

Total dollar amount requested: \$214,285

Funding Period: From 3/15/21 to 9/30/25

Brief description of services by program name and type of service to be provided: Trauma-informed Services and Career Development for Survivors of Domestic Violence: Providing trauma-informed, domestic violence services to underserved populations, including legal assistance, culturally specific programming, and prioritizing economic and financial programming.

Authorization

Chief Executive Officer: [REDACTED]

Signature: [REDACTED]

Date: 11/8/21

CEO Email: [REDACTED]

TABLE OF CONTENTS

PART 1: Proposal

Proposal Cover Sheet	Page 1
Proposal Narrative:	
Organization History and Capacity	Page 4
Need and Impact	Page 11
Program Approach	Page 15
Staffing and Personnel	Page 20
Program Implementation Schedule	Page 21
Outcome and Evaluation	Page 23
Leveraging and Sustainability	Page 25
Budget	Page 26

PART II: Appendices

Trauma-Informed Practices	Page 29
Board of Directors	Page 31
Agency Organization Chart	Page 33
Letters of Support	Page 34
Job Descriptions	Page 36
Resumes	Page 45
Staff Schedule	Page 71
Staffing Patterns	Page 72
Safe-Child Standards	Page 73
Program Space	Page 74
Floor Plan	Page 75
Evaluation Tools-Summary	Page 76
Evaluation Tool Attachments	Page 79
Attestation – Exhibit D	Page 100
Implementation Schedule	Page 101

PART III: Appendices

Annex B Budget Form FY 2022, 2023, 2024	Page 104
--	----------

PART IV: Appendices, continued

Conflict of Interest Policy	Page 167
State Reviews	Page 171
DUNS Number	Page 177
SAM Status	Page 178
Consulting Contracts	Page 181
Business Associate Agreement	Page 182
Affirmative Action Certificate	Page 192
Certificate of Incorporation	Page 193
NJ Business Registration	Page 199
By-Laws	Page 200
IRS Determination Letter	Page 208
Disclosure of Investigations	Page 210
Disclosure of Investment Activities/Iran	Page 214
Ownership Disclosure Form	Page 215
Chapter 51	Page 216
Certification Regarding Debarment	Page 220
Statement of Assurances	Page 223
Form 990	Page 225

ARP Supplemental Funding for Domestic Violence Services

Women's Rights Information Center (WRIC)

Proposal Narrative

1. Organizational History and Capacity

Founded in 1973, the Women's Rights Information Center (WRIC) provides knowledge and opportunities to support the economic aspirations, self-sufficiency, and emotional well-being of individuals so that they may live with hope, security, and dignity. Started as an agency to help women reclaim their economic independence by offering information and legal services, WRIC has expanded significantly, and today provides comprehensive, high quality, culturally competent training, and support services for individuals seeking economic and emotional empowerment.

For 48 years, WRIC has served low-income, underserved individuals and families from Bergen County – those who are unemployed/underemployed, displaced homemakers, victims of crime and abuse, and people affected by disability or the death of a spouse. Of the 1,000+ individuals WRIC serves annually, 98% are very low to moderate income residents, and 78% represent single-headed households. More than 80% of WRIC clients earn under \$20,000 annually.

WRIC serves all populations, the majority of whom are women, Hispanic, Latino/a, African American, and new immigrants. Minority populations, low-income communities, and individuals with limited English proficiency have traditionally been underserved by conventional outreach methods. It has been a priority for WRIC to develop an effective

approach for such outreach efforts. Relationships with organizations such as the Urban League, and the Bergen Chapter of the National Coalition of 100 Black Women, as well as with religious organizations often provide an effective way to reach local communities.

Understanding that immigrant communities are among the most underserved in the community, and that they face legal and structural hurdles that prevent them from accessing necessary support, WRIC has a long history of providing expertise and resources tailored to the needs of the non-English speaking communities. Often, they do not ask for the help they need. In a determined effort to address these barriers, WRIC offers orientations, outreach materials, support groups, intake assessments and agency literature in both Spanish and English, giving clients a detailed overview of the services available to them. WRIC has DV safety plans in ten different languages. Other languages are accessed through WRIC's broad network of volunteers and countywide resources.

Located in Englewood, one of the most diverse towns in the state, WRIC knows that ethnicity can have a profound impact on how people feel and see themselves. Responding to different cultural backgrounds and identities in the community, it is clear that there is no "one size fits all" approach to addressing clients' needs. Understanding the complicated, multi-layered challenges that victims from their communities face is a crucial part of WRIC's ability to provide services.

WRIC's staff includes 5 bilingual (English/Spanish) counselors, ensuring that adequate services are available to Spanish speaking populations, the fastest growing group in Bergen County (Population and Labor Force Projections for NJ). WRIC recruits volunteer translators from different cultural backgrounds, and collaborates with agencies such as

the Hispanic Women's Cultural Center, Wind of the Spirit, Legal Services of NJ, Hearts Housing Program, WAFA House and Manavi whose outreach efforts span NJ with a particular focus on South Asian communities.

For speakers of other languages, WRIC seeks assistance from a broad network of agencies, such as Bergen Family Center, NJ Korean Family Service Center, and Jewish Family Services. Staff can access the Language Line for additional linguistic support. WRIC will also set up a TTY service, enabling people with a hearing or speech disability to use the telephone system. WRIC has volunteers that speak a variety of languages, such as Arabic, Haitian, and Urdu.

Cultural competency practices are valued and implemented, and all staff members participate in cultural competency and diversity training. WRIC's Executive Director has conducted trainings of social workers, police, and students throughout the state on issues of diversity and inclusion. She brings her commitment to equity to her work at WRIC. She is a founding member of the Coalition of Racial Unity and Equity (CRUE), a collaboration of diverse Bergen County non-profit organizations and individuals with a shared vision to create communities free from bias, and systemic racism. WRIC and CRUE have the shared values to uphold the worth and dignity of all human beings, and to promote equity and justice.

WRIC also has the capacity to serve clients remotely, which was crucial during the past year and a half of pandemic life when WRIC ensured that all programs and services continued through electronic means. Clients, including domestic violence victims, have been supported with on-line learning, employment searches, and remote participation in

supportive services and case management. In fact, remote education and instruction allowed for a greater number of clients to participate in WRIC programs, and for increased access to opportunities.

The spread of Covid-19 and its profound economic and social consequences disproportionately hurt low-income, marginalized Bergen County residents. Pandemic related housing and food insecurity, and unemployment and economic distress all increased the risk of domestic violence. When an abusive partner feels a loss of power and control, it impacts how victims are treated in their homes. Sheltering in place did not inflict equal hardship on all people.

The pandemic increased everyone's dependence on the internet while exposing the digital gap between the haves and have-nots. Low-income people living in marginalized communities were isolated and less likely to have internet service or computer equipment with which to maintain critical social connections. WRIC quickly mobilized, leveraging its resources to address vital needs during the pandemic, and applied for funding to tackle the digital divide.

With procured funding, WRIC provides loaner laptops, internet access, and technology assistance to unemployed/underemployed individuals who cannot find their way to jobs without adequate technology. Survivors need access to technology in order to receive services. Without an online connection, they are often cut off from society. Bridging the digital divide for underserved populations fosters economic equality, promotes the availability of resources, and increases access to opportunities. Additionally, clients can

connect with community resources, and participate in WRIC's programs. This reduces stress and isolation which can have a profound impact on mental health.

For nearly five decades, WRIC's primary focus has been to increase employability for individuals so that they can become more confident, make better decisions, and take care of themselves and their families. WRIC is a Certified Job-Training provider, licensed by the NJ Department of Labor, and provides displaced homemaker services, career services, including job placement assistance, and resume development, computer training, ESL and Citizenship education, legal consultations, victim services for those affected by crime, and a shared housing program to assist individuals in establishing shared households.

In 2019, WRIC received a grant under the Victims of Crime Act (VOCA) program for its Victim Services and Career Development Program. This enabled WRIC to help its populations of crime victims stabilize their lives after victimization and trauma with a focus on helping victims find meaningful employment and income so that they can survive independently. Due to financial loss/abuse, survivors of domestic violence are often unable to achieve self-sufficiency until they can develop workplace skills and earn a living wage in a job with security. WRIC's program provides emergency services, case management, and support groups. WRIC just received notice that funding for this project will continue.

In addition, WRIC received notice in October, 2021 that its project "Trauma Informed Care for Crime Victims" will be awarded. WRIC is establishing a trauma-informed clinical program to help victims stabilize their lives after victimization, PTSD, and trauma. The

program will provide assessments and referrals, emotional support, and evidence based, short-term therapeutic interventions, such as EMDR, Creative Arts, and Equine Therapy. An experienced Domestic Violence Advocate and LCSW is overseeing this effort and providing clinical supports and additional referrals to victim/survivors in need.

In 2021, as of September, WRIC provided services to 340 victims of crime. WRIC has learned, however, that there are still gaps to address, and that it is critical to understand the different ways crime can affect victims. Not all victims experience violence in the same way. Person-centered, trauma-informed treatment offers a way to provide care to victims where their individual needs are emphasized – what works, for whom, and under what circumstances. It offers the opportunity for victims to engage more fully in their treatment and can improve long-term health outcomes.

WRIC takes a holistic approach in providing support for clients, including survivors. Clients may be in need of several WRIC services, including legal assistance, career services, housing assistance, and support groups. Research has shown that this kind of wraparound support has the potential to have the most impact, and WRIC believes its clients are best served when advocates can respond to the visible and less visible manifestations of trauma.

Since its inception, WRIC has been supported by government funding, and has built a reputation as a vocational counseling and training center. WRIC works with the Division of Vocational Rehabilitation, the NJ Department of Children and Families/Division on Women, and the NJ Department of Labor and Workforce Development in case managing and supporting clients. It is a partner in the BC Job Center, works closely with the entire

system that serves TANF and GA/SNAP participants, and is approved to receive referrals through the WorkFirst NJ programs.

For decades, government sources and funders have relied on WRIC to offer professional, multi-faceted services to underserved women and families in Bergen County in order that they develop the skills necessary for financial independence and self-sufficiency. Through an extensive network, already in place, of related agency and community organizations, WRIC is able to help people overcome social and economic barriers and build better lives. With its experience, expertise, and long history of providing effective and outcome proven services, WRIC is uniquely qualified and ready to provide domestic violence services to the target population as described in the RFP.

Agency Governance: WRIC has an involved Board of Trustees dedicated to WRIC's mission, and who bring a wealth of public and private sector experiences and community connections to the Board. The Board is committed to growing and adapting the Center to meet the emerging needs of the community. The Board is serious about its role to provide financial oversight, and to ensure legal and ethical integrity. Every year, the Board coordinates a large fundraising event to raise money for and awareness of WRIC. They cultivate supporters for the event, resulting in thousands of dollars being raised.

The Board works closely with and supports WRIC's skilled Executive Director. As the former Associate Executive Director of Center for Hope and Safety for 25 years, and a former Board member of NJ Association of Domestic Violence Professionals, she has extensive training in sexual assault, human trafficking and domestic violence. She has conducted domestic violence training for law enforcement, college faculties, public safety

officers, welfare offices, and for a multitude of agencies, businesses, and civic organizations. In responding to an increased demand for services, she expanded WRIC's capacity, and multiplied the variety of programs available to clients. The number of people WRIC now serves has climbed to record highs with more successful outcomes than ever before.

Board members and their affiliations are listed as part of the appendix. Term of Office information is stated in WRIC's By-Laws as follows: "Each trustee shall serve a term of office of three years, beginning with July 1 of that year, and renewable after three years, provided that the Trustee continues to be able to support the purposes of WRIC as set forth in the By-Laws without conflict of interest, as determined by the Trustee's own decision or by the decision of a majority of the remaining Trustees."

II Need and Impact

The phrases "domestic" or "intimate partner" violence may make one think domestic violence is a private matter. It isn't; it is a serious crime and public health concern that can include physical, sexual, economic, and psychological abuse. It is widespread, deeply ingrained, has serious impacts on women's health and well-being, and is an enormous cost to society. As Rachel Snyder, author of "No Visible Bruises" states: "Domestic violence gets minimized...across systems of law enforcement, the courts and the media...But equally true is how much domestic violence fuels other crises: homelessness, mass incarceration, addiction, soaring health care costs and legal fees, bankruptcy and mass shootings, among others...Domestic abuse is as common as rain." Yet, it has been so widely ignored and so little understood.

The trauma of domestic violence victimization has a profound impact on victims. “It can alter the victim’s view of the world and leave victims with new and difficult feelings and reactions they may not understand.” (E. Wasserman, PHD, and C. Ellis, JD). As the field of victim services has evolved, so has our understanding of the multifaceted impact of trauma on victims. Trauma-informed care (TIC) recognizes the impact of the experiences that threaten a person’s sense of safety and well-being, and that shape a person’s ability to cope. It promotes a culture of empowerment and healing, and is now widely accepted as an improved way to provide treatment to people.

Funding will enable WRIC to hire a Domestic Violence Advocate/Career Counselor who will provide empowerment-based advocacy, counseling, information, referrals, and related services to victims of domestic violence. This will enhance WRIC’s program implementing a comprehensive trauma-informed approach, including clinical interventions such as Equine therapy, EMDR, and Creative Arts therapy. WRIC will be the only domestic violence provider in the area to offer these modalities, at no cost, with the goal of ameliorating trauma symptoms for victims/survivors. Evidence shows that without treatment, victim/trauma symptoms can last for years, while these modalities have strong positive results in reducing symptoms and increasing healing (S. Hassan, MD, Nemours Foundation).

WRIC is also notably equipped to provide the career services that can make financial independence for domestic abuse victims a realistic goal. Work-readiness, economic resources, and the need for safe housing are among the most pressing concerns among

abused women (Family & Youth Services Bureau). According to the NNEDV, “personal safety and economic security are inextricably linked for victims of domestic violence”.

Domestic violence is a primary cause of homelessness for women and families and WRIC’s Shared Housing Program is a unique service that strives to match potential home-sharing candidates with home-seekers. Anyone in need of housing or looking to provide space in their home is eligible. WRIC provides homelessness prevention referrals, and housing counseling services. Some of the biggest challenges during the pandemic have been the increased calls from victims and housing insecure residents. The pandemic highlighted the need for the kind of alternative housing solutions offered by WRIC’s Shared Housing program. During the pandemic, WRIC helped several families relocate from abusive homes to safety.

Financial abuse, while less visible than physical abuse, exists in a remarkable 99% of all domestic violence situations (Forbes, 10/19), and can be the first sign of domestic violence, leaving victims helpless and without resources for years. “Financial abuse...is just as effective in controlling an abuse victim as a lock and key” (K. Gandy, President of the National Network to End Domestic Violence). Abusers often restrict resources, interfere with the pursuit of education and employment, and destroy victims’ chances of securing self-sufficiency. Lacking financial knowledge or resources is a primary indicator of whether a victim will stay, leave or return to an abusive relationship. “Greater attention to violence survivors’ employment and career development can facilitate women escaping abusive relationships and promotes their overall rehabilitation and healing.” (K. Chronister, Journal of Career Development)

For domestic violence victims who strive to become survivors, WRIC's shared housing program, and work-readiness programs help women build vocational skills, confidence, and the capacity to establish themselves as economically independent. For nearly five decades, with its technology training, ESL classes, job search counseling, resume development, life-skills training, expert volunteer-run financial literacy workshops, and survivor support groups (in Spanish and English), WRIC has been helping Bergen County residents reconnect with feelings of self-worth, and work towards self-sufficiency.

"In the first nine months of (2021), 882 victims...signed a domestic violence complaint, representing over 48% of the filings in the Family Division of the Bergen County Superior Court." (R. Kaulesser, Northjersey.com, 10/27/21). While there are other local domestic violence agencies in Bergen County, many victims are not identified by those agencies. WRIC sees hundreds of women per year who are victims but who feel their primary need is economic and who may feel uncomfortable seeking other support services at an identified domestic violence agency. There are many reasons victims of domestic violence don't seek help. They don't know how to access victim/survivor resources. They feel embarrassed. "In more than 80% of intimate partner violent victimizations...the victim did not receive assistance from victim service agencies" (2018 National Crime Victims' Rights fact sheet). WRIC sees more and more domestic violence in its clients coming in to find employment. A domestic violence advocate dedicated to helping victims receive the resources and assistance they need to move forward as survivors is a much needed, vital resource.

While WRIC provides emergency domestic violence assistance such as helping victims out of abusive homes, obtaining restraining orders and other critical steps for victims' safety, it also helps clients create safe and livable futures. According to the National Domestic Violence Hotline, a woman will leave her abuser an average of seven times before leaving for good because she doesn't have the means to survive independently. Access to resources that increase economic stability and financial independence are essential in rebuilding one's life after abuse.

III Program Approach

WRIC values a person's right to self-determination, and believes in a holistic, client-centered, trauma-informed approach as a way to promote the well-being and empowerment of trauma victims/survivors. It is a way to provide care in which a person's individual strengths, preferences, and needs are emphasized. As part of its existing victim services program, WRIC provides support and advocacy for those affected by crime, including domestic violence. With the pandemic-related stress of economic instability, WRIC is seeing a rise in clients affected by domestic violence, and realizes that active measures towards management of domestic violence needs to be an integral part of care. A Domestic Violence Advocate/Career Counselor will be a crucial source of support and will allow WRIC to help more clients affected by domestic violence.

Following is an overview of the proposed services to assist victims of domestic violence, and their anticipated impact on the target population:

WRIC seeks to expand outreach to underserved, marginalized populations by offering virtual and in-person orientations in Spanish and English providing an overview of WRIC's

domestic violence services to clients, the community, and partnering agencies, thus increasing the accessibility of family violence services. Bergen County's Latina immigrant population is growing and needs more culturally aware services.

WRIC will educate, train, and network with local prosecutors, law enforcement, government, and places of worship in order to increase awareness of family violence in the community. WIC intends to strengthen partnerships with local and state agencies, housing and homelessness services, culturally specific community-based organizations, and domestic violence programs in order to improve emergency operations and related outcomes for victims and their dependents. WRIC will cultivate referral partners, including substance use and mental health counselors, and outpatient programs.

WRIC will provide victim advocacy and emotional support, including crisis intervention and safety planning to all at-risk victims. WRIC will provide referrals to emergency shelters (including transportation, if needed). WRIC will provide legal services to assist victims in navigating court processes, including court accompaniment, restraining orders, child custody, and eviction. WRIC will assist with VCCO and Social Service applications and help navigate various systems to find needed resources and services as well as provide information and referrals to collaborative partners and local agencies. WRIC will provide in-house services, including but not limited to legal consultations, resume preparation, job coaching, technology training, ESL classes, and WRIC's Shared Housing program. All clients will have an enhanced knowledge about their housing choices, and will be able to make informed decisions. If there are no Shared Housing opportunities available, clients will be given information about and referrals to other programs and

services for which they may be eligible, including emergency shelter, and/or rental assistance. Food, clothing, personal items, and small furnishings may be provided for clients in need.

WRIC will provide job assistance, and enhance the job skills of victims, increasing their prospects for a future of gainful employment and independence. Victims will gain or improve employability skills, enabling them to sustain employment, and achieve financial independence, stability, and quality of life. WRIC's Domestic Violence Advocate/Career Counselor will provide job development, coaching, supervision, and referrals to WRIC's ESL and computer training programs, and to the "Conover" soft skills (work-readiness) program. Clients will be offered WRIC's volunteer-run life skills workshops, including budgeting, financial literacy, and management. WRIC will provide laptops and internet access for victims in need. Relationships with other employers, Bergen County Job Center, and other local victim service providers will be developed. WRIC continues to work with Bergen Community College to enroll clients in Apprenticeship programs, including health profession apprenticeships such as Administrative Medical Assistant, Nursing Assistant, Community Health Worker, Patient Care Technician, Pharmacy Technician, and Phlebotomist.

WRIC will train staff in trauma-informed philosophy and healing-centered approaches to service delivery, from screening individuals for trauma to measuring outcomes. WRIC will provide counseling services to staff to assist with burnout and vicarious trauma.

Providing individual and group counseling, and peer support groups is crucial to recovering from the effects of domestic violence, especially during Covid-19. WRIC will

provide Support Groups. Currently, WRIC offers survivor support groups in English and Spanish, as well as individualized career counseling. Research has found, however, that providing career development services in a group setting may better equip survivors with the tools necessary to obtain and maintain employment (H. Bornstein, “Career Intervention for Domestic Violence Survivors in a Group Setting: A Psychoeducational, Skill-Building Curriculum).

Accessibility, location, and transportation:

Women’s Rights Information Center (WRIC) is located at [REDACTED]

[REDACTED] All programs and services are available from Monday through Friday, 9AM – 5PM. Legal services, and ESL and Citizenship classes are offered in the evenings, and weekend programs are also offered. During the pandemic, all classes moved to online instruction, and all programs, and services continue to be offered electronically. WRIC follows a schedule based on federally recognized holidays that is updated each year. For unscheduled closings, it observes the region’s school district advisories for snow and other extreme weather days.

WRIC is centrally located on the [REDACTED], and is easily accessible by car. The Center is also accessible by public transportation. NJ Transit busses – Nos. 178, 186, 166, 756, and 780 – all stop across the street or around the corner from WRIC, and leave and return from the Hackensack Transfer station.

WRIC’s first floor is barrier free, where meeting rooms, counseling offices, internet-capable computers, and bathrooms are fully accessible. WRIC connects people to or seeks assistance from the Division of Vocational Rehabilitation if other accommodations

or assistive devices are needed. WRIC has accessibility accommodations for clients with disabilities, and is accessible by Access Link for those who require special accommodations.

Eligibility, referral, termination, and confidentiality policies:

All clients complete an initial intake form. The intake form documents all pertinent information, including but not limited to name, address, age, marital status, dependents, race/ethnicity, education, and sources of income/income level.

WRIC relies upon the relationships they have developed with colleagues throughout the County. WRIC has community partnerships with, among others, Alternatives to Domestic Violence, Center for Hope and Safety, Center for Food Action, Care Plus, YWCA Healing Space, Bergen Family Center, Greater Bergen Community Action, BC Housing Coalition, Vantage Mental Health Center, Community Resource Council, Family Promise, and NJ Self-Help Clearing House. These partnerships facilitate reciprocal referrals of individuals to WRIC's programs. WRIC also works with the Bergen County Housing, Health, and Human Services Center in Hackensack to provide the resources necessary to support emergency assistance to individuals in proximate danger of becoming homeless or if homelessness is already a factor.

WRIC does not turn clients away, nor does it close clients out. When clients leave the program, it is self-directed. If a client no longer wishes to receive services, WRIC clearly documents the reason for the termination in the client's confidential files. All paper and electronic files are kept secure with locking filing cabinets, controlled access to file storage areas, and controlled computer access. WRIC understands that confidentiality may equal

safety, and that safeguarding and adhering to confidentiality requirements and best practices is essential to effective advocacy. All clients sign a confidentiality agreement with a Case Manager, as part of the intake process. In addition, WRIC does not share any client information with collaborating agencies unless a time limited release form is signed by the client (forms attached as part of the Appendix).

IV. Staffing and Personnel

Executive Director: [REDACTED] is a Licensed Professional Counselor with a Master's Degree in Counseling, and 30+ years' experience in nonprofit management. She oversees all agency programs and services, and has extensive experience and training in sexual assault and domestic violence. She is a former Board member of NJADVP. In April, 2021, she became an Eagala Certified Professional in the practice of equine-assisted psychotherapy and personal development. In October, 2021, she participated in the third annual Domestic Violence Awareness Symposium as part of a distinguished group of panelists from Bergen County who spoke on available resources for victims of domestic violence.

Program Director: [REDACTED] will oversee this project. She has completed the Rutgers University NJVAA foundation series in domestic violence and earned Certification as a Resilience Coach and mental health first aid responder. She is a member of the Bergen County Prevention Coalition for Alcohol, Drugs, and Tobacco.

Bilingual Victim Advocate: [REDACTED] assisted domestic violence victims for 20+ years at the Center for Hope & Safety, and for the past 2+ years at WRIC. She has extensive training, and expertise in the field of domestic violence.

TBD: Domestic Violence Advocate/Career Counselor: BA required. Master's degree, bilingual (English/Spanish) preferred. Minimum 40-hour training in domestic violence required.

CPA: [REDACTED] worked for 19 years as the CFO for the countywide lead domestic violence non-profit, Center for Hope & Safety, and will maintain oversight of all compliance and reporting requirements.

Volunteers: Volunteers are instrumental in enabling WRIC to deliver services. Some volunteers are past clients who want to get involved and give back. In addition, WRIC works closely with organizations such as "Redefining Retirement" to recruit community members coming from long-standing professional careers. Their skills provide valuable support in presenting workshops and classes, resume development, legal consultations, financial literacy education, ESL instruction, support group facilitation, tutoring, and outreach to the community. They also help in the office, in our Career Closet and with special events. All volunteers are vetted and go through the same screening, orientation, and training protocols as staff.

All WRIC staff and volunteers who work with clients on the proposed service activities will have a minimum 40-hour training in domestic violence.

V. Program Implementation Schedule

WRIC will be fully prepared to serve the target population within 30 days of contract execution. WRIC's existing victim services program provides support and advocacy for those affected by crime, including domestic violence. Funding for a Domestic Violence Advocate/Career Counselor will enable WRIC to expand and enhance programming

immediately by working in conjunction with WRIC's victim services program. Interviewing and hiring for the new position will begin upon award notification.

WRIC will expand outreach to underserved populations, including the non-English speaking, by offering additional virtual orientations in English and Spanish, to clients, community members, and partnering agencies, familiarizing them with WRIC programs, and increasing awareness and accessibility of family violence services.

WRIC anticipates that by March, 2022, the program will be fully operational with WRIC's newly hired Domestic Violence Advocate/Career Counselor working in conjunction with WRIC's victim services program to provide advocacy and case management to domestic violence victims, including safety planning, crisis intervention, counseling, court accompaniment, legal and housing assistance, and VCCO and other application assistance.

By March 2022, WRIC will evaluate its screening capabilities and will fine-tune its assessment procedures to evaluate and prioritize victims' needs. Customized plans for clients will be fully developed.

Clients will immediately have access to WRIC's short-term therapies, such as EMDR, Creative Arts, and Equine therapy. Clients will be referred to WRIC's career, housing, ESL and other services, including life skills workshops, and support groups in English and Spanish for victims working to overcome trauma. Client feedback tools and post clinical assessments with treatment specialists will be completed as clients participate in those programs.

Within three to six months and ongoing throughout the grant, survivors will gain or improve employability skills. WRIC will provide job development, resume writing, goal setting, life skills workshops, supervision, and wrap-around services, as necessary. The Domestic Violence Advocate/Career Counselor will facilitate a support group to provide career development services to better equip survivors with the tools necessary to obtain and maintain employment.

Ongoing throughout the grant, WRIC will enhance relationships with local providers of victim services and workforce programs, meet with employers, and BC One-Stop Career Center, and continue to work with Bergen Community College's Apprenticeship Programs. WRIC will educate, train, and network with local prosecutors and law enforcement.

Ongoing, and annually, WRIC will provide in-house training to Agency staff and volunteers in trauma-informed care and domestic violence. Program staff will also attend local and statewide conferences.

With the addition of the proposed services, WRIC will ensure the continuity of domestic violence support and case management to a minimum of 250 domestic violence victims annually, throughout the grant period. WRIC believes that providing a comprehensive support system is the way to offer hope, and ultimately self-fulfillment and economic self-sufficiency to clients. With an in-depth understanding of the needs of underserved populations, and with its experience and expertise, WRIC is confident of an effective program implementation that will achieve intended outcomes.

VI. Outcome and Evaluation

All clients in this program will have a file established. WRIC will enhance screening and assessment for trauma, responding holistically to the many signs of abuse. Clients will meet with Victim Advocate and complete victim assessment tools, such as intake self-report questions and Abusive Behavior Inventory (copies attached as part of the Appendix). As a component of its trauma-informed approach to care, WRIC plans to incorporate the ACEs assessment tool to screen clients for exposure to adverse childhood experiences and trauma. Using childhood trauma as a lens to understand the psychological wounds and range of symptoms seen when a client enters our program will provide a more complete understanding of a client's history, and help determine treatment goals. With a comprehensive assessment through a full 60-90 minute interview, written evaluation tools, and in conjunction with the client, WRIC will determine needs, such as what supports and strengths clients already have, what short and long-term needs have to be addressed, and how to meet the less common, less obvious needs.

Safety planning and self-assessments will be reviewed with all clients upon initial intake and periodically, as needed. As stated previously, WRIC has domestic violence safety plans in 10 languages. The Victim Advocate or Case Manager will maintain case notes and progress reports of all communications with clients. Once safety is considered, an individualized goal plan will be created under the client's direction. Clients ready to seek employment are offered a career self-inventory survey to complete.

The Program Director conducts weekly team meetings to discuss challenges and progress of clients (client case review form attached as part of Appendix). Client and case management files (electronic and paper) are updated weekly. Clients will be given

the opportunity for feedback through a Grievance Policy and by completing a voluntary Client Satisfaction Survey documenting efficacy of treatments provided. WRIC will develop post-intervention tools to assess efficacy of treatments, including post-surveys with treatment specialists. Commissioned therapists will provide written treatment outcomes for each client and be in regular communication with the Trauma-Informed Clinician consultant, Program Director, Executive Director and other staff.

Monthly/quarterly reports and client surveys will be reviewed by the Program Director and Executive Director for compliance and to determine the effectiveness of the program, evaluate outcomes, and make any necessary adjustments to the program in order to better meet the client's needs. WRIC is fully equipped with the technology to track all relevant data - number of call-ins, walk-ins, participants in programs, demographics, case management hours, referrals, and the number who use its career services. WRIC has these procedures well in place as all its workshops, programs, and classes use evaluation forms and client satisfaction surveys.

VII. Leveraging and Sustainability

In August, 2019, WRIC received an award of \$325,000 under the NJ Victims of Crime Act (VOCA) Grant Program from the New Jersey Office of the Attorney General. Funding was to establish a Victim Services and Career Development Program for the period 9/1/19 – 8/31/21.

In June, 2021, WRIC received notification that the NJ Office of the Attorney General would continue to fund this project in the amount of \$275,000 for the period 9/1/21 – 8/31/23.

In addition, WRIC just received word in October of a new award from the NJ Attorney General's office of \$137,500 under the VOCA Victim's Assistance Grant Program in order to establish a new project: "Trauma-Informed Care for Crime Victims". This award is for the period 9/1/21 – 8/31/22.

There is no question that the pandemic had a profound impact on our organization. WRIC faced increased demands and challenges as its clients faced more difficult times. The good news is that WRIC knows it has successful programs which the community has embraced and supported and simultaneously benefited from. WRIC also hosts successful annual fundraisers. With its already developed expertise, and its keen awareness of the importance of partnerships and collaborations, WRIC is confident in its ability to continue to raise both private and public funds.

VIII Budget:

Following is a line item budget for the first year of operation:

Personnel:

██████████ (FT): Executive Director: Oversees all Agency services, and supervises all staff: Will spend 5% of her time providing quality assurance and program oversight:

Annual salary is \$110,893 @ 5% = \$5,545/year, plus fringe = **\$6,102**.

██████████ (FT): Program Director: Responsible for implementation of all Agency programs. Will spend 10% of her time on this program.

Annual salary is \$70,013 @ 10% = \$ 7,001/year, plus fringe = **\$7,704**.

██████████ (FT): Victim Advocate: Provides direct service to clients who are victims of crime, including domestic violence. Will spend 10% of her time exclusively on this program, providing support, advocacy, and direct services to domestic violence victims.

Annual salary is \$53,053 @ 10% = \$5,305/year, plus fringe = **\$5,838**.

██████████ (PT): CPA: Responsible for grant accounting, reporting, and compliance with all regulatory requirements. Will spend 10% of her time on this program.

Estimated annual salary is \$35,100 @ 10% = \$3,510/year, plus fringe = **\$3,862**.

TBD: PT Domestic Violence Advocate/Career Counselor: Will spend 100% of his/her time on this program providing victim advocacy and support, including career assistance.

24 hours/week @ \$28/hour = \$30,576/year, plus fringe = **\$33,646** (estimated start date 2/15/22)

Travel:

Mileage for staff and clients: Includes but is not limited to transportation to emergency shelter, court appointments, and trainings:

Mileage rate: 35 cents/mile @ approximately 15 miles/week = \$275/year.

Uber/bus allowance: Approximately \$125/year for total travel costs of **\$400**/year.

Translation/Interpretation Costs:

Language Line: \$20/month subscription plus \$2/minute for approximately 45 minutes/month = \$1,320/year.

TTY line: \$14/month or \$168/year for total translation costs of **\$1,488**/year.

Legal Advocacy and Representation, including paperwork, and court and administrative hearing accompaniments: \$150/hour @ approximately 19 hours/year for total of **\$2,820**/year.

Emergency hotel placement and provision of food, clothing, and personal supplies:

Approximately \$150/month or **\$1,790**/year.

Small Office Equipment & Furniture:

Desktop computer (\$500), monitor (\$200), chair (\$200), desk (\$600) or **\$1,500**/year.

Supplies:

Printing brochures (\$100), paper and ink for printer (\$250) for total of **\$350**/year.

Lock changes for clients: **\$300**/year.

Staff training and support: \$500, 2x/year or **\$1,000**/year.

Educational Programs:

Outside Career/Continuing Ed courses, programs and certifications for clients, such as CHHA (Certified Home Health Aide), Pharmacy Technician, and Phlebotomist.

Approximately \$3-500/course x 5 clients/year = **\$1,790**/year

Myers Briggs Training Career Certification: **\$2,000**

Women's Rights Information Center Trauma Informed Policy

Women's Rights Information Center (WRIC) recognizes that trauma has a widespread, potentially long-lasting impact on individuals/families. WRIC espouses and strives to achieve the SIX KEY PRINCIPLES OF A TRAUMA-INFORMED APPROACH in all its practices.

To be "trauma-informed" involves a number of key elements that focus on connection, communication, and healing. At its core, the trauma-informed approach asks, "what happened to you?" rather than "what is wrong with you?" It connects a person's behavior to their trauma response rather than isolating their actions to the current circumstances and assuming a personality flaw. WRIC makes all efforts to abide by these Trauma-Informed Principles:

1. **Safety:** WRIC creates an environment in which the staff and clients feel physically and psychologically safe; the physical setting is safe and interpersonal interactions promote a sense of safety.
2. **Trustworthiness and Transparency:** WRIC conducts its operations and decisions with transparency by building and maintaining trust among staff, clients, and the community.
3. **Peer Support:** WRIC promotes peer support as integral to its organizational and service delivery approach, as it is understood to be a key vehicle for building trust, establishing safety, and enhancing empowerment.
4. **Collaboration and Mutuality:** WRIC works to level power differences between staff, clients, and the community.
5. **Empowerment, Voice, and Choice:** WRIC strengthens its staff and clients' experiences of choice throughout the mutual work. Strengths are recognized, built on, and validated, and new skills are developed as necessary.
6. **Cultural, Historical, and Gender Issues:** WRIC addresses cultural, historical, and gender issues and actively moves past cultural stereotypes and biases. WRIC offers gender responsive services, leverages the healing value of traditional cultural connections, and recognizes and addresses historical trauma.

In addition to the six principles, WRIC operates under the premise that clients are resilient, and its programs are thus strengths-based. WRIC believes in the ability of individuals, organizations, and communities to heal and recover from trauma.

WRIC commits to inclusiveness and a shared purpose, and recognizes that everyone has a role to play in a trauma-informed approach.

WRIC understands that change is inevitable and is committed to a healing change process; WRIC strives to remain conscious and intentional. WRIC is dedicated to being a learning community, constantly responding to new knowledge and developments.

In order to more fully embrace a Trauma Informed Approach, in all its affairs, WRIC abides by the following principles:

- I. Administration and Leadership support a lasting commitment to trauma-informed services and approaches.
- II. All staff are trained in methods of delivering trauma-informed services. Training includes presentations by those who are willing to discuss their own trauma histories, in order to provide context and increased knowledge and understanding to staff.
- III. New hires are expected to have an awareness of how trauma affects individuals, even if they have not experienced a personal trauma. Prior to hire, acknowledgement of the existence of secondary trauma on staff members is discussed.
- IV. All organizational policies and service delivery practices are regularly reviewed and revised to reflect the trauma-informed approach.
- V. Adaptations are made, as issues arise, where safety may be in jeopardy.
- VI. Public policies are viewed through a trauma-informed lens.



Women's Rights Information Center
Board of Trustees
July 2021

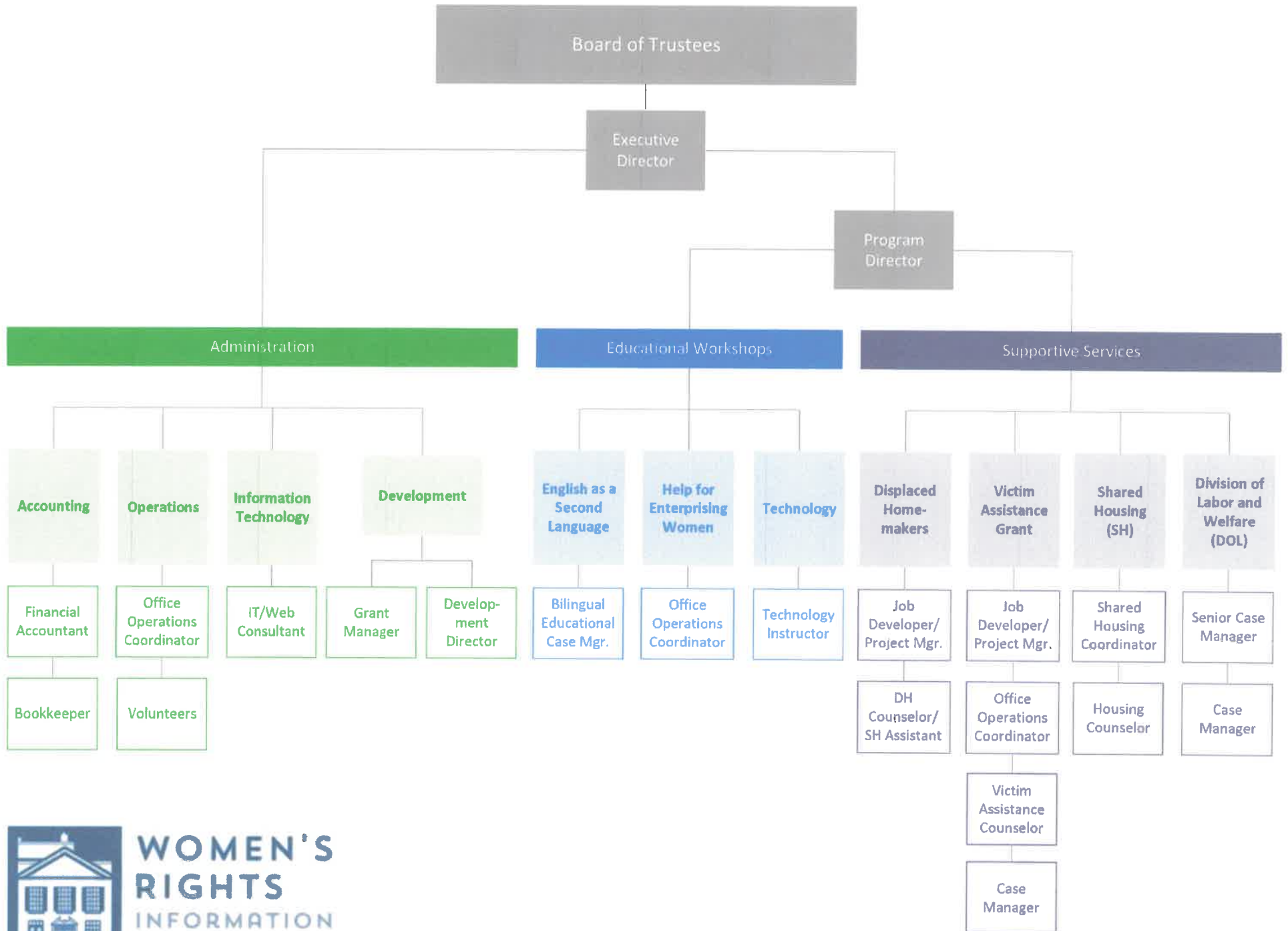
Board Title	Name	Address	Phone	Comments	Spouse name
Chair	Hon. Ronny Siegal (Ret.)	[REDACTED]	[REDACTED]	Retired Superior Court Judge, Bergen County. Member of Pashman, Stein, Walder, Hayden, PC 5-18	[REDACTED]
Vice Chair	Monica Borg	[REDACTED]	[REDACTED]	Elizabeth Reeves Morrow Morgan Foundation, Fourth Edition Foundation	[REDACTED]
Treasurer	Dawn Diaz	[REDACTED]	[REDACTED]	Hackley School Volunteer.	[REDACTED]
Recording Secretary	Helen Carol Herbert, Esq.	[REDACTED]	[REDACTED]	Herbert & Weiss, L.L.P., Attorneys at Law Women Lawyers in Bergen 11-18	[REDACTED]
Trustee	Rosemarie Anderson, Esq.	[REDACTED]	[REDACTED]	Law Office of Rosemarie Anderson Member of the Bergen County and New Jersey State Bar Associations 11-18	[REDACTED]
Emerita	Liz Corsini, MPH	[REDACTED]	[REDACTED]	Bergen Family Center	[REDACTED]
Trustee	Pamela Deblasio	[REDACTED]	[REDACTED]	Past and Present Designer Consignment [REDACTED]	[REDACTED]
Trustee	Susan Del Rio	[REDACTED]	[REDACTED]	Dwight Englewood School Volunteer	[REDACTED]
Trustee	Nancy Ferer	[REDACTED]	[REDACTED]	League of Women Voters, American Association of University Women, Board of Women's Club Englewood, Hadassah. National Council of Jewish Women. DES-Action NJ CO-founder	[REDACTED]
Trustee	Hon. Mary Heveran	[REDACTED]	[REDACTED]	Music Ed Teacher – Dwight Englewood Leonia Library Former Leonia Mayor	[REDACTED]
Trustee	Hon. Monica Honis	[REDACTED]	[REDACTED]	Language Specialist – Clifton Board of Ed. Former Teaneck Councilwoman, Board of Adjustment member, Nat'l Coalition of 100 Black Women	[REDACTED]
Trustee	Jennifer Krevitt, Esq.	[REDACTED]	[REDACTED]	Managing Director, Goldman Sachs, Attorney	[REDACTED]
Trustee	Eleanor Lubin	[REDACTED]	[REDACTED]	Board of National Council of Jewish Women	[REDACTED]
Trustee	Magalye Matos	[REDACTED]	[REDACTED]	Bergen Volunteer Medical Initiative (BVMI) BCC	[REDACTED]

Women's Rights Information Center

Board of Trustees

July 2021

Board Title	Name	Address	Phone	Comments	Spouse name
Trustee	Rose Reyes McKiernan, Esq.	[REDACTED]	[REDACTED]	Montclair State University Professor	[REDACTED]
Trustee	Neal Merker, Esq.	[REDACTED]	[REDACTED]	Real Estate Management	[REDACTED]
Trustee	[REDACTED]	[REDACTED]	[REDACTED]	Friends of the Highline NYC	[REDACTED]
Trustee	[REDACTED]	[REDACTED]	[REDACTED]	Midtown Elevator Co. Manager	[REDACTED]
Trustee	[REDACTED]	[REDACTED]	[REDACTED]	WABC, NY Consumer Reporter	[REDACTED]
Trustee	[REDACTED]	[REDACTED]	[REDACTED]	Corcoran Baer & McIntosh	[REDACTED]
Trustee	[REDACTED]	[REDACTED]	[REDACTED]	Director of Anesthesia, Teaneck Surgical Center	[REDACTED]
Trustee	[REDACTED]	[REDACTED]	[REDACTED]	Herbert & Weiss, L.L.P., Attorneys at Law; Former President Women Lawyers in Bergen	[REDACTED]
Trustee	[REDACTED]	[REDACTED]	[REDACTED]	Metro Public Adjustment, LLC, Bensalem, PA Public Adjuster	[REDACTED]



33





COUNTY OF BERGEN
DEPARTMENT OF HUMAN SERVICES
DIVISION OF ALTERNATIVES TO DOMESTIC VIOLENCE
 One Bergen County Plaza • 2nd Floor • Hackensack, NJ 07601-7076
 (201) 336-7575 • FAX (201) 336-7555 • www.co.bergen.nj.us

James J. Tedesco III
 Bergen County Executive

Melissa H. DeBartolo, Esq
 Department Director

Susan De Jackmo, MAS
 Interim Division Director

October 15, 2021

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

**Re: Letter of Support for Women's Rights Information Center
 American Rescue Plan Supplemental Funding for Domestic Violence Services**

To Whom It May Concern:

This letter is written in support of the Women's Rights Information Center's application to the State of New Jersey, Department of Children and Families for the American Rescue Plan Supplemental Funding for Domestic Violence Services.

Since our agency's inception in 1978, Alternatives to Domestic Violence, a division of Bergen County Department of Human Services (ADV/BCDHS) and Women's Rights Information Center (WRIC) has had a strong coordinated community response toward the needs of victims of domestic violence. WRIC's mission and programs assists women in areas such as career counseling, job development, and financial literacy bridges the gap in services for victims of domestic violence. WRIC's services enables victims to gain the skills necessary to be self-sufficient especially in this unique time of COVID that caused women to lose or leave the workforce at a disproportionately higher rate than men.

Very truly yours,

Susan De Jackmo, MAS
 Interim Division Director

Marisa Heluk, MED
 Incoming Division Director



October 28, 2021

State of New Jersey
Department of Children and Families
The Office of Contract Administration
50 East State Street
Trenton, New Jersey 08625

Dear Contract Administrator:

It is my pleasure to write this letter in support of the Women's Rights Information Center (WRIC), and their application to receive funding through the American Rescue Plan Supplemental Funding for Domestic Violence Services. Based in Bergen County, the WRIC provides services to individuals to help increase their economic security, emotional well-being, and self-sufficiency.

According to research by the Allstate Foundation and FreeFrom, more than 95% of survivors of domestic violence experience forms of economic control, economic sabotage and economic exploitation that affects them while in their relationship, and often well after they take steps to leave the abusive partner. Therefore, it is no surprise that many of the clients that the WRIC serves has a history of trauma often connected to domestic violence, and one of the reasons that the WRIC has become a resource and collaborative partner to the domestic violence providers in the Bergen and Passaic County areas including Alternatives to Domestic Violence, the Center for Hope and Safety, Wafa House and the Passaic County Women's Center.

In addition, the WRIC has added victim advocacy and counseling to the services they offer in order to better meet the needs of their clients impacted by domestic violence. This funding will allow them to further develop services helping to ensure more holistic, trauma-informed support for survivors, and increasing the access survivors in the community have to domestic violence resources.

Please feel free to contact me if I can provide additional information.

Sincerely,

Nicole Morella
Director of Policy and Education
Nmorella@njcedv.org

**Women's Rights Information Center
Job Description
Executive Director**

Job Title: Executive Director
Hours: Fulltime, salaried, exempt position
Salary: Commensurate with experience
Benefits: Medical, dental, vacation, sick leave, holiday as per personnel policies

Reports to: Board of Trustees

Function: To shape and implement the long term strategic goals of the organization with the Board Chair; enable the Board to fulfill its governance function ; To give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives

Major Functions and Accountabilities:

1. Board Administration Support

Ensure that the mission of the organization is maintained and carried out
Keep Board of Trustees informed of organizational activities (fiscal and personnel) Convey board decisions to Center staff

2. Program, Product, and Service Delivery

Accountable for alignment of services to mission
Oversee design of programs and services
Responsible for marketing and promotion of deliverables
Ensure quality delivery of services and reporting to granting agencies
Able to demonstrate impact of advocacy, referrals, and direct client services
Available for client counseling to resolve issues and concerns
Available to staff for client advocacy, resolution of client issues, and concerns

3. Community and Public Relations

Establish strong collaborations with other local agency Directors and staff
Represent the Center to community groups and speak regarding our services Be available as area expert on women's history, women's rights, and advancement resources
Attend appropriate meetings and conferences
Liaison with the press and other media channels
Write all "special donor" thank you letters

4. Financial, Tax, and Risk Management Develop annual organization budget

Determine how all grant-income and expenses will be allocated by line item
Determine how all non-grant income and expenses will be allocated by budget line item
Monitor and approves all organization expenses
Monitor all grant expenditures to assure compliance
Assure that grant income is spent in compliance with contract guidelines and organization expectations

- Maintain accounting to assure proper allocation of income and expense
- Prepare all checks for payment to vendors
- Work with independent auditor to create annual audited financial statement
- Work with bookkeeper monthly to maintain financial records
- Negotiate D&O, property, medical/dental, bonding, commercial and professional liability insurance
- Continually seek ways to reduce our overhead

5. Human Resources Management and Payroll Administration

- Update and maintains employee personnel records
- Review and approves all subordinate performance reviews
- Approve all changes in employee job titles and responsibilities
- Create and disseminate all organization policy to staff and volunteers
- Enforce all personnel policy and procedures
- Provide oversight to all personnel, independent contractors, and volunteer activities
- Schedule and leads regular staff meetings
- Collect and review staff and contractor timesheets for accuracy
- Record and monitor staff paid time off to assure adherence to policy
- Deliver payroll information to payroll data center semi-monthly
- Manage payroll reports, pay stubs, direct deposit and all other payroll information
- Manage requests for benefits, temporary disability, unemployment insurance, retirement, garnish, etc.
- Provide forms, assists with enrollment questions, and assures timely filing and enrollment Follow up all benefits requests to make sure coverage is in force and closing documents are provided

6. Fundraising, Development and Grants Administration

- Oversee fundraising campaigns and events
- Facilitate the production and distribution of printed communications such as invitations and journals
- Renew our licenses with the NJ Legalized Games of Chance Commission to hold raffles Renew our licenses with the NJ Alcoholic Beverage Commission to enable alcohol at events
- Ensure proper accounting of revenue and expenses in all contribution accounts
- Write annual narratives for grants sources
- Develop all grant proposal and contract budgets and budget narratives or justifications
- Prepare and submit signed grant contracts
- Negotiate budget modifications with grantors when necessary
- Report all fiscal expenditures to all grantors on a periodic basis in compliance with regulations
- Submit government (Federal, State and Municipal) documents in compliance with regulations

7. Facilities Management

- Coordinate all building maintenance and repairs including estimates, priorities, and cost containment
- Be the first contact for fire alarm issues including evenings
- Responsible for contractor bids/purchase/replacement of equipment
- Facilitate annual fire safety inspection and any corrective action in compliance with safety codes
- Perform limited building maintenance tasks within scope of knowledge

**Women's Rights Information Center
Job Description
Program Director**

Supervised by: Executive Director

Qualifications: Experience in case management. Strong organizational skills and ability to multi-task. Computer skills, Microsoft Office. Strong team player.

Hours: Full Time 40 hours. Some flexibility for weekend and/or evening events to benefit clients.

Summary: Supervise all Programs. Streamline program staff's procedures and work to provide a high quality of service to all clients of Women's Rights Information Center. Coordinate overlapping programs to high efficiency models providing service to those in need. Assist ED with budget planning and grant management and proper allocations. Create a positive environment that reflects WRIC's vision to see all clients and staff and volunteers succeed.

Coordinate employment-directed education programs that helps women improve their work readiness and employability. Target business outreach to prospective employers. Initiate ongoing contacts with business and industry representatives to promote client job placement. Act as a liaison with corporate partners and sponsors. Provide assistance with public relations and special events. Conduct training and presentations and represent WRIC on professional boards and community groups. Further help women help themselves develop the knowledge and skills they need to move toward self-determination. Coordinate with staff to maintain volunteers who will coach and assist clients in preparing resumes, mentoring, etc.

- **Supervise senior staff and supervisors of programs provided by Women's Rights Information Center. Create a team of staff that respond effectively to clients' needs**
 - Conduct individual meetings with staff coordinating all programs.
 - Provide group supervision as needed.
 - Facilitate weekly staff meetings.
 - Work with Office Operation's Coordinator to synthesize programs and increase efficacy.
 - Work with ED to bring in trainings relevant to staff needs.
 - Recommend outside training to continue staff development.
 - Assess staff strengths and assign duties to maximize those strengths.
 - Maintain database and client files, especially with regard to educational and career services information.
 - Assist other project staff with tracking and follow up and reporting.
 - Assist ED with timely reporting on grants outcomes and/or benchmarks.

- **Outreach**
 - Attend job fairs, employment days, career expos as agency representative.
 - Conduct training and presentations and represent WRIC on professional boards and community groups.

- **Coordinate programs that helps survivors of crime help themselves develop the knowledge and skills they need to move toward self-determination.**
 - Work in tandem with, WRIC Program Director, Senior Counselor, Case Manager, Operations Coordinator and other staff to contribute to a “Women’s Center Wellness Plan” for each client.
 - Provide individual and group counseling to those whose lives have been affected by crime.
 - Develop Individualized Safety Plan for each client.
 - Attend and help coordinate and facilitate workshops and groups for clients as requested by supervisors.
 - Educate survivors of crime about available resources that help in overcoming adverse experiences.
 - Help conduct and organize delivery of practical life-enhancing education for women.
 - Assist and oversee life coaches, instructors, tutors, volunteer educators, when needed.
 - Educate staff, clients, and community regarding feminism, diversity and victim’s services.

- **Outreach**
 - Recruit and inform potential clients.
 - Develop strategies to increase client participation.
 - Create community partnerships with organizations that provide services to both survivors of crime and employment networking.

- **Work cooperatively with all staff to fulfill Center’s mission**
 - Attend meetings and training as required.
 - Comply with all grant requirements.
 - Promote the Center by building relationships with potential donors, funders, and partners, state, local and community leaders.
 - Represent WRIC on work related committees.
 - Assist with donations, general databases and other general functioning of the agency.
 - Assist with holiday and other center related events.
 - All other duties assigned.

**Women's Rights Information Center
Job Description
Victim Services Advocate**

Supervised by: Program Director

Qualifications: Minimum BA/BSW. Three plus years' work with victim/survivors of crime. Familiar with trauma informed interventions to work with victims of crime. Knowledge of Victim's supports such as other service providers and legal resources (i.e. shelters, Prosecutor's Office, Legal Services, counseling services, immigration services, etc.) Experience in counseling. Strong organizational skills and ability to multi-task. Computer skills, Microsoft Office. Ability to work cooperatively with many types of people. Bi- Lingual a plus. Must have or obtain 40-hour training on domestic violence and sexual assault. Must have a Driver's License, a car and be willing to drive.

Hours: Full Time 35 hours, three days per week 9-5 and two days per week noon-8:00. Some flexibility for weekend and/or evening events to benefit clients and agency.

Summary: Coordinate victims' services for those who have been victims of crime, and help clients help themselves to develop the knowledge and skills they need to move toward self-determination and self-sufficiency. Establish a program, which will enable Women's Rights Center (WRIC) to help its population of crime victims to stabilize their lives after victimization and trauma. The Victim Services Advocate will provide emergency interventions, counseling, support groups and referrals.

This staff will also address financial loss/abuse by providing both internal and external referrals for job training, career services and housing/shelter assistance to victims. Help survivors achieve economic security in order that they may create a future for themselves, and their children.

Staff will provide trauma informed care to victims. The expected result of this project, and what makes WRIC unique, is its focus on helping victims find meaningful employment/income in order that they will recover from crime trauma and survive independently.

Salary: Mid 40K plus benefits.

- **Administrative duties related to Victim Assistance Grant.**
 - Assist Program Director to develop assessment tools for all clients.
 - Meet and provide intake with every client who identifies as a victim of any crime.
 - Provide assessments.
 - Maintain files both on paper and in various database programs. Manage clients, track progress at regular intervals and as needed and coordinate follow up with other staff, including discharge, especially with regard to safety and resource options information. Monitor client attendance and manually enter attendance into databases, etc.
 - Prepare reports of client's participation as necessary.
 - Assist clients with VCCB applications, Restraining Orders, and other legal/justice paper work.

June 21, 2018

- Provide assistance with public relations and special events.
- Present to community organizations as requested to inform about the mission and programs offered.
- **Coordinate employment-directed education programs that helps women improve their work readiness and employability.**
 - Create job opportunities for clients by conducting targeted business outreach to prospective employers.
 - Initiate and maintain on going personal contacts with business and industry representatives to promote client job placements.
 - Act as a liaison with corporate partners and sponsors.
 - Research job leads and assist participants who have successfully completed training programs to obtain jobs.
 - Delegate, schedule and oversee employment counselors, resume services, Career Closet and other career preparation activities.
 - Meet with case managers and program staff to track client job-search progress.
 - Follow up with clients to foster job retention and offer further support for financial independence.
 - Collect data from potential employers related to job solicitations including job requirements and skills. Match job skills with applicant qualifications, and refer qualified applicants to employers.
- **Coordinate employment-directed education programs that helps women help themselves develop the knowledge and skills they need to move toward self-determination.**
 - Facilitate clinical group/workshop addressing self-esteem, communication, etc.
 - Work in tandem with Operations Coordinator, to assign coaches and staff to prepare resumes with clients seeking job opportunities. Work with life coaches, instructors, tutors, volunteer educators, mentors to utilize their skills to the benefit of clients seeking assistance.
 - Participate in the delivery of practical life-enhancing education for women, such as financial literacy, life balance, stress management, mentorship, leadership, goal setting, negotiations, entrepreneurship, etc.
 - Educate staff, clients, and community regarding feminism, diversity and other relevant topics as requested.
- **Work cooperatively with all staff to fulfill Center's mission**
 - Attend meetings and training as required.
 - Comply with all grant requirements.
 - Promote the Center by building relationships with potential donors, funders, and partners, state, local and community leaders.
 - Represent WRIC on work related committees.
 - Assist with donations and general functioning of the agency.
 - Assist with holiday and other center related events.
 - All other duties assigned.

**Women's Rights Information Center
Job Description
Accountant**

Supervised by: Executive Director

Qualifications:

Experience in finance and bookkeeping.

Strong organizational skills and ability to multi-task.

Computer skills, strong Microsoft Office and Quick Books a must.

Summary: Accounting & finance bookkeeper at the Center. Responsible for the books, checks/invoices, HR administrative (benefits, payroll) and financial reporting and financial governance. Assist ED with budget planning and grants management and proper allocations.

Hours: Part Time 15 to 20 hours. Must be available during week days between 9:00-5:00.

Primary Responsibilities:

- Prepare financial statements and reports, including profit and loss statement and balance sheet.
- Assist with budget preparations.
- Pay bills and maintain ledgers.
- Keep track of client assets.
- Assist accountants with tax return preparation.
- Code payables for accounts payable.
- Make bank deposits.
- Track receipts of money.
- Reconcile bank account and distribute money within departments.
- Assure expenditures are in accordance with code balances for item acquisition.
- Oversee Invoice activities and pay vendors.
- Generate 1099's and W-2's.
- Prepare appropriate schedules and reports as requested by clients and partners.
- Assist Director and other staff to streamline financial and bookkeeping accountability and tasks.
- All other duties assigned.

Women's Rights Information Center
Job Description
Domestic Violence Advocate Career Counselor

Supervised by: Program Director

Qualifications: Minimum BA/BSW. Experience in counseling and/or case management and/or job coaching. Familiar with trauma informed interventions to work with victims of crime. Some experience with TANF, General Assistance and/or Food Stamps helpful. Strong organizational skills and ability to multi-task. Computer skills, Microsoft Office. Ability to work cooperatively with many types of people. Bi Lingual a plus. Must have a Driver's License, car and be willing to drive.

Hours: Part Time 24 hours. Some flexibility for weekend and/or evening events to benefit clients and agency.

Summary: Coordinate employment-directed coaching programs and provide career counseling to Bergen County clients, who have been victims of DV, to improve their work readiness and employability. Further help clients help themselves to develop the knowledge and skills they need to move toward self-determination and self-sufficiency. Must obtain 40-hour training on domestic violence and sexual assault.

- **Administrative duties related to Victim Services.**
 - Attend job fairs, employment days, career expos as agency representative.
 - Schedule employment coaches, resume services, Career Closet and other career preparation activities.
 - Maintain files both on paper and in various database programs. Manage clients, track progress at regular intervals and as needed and coordinate follow up with other staff, including discharge, especially with regard to educational and career services information. Monitor client attendance and manually enter attendance into databases, etc.
 - Prepare reports of client's participation as necessary.
 - Assist clients with VCCB applications, Restraining Orders, and other legal/justice paper work.

- **Coordinate employment-directed education programs that helps victims/survivors improve their work readiness and employability.**
 - Conduct educational and career services screening, placement testing. Intake interviews, enrollment and orientations.
 - Coordinate career services for clients, including job counseling, resume writing, career closet, referrals, etc.
 - Refer clients to other services as needed such as mental health, substance abuse, domestic violence, legal services, etc.

- **Coordinate employment-directed education programs that helps victims/survivors help themselves develop the knowledge and skills they need to move toward self-determination.**
 - Work in tandem with, WRIC Program Director, Victim's Assistance Counselor, Operations Coordinator and other staff to contribute to a "Women's Center Wellness Plan" for each client, and create a personal education/training path based on the plan.
 - Provide individual and group counseling to those whose lives have been affected by DV.
 - Attend and help coordinate and facilitate workshops and groups for clients as requested by supervisors.
 - Educate survivors of DV about available resources that help in overcoming adverse experiences.
 - Help conduct and organize delivery of practical life-enhancing education for women, such as financial literacy, life balance, stress management, mentorship, leadership, goal setting, negotiations, entrepreneurship, etc.
 - Assist and oversee life coaches, instructors, tutors, volunteer educators, when needed.
 - Educate staff, clients, and community regarding feminism, diversity and victim's services.

- **Outreach**
 - Recruit and inform potential clients.
 - Develop strategies to increase client participation.
 - Create community partnerships with organizations that provide services to both survivors of DV and employment networking.

- **Work cooperatively with all staff to fulfill Center's mission**
 - Attend meetings and training as required.
 - Comply with all grant requirements.
 - Promote the Center by building relationships with potential donors, funders, and partners, state, local and community leaders.
 - Represent WRIC on work related committees.
 - Assist with donations, general databases and other general functioning of the agency.
 - Assist with holiday and other center related events.
 - All other duties assigned.

Professional Experience



Women's Rights Information Center

Englewood, NJ

2016-Current

Executive Director

- Partner with the Board of Trustees to develop and manage the agency's strategic plans, policies, board structure, annual audit and fiscal responsibilities
- Representative with Workforce Investment Board, Bergen County One-Stop and Bergen County Board of Social Services (CWA).
- Manage grants with DOL and Bergen One Stop Career Center working with prospective workers and employers to assist in providing the county with a skilled workforce.
- Develop, implement and administer all programs and monitor outcome service delivery.
- Procurement of funds through fundraising, development and grants administration.
- Community outreach and public relations - represent the agency at local, county and state organizations.
- Financial and risk management.
- Human resources management and payroll administration.
- Facilities management.

Center For Hope And Safety (formerly Shelter Our Sisters)

Associate Executive Director

Rochelle Park, NJ

1991 - 2016

- Clinically and administratively supervised all programs for a battered women's shelter and domestic violence programs including Counseling, Hotline, Case Management, Transitional Housing, Follow Up, Outreach Services, Children's Program, Volunteer Program, Community Education and house management.
- Supervised Bergen Community College, DCP&P Liaison and the agency's OVW (Office of Violence Against Women) funded grant programs.
- Conducted individual and group therapy focused on empowerment, safety and service planning, and self-sufficiency.
- Coordinated and facilitated staff development inc. mental health, substance abuse and racism trainings.
- Maintained group esprit de corps and team cohesion.
- Supervised student interns (Masters and Bachelor's).
- Maintained and calculated statistics for monthly, quarterly and annual reports.
- Community education and public relations. Conducted trainings and panel discussions at conferences, agencies, corporations and civic groups, primarily on domestic violence gender issues.
- Community referrals and outreach. Liaison with sexual assault, housing, substance abuse, mental health and job training opportunities.
- Created and coordinated 40 hour training of Crisis Teams to assist police on domestic violence calls.
- Prevention training.
- Grant writing, budget management, monthly, quarterly and annual grant reports, statistical analysis and other administrative tasks.

Parent-Child Coordinator

1991 - 1993

- Coordinated and directed the Children's Program.

Bergen Community College

Paramus, NJ

2012-2016

Adjunct Professor, Sociology

- Changing Roles of Women
- Sociology of Marriage and Family

University of Medicine and Dentistry of New Jersey, School of Nursing

Newark, NJ

2000 - 2002

Consultant, Trainer

- Provided training to targeted audiences on domestic violence awareness.
- Facilitated a training course that was approved by the Domestic Violence Credentialing Board.
- Assisted the school in identifying which students should be encouraged to pursue certification as a Domestic Violence Specialist.

Passaic County Women's Center

Paterson, NJ

1996 - 1997

Group Facilitator

- Facilitated battered women's support group.

Alternatives to Domestic Violence Hackensack, NJ 1995-1996

Intake Counselor

- Completed clinical intakes with perpetrators (batterers) and victims of domestic violence.

Bergen County Head Start Englewood, NJ 1991 – 1992

Substance Abuse Consultant/ Stress Counselor

- Conducted staff training.
- Presented workshops to over 200 students.
- Facilitated Parent's support group.

Holley Center Hackensack, NJ 1989 – 1991

Activities Coordinator / Therapist

- Coordinate activities in a resident treatment center for 55 emotionally disturbed children.
- Liaison between volunteers and resident staff.
- Planned and executed special events, recreational activities and field trips.
- Individual and family therapy.
- Worked with psychiatrist, social workers, teachers and therapists about children's progress.
- Supervised college interns.

The Girl Scout Council of Bergen County Glen Spey, NY 1988-1989

- Residential Camp Director

Awards and Community

- 2020 Bergen County Human Services Advisory Council Award recipient.
- 2018-current Volunteer at Bergen Equestrian Center.
- 2016 Outstanding Service Award Center for Hope and Safety.
- 2016 NJ Assembly Proclamation recipient in recognition of Domestic Violence advocacy and prevention.
- 2019-current Active Board member on Bergen County's Homeless Trust Fund Committee;
- NJCBW Domestic Violence Specialist.
- Numerous public speaking engagements with media, colleges, religious groups, Rotary, lawyers, police, etc. on family violence and gender bias, racism, privilege, heterosexism, anti-oppression, etc.
- Active member of Bergen County's Clothesline Project and SAFE Coalition (Prevention/Education)
- Credentialing Board member for NJ Association of Domestic Violence Professionals 2005-2010.
- Attended 40-hour Rape Crisis Training. Also trained to implement Green-Dot Violence Prevention.
- Lilli Graham Leadership Award presented by Bergen County Alternatives to Domestic Violence for leadership and dedication to the prevention of domestic violence through education and advocacy – October 2003.
- Trained Ramapo College Social Work Program on racism – May 1995.
- Outstanding Professional Achievement Award from Montclair State College, Department of Counseling and Human Development – May 1993.
- Lectured on alcoholism at the Women's Rights Information Center 1987-1990.
- Softball and Basketball coach Bergenfield Police Athletic League 1980-1989

Published

Book review for Marriage & Family Review. Volume 27, Numbers 3/4 1998

Education

Montclair State College 1993

MA Counseling

Thomas A. Edison State College 1990

BA Psychology

License and Certifications

LPC #97PC00189300

**State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs**

THIS IS TO CERTIFY THAT THE
Professional Counselor Examiners Committee

HAS LICENSED



FOR PRACTICE IN NEW JERSEY AS A(n): **Professional Counselor**

09/28/2020 TO 11/30/2022
VALID

37PC00189300
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

Paul Rodriguez

ACTING DIRECTOR

New Jersey Office of the Attorney General
Division of Consumer Affairs
**THIS IS TO CERTIFY THAT THE
Professional Counselor Examiners Committee
HAS LICENSED
LILLIAN E. CORCORAN
Professional Counselor**

09/28/2020 TO 11/30/2022
VALID

37PC00189300
License/Registration/Certificate #

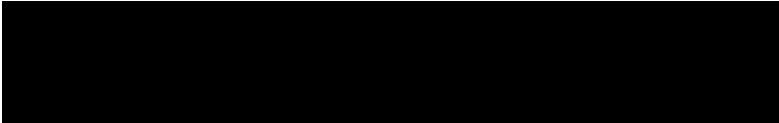
SIGNATURE

Paul Rodriguez

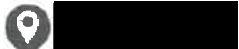
ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Professional Counselor Examiners Com
P.O. Box 45044
Newark, NJ 07101

PLEASE DETACH HERE



PROGRAM DIRECTOR



SKILLS

Planning & Project Skills:

- Problem Solving
- Time Management
- Project Organization
- Implement Policies
- Develop Procedures

Interpersonal & Management Skills:

- Supervise & evaluate employees.
- Recruit and interview new hires.
- Mentor and motivate colleagues.
- Collaborate with coworkers and clients.
- Delegate and supervise tasks.
- Community outreach.
- Strong leadership.

Technical Skills:

- Microsoft Office; Word, Outlook, Excel
- Reporting and managing records.

EDUCATION & CERTIFICATIONS

Bergen Leads Class of 2020
Hackensack, NJ

CADC Certification Program
2021-Paramus, NJ

Mental Health First Aid Certification
2017-Hackensack, NJ

40-hour Domestic Violence Certification
2015-Rochelle Park, NJ

VOLUNTEER ACTIVITIES

Board Chair Carlstadt Public School PTA
2021-Paramus, NJ

DV First Responder
2017-2019

PROFESSIONAL PROFILE

Highly motivated, customer-oriented professional with background in management and team building. Organized and experienced with a driven personality. Highly effective speaker educated and advanced in verbal and written communication skills. Energetic and solution oriented with skilled problem solving abilities. Natural team leader through motivational reinforcement, positive outlook and resilience

WORK EXPERIENCE

PROGRAM DIRECTOR

Women's Rights Information Center, Englewood, NJ, 2017-Present

- Supervisor of staff and programs.
- Coordinate employment-directed education programs to help clients improve employability.
- Work cooperatively with all staff to fulfill Center's mission.
- Conduct trainings and presentation and represent agency to professional boards.
- Create a positive environment that reflects the agency vision to see all staff and clients succeed.

CHILD CARE ADVOCATE

Center for Hope and Safety, Rochelle Park, NJ, 2015-2017

- Supervised and monitored the safety of children on a daily basis, including field trips outside facility.
- Evaluated students and monitored their daily activity to ensure the educational development of each child.
- Organized and designed after school activities in a safe and educational environment

OWNER/SUPERVISOR

The Purple Heather Snack Bar, New York, NY, 1984-2015

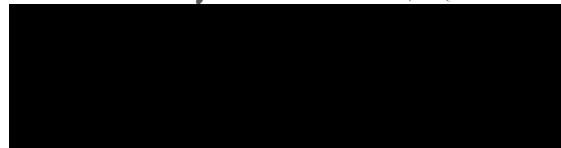
- Responsible for overseeing staff to make sure all health, safety regulations and customer service standards were met
- Accountable for all daily financial cash outs of servers and registers
- Created menus for all private parties and catered events
- Responsible for scheduling and staffing as well as payroll and monthly accounting
- Effectively communicate with guests and staff to ensure customer service standards are met.

RUTGERS

School of Social Work

NEW JERSEY VICTIM ASSISTANCE ACADEMY

Hereby certifies that



has successfully completed the

NJVAA FOUNDATIONAL SERIES

(40 HOURS)

A handwritten signature in black ink, appearing to read "Carol D. [unclear]".

ISSUED BY NJVAA

JUNE 26, 2018

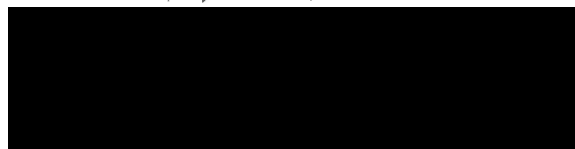


49



NEW JERSEY VICTIM ASSISTANCE ACADEMY

Hereby certifies that



has successfully completed the training

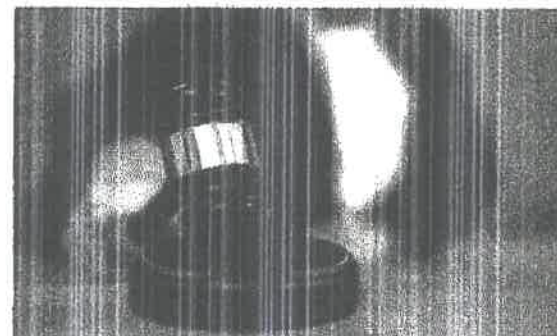
COACHING FOR RESILIENCE

(6 HOURS)

50

A handwritten signature in black ink, appearing to read "Carol J. ...".

ISSUED BY NJVAA
MAY 14, 2018



New Jersey Victim Assistance Academy
Skill Sessions Series



County of Bergen
Department of Human Services
Human Services Institute

Presents this certificate to:



For completion of:

"Domestic Violence: Breaking the Cycle Through Intervention and Prevention"
WORKSHOP
October 3, 2019

**This course is approved by the Association of Social Work Boards - ASWB NJ CE Course Approval Program Provider #40 Course #1376 from 10/10/2017 to 10/10/2019.
Social workers will receive the following type and number of credits: General Social Work 5CE credits.*

License #: _____

Location: One Bergen County Plaza
Hackensack, New Jersey

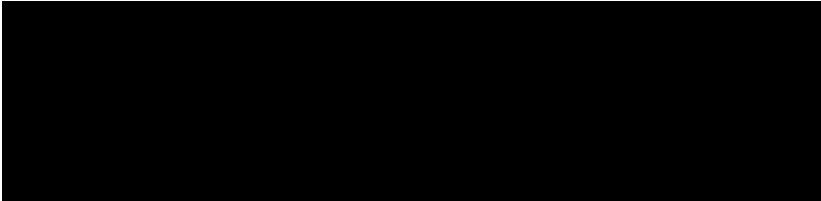
Presenters: David J. Cohen, M.S.S.W.
Sian Millard, M.A. Family and Child Studies

JAMES TEDESCO III
County Executive

15



FOR ALCOHOL AND DRUG RESOURCES
A Program of Children's Aid and Family Services



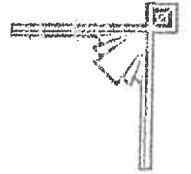
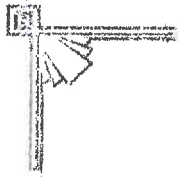
ATTENDED

THE CENTER FOR ALCOHOL AND DRUG RESOURCES
ALCOHOL, TOBACCO, AND OTHER DRUG (ATOD) CONFERENCE
"THE TREE OF ADDICTION"
AT
THE TEANECK MARRIOTT AT GLENPOINTE
NOVEMBER 15, 2019

Ellen Elias

ELLEN ELIAS
SENIOR VICE PRESIDENT, PREVENTION AND COMMUNITY SERVICES

25



HRWebAdvisor

CERTIFICATE OF ATTENDANCE

This certificate is presented to: [REDACTED]

For successfully completing:

COVID-19 Training For Employees: A Certificate For Healthy Workspaces

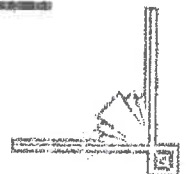
53

May 18, 2020

DATE

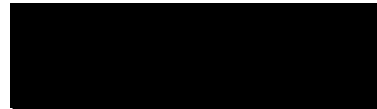
CareerLearning, LP
901 S Mopac Express
Barton Oaks Plaza, 5 Suite 140
Austin, Texas 78746
800.944.7668

**President & CEO
GABRIELLE SHESHUNOFF**



Certificate of Completion

This is to certify that



has completed
"Domestic Violence and Brain Injury"

This Web-Based Workshop was developed and managed by the
Brain Injury Alliance of New Jersey

Facilitator
Danielle Pagani, MPH, CHES
Community Outreach Specialist
Brain Injury Alliance of New Jersey

Tuesday, September 8, 2020
1-2 P.M.
Total Professional Development Hour:
1 Hour



HS



A Partnership
for CHANGE

Education
Empowerment
Ending Family Violence

Info@APartnershipforChange.org
www.APartnershipforChange.org

Certificate of Completion

is hereby granted to



for successfully completing

DV102: Understanding the Victim/Survivor of Domestic Violence

Provided by: A Partnership for Change (APFC)

Location: Web-based: Women's Rights Information Center

Date: August 12th & 13th, 2020

This course, DV102: Understanding the Victim of Domestic Violence, Approval #200804-1531, provided by A Partnership for Change (APFC), is approved for continuing education by the New Jersey Social Work Continuing Education Approval Collaborative. CE Approval Collaborative Approval Period: through August 31, 2022.

Social workers will receive 5.5 clinical credits for participating in this course.

Allison Bressler, Co- Executive Director

(Signature of APFC Official)

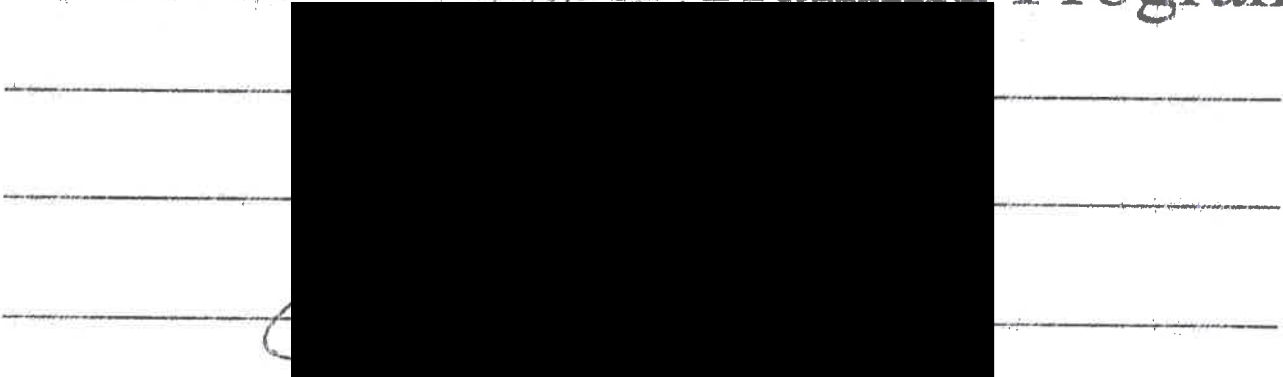
CERTIFICATE OF ACHIEVEMENT

Awarded to

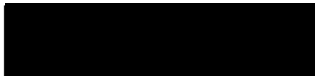


For Completing Center For Hope And Safety's
Fall 2015

40-Hour Volunteer Training Program



95



EXPERIENCE

Victim Services Advocate, Women's Rights Information Center, Englewood, NJ

2019-Present

- Coordinate victims' services for those who have been victims of crime.
- Conduct intake interview of clients who identify as victims of any crime, meet with clients, provide assessments, emergency interventions, counseling and provide necessary referrals.
- Develop Individualized Safety Plan for each client.
- Facilitate individual and group counseling in English and Spanish for those whose lives have been affected by crime.
- Educate survivors of crime about available resources that help in overcoming adverse experiences.
- Guide clients through the process of applying for assistance through the Victim of Crime Compensation Office, obtaining Restraining Orders and other legal/judicial processes.
- Assist clients develop the knowledge and skills to become self-sufficiency.
- Create community partnerships with organizations that provide services for both survivors of crime and employment networking opportunities.
- Work together with WRIC Program Director, Senior Counselor, Case Manager, Operations Coordinator and other staff to contribute to a "Women's Center Wellness Plan" for each client.
- Prepare reports in compliance with grant requirements.

Director, Outreach and Multicultural Services, Center for Hope and Safety, Rochelle Park, NJ — 2013-2019

- Coordinate services for all clients in all Center for Hope and Safety programs, including Transitional, Follow-up and Community Outreach.
- Supervise staff, volunteers and students assigned to Hispanic Services programs and delegated assignments.
- Assist victims of domestic violence in obtaining necessary services, including advocacy and referrals for medical care, housing, childcare and legal issues.

Hispanic Services Coordinator, Shelter Our Sisters, Hackensack, NJ — 1998-2012

- Coordinated services for all Spanish-speaking clients in all Shelter Our Sisters programs, including Transitional, Follow-up and community outreach.
- Supervised staff, volunteers and students assigned to Hispanic Services programs and delegated assignments.

- Assisted Hispanic victims of domestic violence in obtaining necessary services, including advocacy and referrals for medical care, housing, childcare and legal issues.
- Provided counseling and case management to Hispanic clients.
- Provided case management and individual and group counseling to shelter clients.
- Maintained working knowledge of law pertaining to domestic violence, restraining orders, police procedures and immigration.
- Provided referrals and counseling or crisis intervention on a variety of issues, including notifying the police, how to obtain a restraining order, alternate options, etc.
- Maintained monthly statistics of services provided to in-house and outreach clients.

Bilingual Administrative Assistant, Shelter Our Sisters, Hackensack, NJ — 1995–1998

- Assisted Executive Director in administration/clerical tasks.
- Typed all correspondence, grants and reports as requested.
- Assisted in screening hotline calls and/or referred callers to appropriate resources.
- Assisted Spanish-speaking clients in the shelter.
- Maintained personnel files and other bookkeeping as required.
- Collected donations at the shelter and organized their placement.

EDUCATION

- Bergen County Community College, Paramus, NJ — 2008
- Drake Business School, Bronx, NY — 1982
- Jane Adams Vocational High School, Bronx, NY — 1974

SKILLS

- Excellent interpersonal skills
- Case management
- Windows
- Microsoft Word
- Microsoft Excel

LANGUAGES

- Fluent in English and Spanish

REFERENCES

- Will furnish upon request.

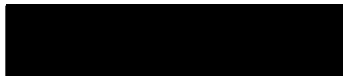


RUTGERS

School of Social Work
INSTITUTE FOR FAMILIES

NEW JERSEY VICTIM ASSISTANCE ACADEMY

This certificate is awarded to



for the satisfactory completion of

Advocacy in New Jersey Courts

DURATION: 2 HRS

DATE: December 9, 2020

LOCATION: Webinar

Carole O'Brien
Senior Program Coordinator Supervisor

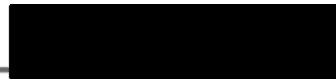
Maureen Braun Scaler
Director of Training Services

Placing your name on this certificate documents your completion of this training. NJVAA maintains attendance records to verify course completion. Organizations requiring attendance verification should contact NJVAA@ssw.rutgers.edu



NEW JERSEY VICTIM ASSISTANCE ACADEMY

This certificate is awarded to



for the satisfactory completion of

COVID-19: Strategies and Techniques for Support by Phone

DURATION: 2 Hrs
DATE: May 27, 2020
LOCATION: Webinar

A handwritten signature in black ink, appearing to read "Carole O'Brien".

Carole O'Brien
Senior Program Coordinator Supervisor

A handwritten signature in black ink, appearing to read "Maureen Braun Scalera".

Maureen Braun Scalera
Director of Training Services

Placing your name on this certificate documents your completion of this training. NJVAA maintain attendance records to verify course completion. Organizations requiring attendance verification should contact NJVAA@ssw.rutgers.edu.



NEW JERSEY VICTIM ASSISTANCE ACADEMY

This certificate is awarded to



for the satisfactory completion of

Healing Invisible Wounds Series - Session One: Understanding Victim Impact: A Trauma-Informed Response to Sexual Violence

DURATION: 2 HRS

DATE: December 3, 2020

LOCATION: Webinar

A handwritten signature in black ink, appearing to read "Carole O'Brien".

Carole O'Brien
Senior Program Coordinator Supervisor

A handwritten signature in black ink, appearing to read "Maureen Braun Scalora".

Maureen Braun Scalora
Director of Training Services

Placing your name on this certificate documents your completion of this training. NJVAA maintains attendance records to verify course completion. Organizations requiring attendance verification should contact NJVAA@ssw.rutgers.edu



RUTGERS

School of Social Work
INSTITUTE FOR FAMILIES

NEW JERSEY VICTIM ASSISTANCE ACADEMY

This certificate is awarded to



for the satisfactory completion of

Navigating and Managing Microaggressions and Implicit Bias in Victim Advocacy

DURATION: 2 HRS

DATE: October 13, 2020

LOCATION: Webinar

Carole O'Brien
Senior Program Coordinator Supervisor

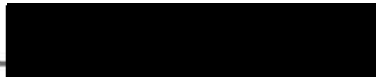
Maureen Braun Scalers
Director of Training Services

Placing your name on this certificate documents your completion of this training. NJVAA maintains attendance records to verify course completion. Organizations requiring attendance verification should contact NJVAA@ssw.rutgers.edu



NEW JERSEY VICTIM ASSISTANCE ACADEMY

This certificate is awarded to



for the satisfactory completion of

Operational Stress Control: A Program for Supervisors & Team Leaders

DURATION: 2 Hrs

DATE: May 18, 2020

LOCATION: Webinar

Handwritten signature of Carole O'Brien in black ink.

Carole O'Brien
Senior Program Coordinator Supervisor

Handwritten signature of Maureen Braun Scalera in black ink.

Maureen Braun Scalera
Director of Training Services

Placing your name on this certificate documents your completion of this training. NJVAA maintain attendance records to verify course completion. Organizations requiring attendance verification should contact NJVAA@ssw.rutgers.edu



NEW JERSEY VICTIM ASSISTANCE ACADEMY

This certificate is awarded to



for the satisfactory completion of

Why Some Bounce Back and Some Never Do - the Phenomenon of Resilience

DURATION: 2 Hrs

DATE: June 2, 2020

LOCATION: Webinar

Handwritten signature of Carole O'Brien in black ink.

Carole O'Brien
Senior Program Coordinator Supervisor

Handwritten signature of Meureen Braun Scalers in black ink.

Meureen Braun Scalers
Director of Training Services

Placing your name on this certificate documents your completion of this training. NJVAA maintain attendance records to verify course completion. Organizations requiring attendance verification should contact NJVAA@ssw.rutgers.edu

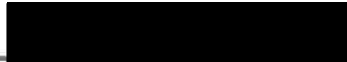


RUTGERS

School of Social Work
INSTITUTE FOR FAMILIES

NEW JERSEY VICTIM ASSISTANCE ACADEMY

This certificate is awarded to



for the satisfactory completion of

Self-Care

DURATION: 2 HRS

DATE: March 4, 2021

LOCATION: Webinar

Carol O'Brien
Senior Program Coordinator Supervisor

Lorin Tredanick, PhD, MSW, LSW
Consultant and Part-Time Lecturer

*Placing your name on this certificate documents your completion of this training. NJVAA maintains attendance records to verify course completion.
Organizations requiring attendance verification should contact NJVAA@ssw.rutgers.edu*



RUTGERS

School of Social Work
INSTITUTE FOR FAMILIES

NEW JERSEY VICTIM ASSISTANCE ACADEMY

This certificate is awarded to



for the satisfactory completion of

The Practice of Mattering A Person-Centered Approach Honoring the Dignity and Worth of the Person in Victim Status

DURATION: 2 HRS

DATE: October 27, 2020

LOCATION: Webinar

Carole O'Brien
Senior Program Coordinator Supervisor

Maureen Braun Scatera
Director of Training Services

*Placing your name on this certificate documents your completion of this training. NJVAA maintains attendance records to verify course completion.
Organizations requiring attendance verification should contact NJVAA@ssw.rutgers.edu*



RUTGERS

School of Social Work
INSTITUTE FOR FAMILIES

NEW JERSEY VICTIM ASSISTANCE ACADEMY

This certificate is awarded to



for the satisfactory completion of

Where Do You Stand? Creating A Community Conversation to Talk About Racism And Anti-Racism

DURATION: 2 HRS

DATE: March 9, 2021

LOCATION: Webinar

Carole O'Brien
Senior Program Coordinator Supervisor

Lorin Tradnick, PhD, MSW, LSW
Consultant and Part-Time Lecturer

*Placing your name on this certificate documents your completion of this training. NJVAA maintains attendance records to verify course completion.
Organizations requiring attendance verification should contact NJVAA@ssw.rutgers.edu*



RUTGERS

School of Social Work
INSTITUTE FOR FAMILIES

NEW JERSEY VICTIM ASSISTANCE ACADEMY

This certificate is awarded to



for the satisfactory completion of

Where Do You Stand? Creating A Community Conversation to Talk About Racism And Anti-Racism

DURATION: 2 HRS

DATE: March 8, 2021

LOCATION: Webinar

Carol O'Brien
Senior Program Coordinator Supervisor

Lorin Tredinnick, PhD, MSW, LSW
Consultant and Part-Time Lecturer

*Placing your name on this certificate documents your completion of this training. NJVAA maintains attendance records to verify course completion.
Organizations requiring attendance verification should contact NJVAA@ssw.rutgers.edu*

[REDACTED]

[REDACTED]

PROFESSIONAL PROFILE

- Excellent leadership, communication and interpersonal skills.
- Strong analytical and problem-solving ability.
- Strong knowledge of non-profit fund accounting; financial and grant reporting.
- Exceptional organizational and planning skills, able to identify issues and design solutions to maximize efficiency.
- Computer proficient in several different accounting packages as well as Microsoft Word, Excel, etc.
- Commitment to efficiency with impeccable ethical standards and integrity.
- Ability to motivate employees to perform to maximum potential by creating an environment of mutual respect.
- Adaptable, creative and enjoys new challenges.

EXPERIENCE

Center for Hope and Safety, Rochelle Park, NJ

October 2000-August 2019

Chief Financial Officer / Director of Finance / Consultant

- Maintained oversight of all accounting systems, accounts receivable, accounts payable, payroll, personnel benefits, fund and cash balances.
- Developed annual budgets for all programs and monitored monthly income and expenses. Forecasted budget changes quarterly and advised the Executive Director and Board.
- Ensured that all grant reporting with necessary backup was completed quarterly and annually to the various federal, state, county and private agencies, ensuring that funds were used for the purpose intended and did not exceed amounts authorized.
- Worked with the grant manager in preparing various budgets for grant applications.
- Provided reporting to the various program directors to facilitate in their meeting the requirements of the grants awarded to their programs.
- Hired, supervised and trained finance staff. Developed a highly efficient team working well with the other departments.
- Established and ensured that internal controls are in place to prevent waste, fraud and abuse of resources.
- Reviewed all entries, revenue and expenses, for program and funding accuracy.
- Ensured that accounting policies were implemented and reflected in accordance with current procedures; advised if a need for policy changes arose, either temporary or permanent, to meet financial challenges.
- Set up the interfacing of fundraising and payroll software into the general ledger accounting software.
- Prepared year-end financial statements, worksheets, journal entries for the auditors. Provided necessary information for the annual federal and state tax reporting.

Biocraft Laboratories, Inc, Fair Lawn, NJ

1985 - 2000

Controller / Consultant

- Reporting directly to the CFO and President, responsible for the preparation of the financial statements and SEC quarterly reporting.
- Responsible for the management of the payroll and retirement funding department, working in conjunction with the HR department.
- Oversight of the accounts receivable/payable departments and the integration of the ledgers from separate database into the accounting general ledger software.

- Worked with programmers to build integrative accounting and other software specific to the pharmaceutical industry.

██████████ Fair Lawn, NJ

Sole Proprietor

1983- 2015

- Managed between 50-100 clients providing bookkeeping, payroll, general ledger and tax services.
- Clients included Corporations both service providers and manufacturing, Partnership, Non Profit, Sole-Proprietor, Real Estate etc.
- Helped clients to set up system for more efficient record keeping and trained staff when needed on their various software systems. Dealt with any additional accounting needs as they arose.

Goodman, Hymson, Tabs, Wolfman & Co. CPA, Totowa, NJ

Staff Accountant

1980- 1985

- Prepared client financial statements including any necessary bookkeeping, worksheets, journal entries and general ledgers.
- Prepared client tax returns including Corporate, Partnership, Sole-Proprietor and Individual tax returns for the principals and family.

EDUCATION

Montclair State University

1982

BS Accounting, Summa cum laude

License and Certifications

CPA NJ 20CC01531700

1983

WOMEN'S RIGHTS INFORMATION CENTER (WRIC)
SAMPLE STAFF SCHEDULE FOR A MONTH DEPICTING STAFF SHIFTS AND HOURS

WORK SCHEDULE

<u>Employee and Assignment</u>	<u>Week 1</u>				
	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>
Domestic Violence Advocate/Career Counselor: 9AM-3PM Victim assessment, advocacy and case management	6	6	6	6	
Program Director: 9AM - 6PM: Orientation/Outreach		2		2	
Victim Advocate: 9AM - 5PM: Assessment, advocacy, support group		1	1		1.5
Executive Director: 9AM - 6PM: Oversight				2	
<u>Week 2</u>					
Domestic Violence Advocate/Career Counselor: Victim assessment, advocacy, case management, support group	6	6	6	6	
Program Director: Team meetings and client review					4
Victim Advocate: Assessment and advocacy		1	1		1.5
Executive Director: Oversight					2
<u>Week 3</u>					
Domestic Violence Advocate/Career Counselor: Victim assessment, advocacy and case management	6	6	6	6	
Program Director: Orientation/Outreach		2		2	
Victim Advocate: Assessment, advocacy, support group		1	1		1.5
Executive Director: Oversight				2	
<u>Week 4</u>					
Domestic Violence Advocate/Career Counselor: Victim assessment, advocacy, case management, support group	6	6	6	6	
Program Director: Team meetings and client review					4
Victim Advocate: Assessment and advocacy		1		1	1.5
Executive Director: Oversight					2

Women's Rights Information Center (WRIC)

Staffing Patterns

WRIC's policy when staffing any position is in accordance with its Equal Employment Opportunity principles that there be no discrimination with respect to employment on account of an individual's race, creed, religion, color, national origin, ancestry, age, sexual orientation, gender identity, marital status, or disability.

WRIC values diversity in the workplace and encourages people from all backgrounds to apply for positions. The more diverse the workplace, the more viewpoints are considered in strengthening all aspects of the organization. WRIC posts open positions and job descriptions internally, on its website, social media (LinkedIn), and occasionally on Indeed, the NJ Department of Labor, and in Constant Contact emails. Existing staff are always welcome to apply for an open position and would then go through the interview process like any other candidates.

WRIC assesses all candidates for relevant job-related skills and competencies by performing a job analysis to determine what specific requirements in terms of behaviors, skills, and knowledge are essential to performing a job well. Candidates whose resumes and skills meet the job qualifications are contacted for an interview. A prospective hire typically interviews with more than one senior staff before being offered the position.

WRIC works hard to make its organization a place where all staff, clients, volunteers, and community members feel comfortable, safe, and welcome.

Women's Rights Information Center

Safe Child Policy

Women's Rights Information Center (WRIC) is committed to the safety and well-being of all children and youth who may access our services. We will take steps to educate staff about the risks related to child abuse, proactively work to protect children from the risk of child abuse, and will train staff and volunteers about proper reporting requirements.

WRIC is committed to protecting children.

The potential risk at WRIC is very low, because the agency does not provide service to any unaccompanied children. However, staff are trained in all aspects of child abuse and made aware of their responsibilities under NJ's mandated reporting requirements.

It is the responsibility of WRIC personnel to treat one another, clients and children with dignity, respect, sensitivity and fairness.

WRIC will not tolerate unwarranted, unwanted and/or inappropriate touching of a child.

WRIC will not tolerate bullying or harassment of a child.

WRIC will not accept inappropriate contact or relationships between employees, volunteers and children within the organization.

WRIC staff and volunteers should not be alone with children who are unaccompanied by their parents or caregivers.

WRIC staff and volunteers have a duty to raise concerns about the behavior of employees, managers, volunteers, children or others who may be harmful to children, without prejudice to their own position. Staff/volunteers are educated to recognize, report, and respond to any allegations of suspected abuse.

Parents and caregivers are encouraged to raise any concerns about the behavior of others that may be harmful to children, and expect to be listened to and supported.

WRIC will train volunteers and employees about child abuse in order to promote the establishment and maintenance of a child-safe environment. Everyone in the organization will understand that preventing child abuse and promoting child safety is everyone's responsibility.

Employees, volunteers, parents/guardians and children should be encouraged to feel confident and comfortable in discussing child protection issues.

Women's Rights Information Center (WRIC)

Program Space

Victim services program staff occupy office space on the third floor of WRIC's facility at [REDACTED]. This space is allocated primarily for privacy. Privacy and confidentiality are at the core of victim services, not only protecting victim safety but preserving the dignity of victims. Victims will decide how and when their personal information will be shared, and their trust in advocacy services will be reinforced.

WRIC has a counseling room for clients to meet one on one with an advocate. The room is designed to offer clients a confidential and safe space free of distractions. Creating a safe space for all staff and clients is essential to the work we do. Our camera monitored "buzz in" front door allows us to safely permit individuals to enter and leave the building. WRIC is fully equipped with panic buttons that alert the police in an emergency.

Women's Rights Information Center (WRIC)
Evaluation Tools

WRIC sees evaluation as an invaluable tool to enhance service to clients. Collecting and analyzing information about program activities and outcomes informs programming decisions and improves effectiveness. The most important benefit of evaluation is to understand its impact on the lives of survivors and their children in order to build on those efforts that they say are most helpful to them.

The evaluation process begins with the initial meeting with the client during intake and assessment when the victim advocate or case manager gives clients the time and attention required, collects information to address the client's immediate needs, and establishes therapeutic care. The intake involves a holistic interview, and completion of the intake form, as well as self-assessment forms, including the Abusive Behavior Inventory, and a domestic violence safety plan which WRIC has in 10 languages. All forms are reviewed and explained with clients upon initial intake, and documentation is used to set up the appropriate services.

As a component of its trauma-informed approach to care, WRIC plans to incorporate the ACEs assessment tool to screen clients for exposure to adverse childhood experiences and trauma. Using childhood trauma as a lens to understand the psychological wounds and range of symptoms seen when a client enters our program will provide a more complete understanding of a client's history, and help determine treatment goals. With a comprehensive assessment through a full 60-90 minute interview, written intake/assessment tools, and in conjunction with the client, WRIC will determine needs,

such as what help clients already have, what short and long-term needs have to be addressed, and how to meet the less common, less obvious needs. It should be noted that the types of outcomes that can be evaluated are the short-term outcomes such as a survivor's immediate safety, the immediate safety of the survivor's children, a survivor's increased knowledge about domestic violence, and awareness of options, and a survivor's decreased isolation. The long-term outcomes such as increased survivor safety over time, improved quality of life of survivors, and reduced incidence of abuse in the community are easier to measure and evaluate with a staff dedicated to this project. WRIC is measuring the short-term outcomes with the expectation that they will lead to the longer-term outcomes. Ameliorating trauma symptoms for survivors and increasing safety are the ultimate goals. Creating economic stability is an important outcome for victim/survivors.

After the initial assessment, and once safety is assessed, an individualized goal plan is created under the client's direction. The Victim Advocate or Case Manager continues to maintain case notes and progress reports of all communications with clients. Clients ready to seek employment are given a career self-inventory survey to complete.

The Program Director conducts weekly team meetings to discuss challenges and progress of clients. Client and case management files (electronic and paper) are updated weekly. Clients will be given the opportunity for feedback through a Grievance Policy and by completing a voluntary Client Satisfaction Survey documenting efficacy of treatments provided. WRIC wants to be accountable to all of the survivors it serves, and to provide them with an opportunity to provide safe feedback about their experiences with its programs. WRIC will also develop post-intervention tools to assess efficacy of

treatments, including post-surveys with treatment specialists. Commissioned therapists will provide written treatment outcomes for each client and be in regular communication with the Program Director, Executive Director and other staff.

Monthly/quarterly reports and client surveys will be reviewed by the Program Director and Executive Director for compliance and to determine the effectiveness of the program, evaluate outcomes, and make any necessary adjustments to the program in order to better meet the client's needs. WRIC is fully equipped with the technology to track all relevant data - number of call-ins, walk-ins, participants in programs, demographics, case management hours, referrals, and the number who use its career services. WRIC has these procedures well in place as all its workshops, programs, and classes use evaluation forms and Client Satisfaction Surveys.

Tools summarized in this document are included in separate appendices.



**WOMEN'S
RIGHTS
INFORMATION
CENTER**



WWW.WOMENSRIGHTS.ORG

For Staff Use Only
Case # _____

INTAKE FORM 2020

Please complete the following information.
All information is for internal use only and is kept strictly confidential.

Dates:
Last Worked? _____
Assistance Ends? _____

Today's Date _____ Referral Date _____ New Client Y/N Info/Referral ONLY Counselor _____

Last Name _____ First Name _____ MI _____ Preferred Name _____

Address _____ Apt _____

City _____ County _____ State _____ Zip _____

Phone _____ Email _____

Gender/Gender Identity _____ Date of Birth _____ Age _____ SS # _____

Emergency Contact (Optional) _____ Phone _____ Relationship _____

Please **check all that apply**:

1. Marital Status

- Single with no children
- Single parent with children
- Separated from live in partner
- Married
- Married but unsupported
- Married but separated
- Married but divorce pending
- Divorced
- Widowed
- Spouse disabled
- Military spouse

2. Dependents

- Pregnant
- 0-5 years
- 6-10 years
- 11-15 years
- 16-18 years
- 19-21 years
- caregiver for another individual

Names and ages

3. Race/Ethnicity

- Hispanic/Latino Y/N
- African American/Black
- Caucasian/White
- Asian
- Native American
- Multiracial
- Other _____

4. Education

- Grade 6 or less
- Grade 7-11
- High School Diploma
- GED
- Tech/Voc. School
- Some College
- Associates Degree
- College Degree (4 yrs)
- Graduate School
- Foreign Degree
- License/Certificate
- Other _____

5. Sexual Orientation

- Straight Bisexual
- Gay Other
- Lesbian

6. Military Status

- Veteran
- Active Service
- Family Member

7. Living Arrangements

- Family/Friend
- Rent House/Apt
- Own Home
- Shared Housing
- Shelter
- Transitional Housing
- Motel
- Homeless
- Prison
- Group Home
- Couch Surfing
- Other _____

8. Current Work status

- Employed Full time
- Employed Part time
- Self-Employed
- Unemployed
- Homemaker

9. Source(s) of income

- Salary
- Unemployment
- Public Assistance
- Social Security
- Alimony
- Child Support
- Pension
- Disability
- Help from family/friend
- Other _____

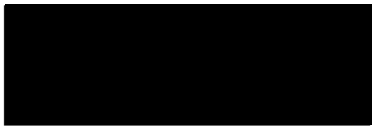
10. Concerns

- Anxiety/Depression
- Child Care
- Divorce/Separation
- Domestic Violence
- Education
- Employment
- Financial
- Housing
- Immigration Status
- Language Barrier
- Legal Issues
- Medical Problems
- Parenting
- Self-Confidence
- Substance Abuse
- Other _____

12. What Programs and/or Services did you come for today?

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Career Counseling | <input type="checkbox"/> Computer Training | <input type="checkbox"/> Shared Housing | <input type="checkbox"/> Information |
| <input type="checkbox"/> Resume Writing | <input type="checkbox"/> Certification Exam | <input type="checkbox"/> Legal Consultation | <input type="checkbox"/> Referral |
| <input type="checkbox"/> Interview Coaching | <input type="checkbox"/> ESL | <input type="checkbox"/> Workshop | <input type="checkbox"/> Volunteering |
| <input type="checkbox"/> Career Closet | <input type="checkbox"/> Citizenship | <input type="checkbox"/> Special Event | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Employment Assistance | <input type="checkbox"/> Entrepreneur Seminar | <input type="checkbox"/> Counseling | |

WRIC serves people regardless of race, religion, color, national origin, age, gender/gender identity, sexual orientation marital status, disability, presence of minor children, and/or receipt of public assistance.



INTAKE FORM 2020 CONTINUED

Please complete the following information.

All information is for internal use only and is kept strictly confidential.

Please circle your answer:

13. Have you ever been a victim of crime? YES / NO

14. Have you experienced or been exposed to any of the following:

- A. Ever been assaulted in any way? YES / NO
- B. Any form of sexual activity/contact without consent or through coercion, such as grabbing, fondling and verbal threats? YES / NO
- C. Ever undergone a pattern of abusive behavior from an intimate or significant other which caused you to experience fear, humiliation, manipulation, isolation, or overall discomfort? YES / NO
- D. Ever undergone a pattern of abusive behaviors from family members, children, or cohabitants which caused to experience fear, humiliation, manipulation, isolation, or overall discomfort? YES / NO
- E. Feared for your safety or that of a family member as a result of stalking behaviors, such as unwanted phone calls, letters and/or items? YES / NO
- F. Been forced to work without pay? YES / NO
- G. Been induced, forced or coerced to participate in sex acts or forced to have sex for money or any other form of payment? YES / NO
- H. Been a victim of arson? YES / NO
- I. Been a victim of DUI/DWI? YES / NO
- J. Has any immediate family member been a victim of homicide or voluntary manslaughter? YES / NO
- K. You or an immediate family member been a victim of gun violence? YES / NO
- L. Having thoughts of hurting yourself or anyone else? YES / NO
- M. Can you briefly explain any "YES" answers:

How did you find out about the Center? _____



**WOMEN'S
RIGHTS**
INFORMATION
CENTER



WWW.WOMENSRIGHTS.ORG

GRIEVANCE POLICY

Women's Rights Information Center encourages all staff, students, volunteers and clients to respect each other, be sensitive to each other's needs, and to communicate directly if conflict arises. We encourage each person to offer constructive criticism and suggestions for improvement.

Additionally, Women's Rights Information Center has established a system to resolve complaints quickly and fairly in order to devote maximum time, resources, and energy to our mission. This system is intended to enhance communication, improve working conditions and relationships, and to resolve differences in a confidential, non-adversarial setting. Any person who uses the established procedures can be assured that he or she will not be subjected to discriminatory or retaliatory action or penalized in any way.

Procedure:

1. If possible, discuss the problem with your Counselor, Instructor, or immediate supervisor.
2. If this person is part of the problem, the concern/grievance should be presented verbally or in writing to the Executive Director.
3. The Executive Director will respond to the individual's concerns immediately if possible, or within five (5) days of receiving the grievance. The response will either provide a determination, solution, or a strategy for how the issue will be addressed.
4. If this step does not result in a satisfactory solution, or if this person is part of the problem, the grievance may be submitted in writing to the Board of Trustees.
5. The Board of Trustees will review all previous reports, meet with all interested parties and make a final decision with respect to the grievance. The individual(s) shall be notified, in writing, of a determination, solution, or a strategy for how the issue will be resolved and reasons for the decision within a reasonable amount of time after the next scheduled Board meeting.

By signing below, you acknowledge and understand the Women's Rights Information Center Grievance Policy.

Client signature: _____ **Date:** _____

ARE YOU IN AN ABUSIVE SITUATION?

This questionnaire is designed to help you decide if you're living in an abusive situation. There are different forms of abuse, and not every woman experiences all of them. Below are questions about your relationship with your partner. Each answer or response has points assigned. For question 1-14, the answers and point values are as follows:

Never	0 points
Rarely	1 point
Sometimes	2 point
Frequently	3 point

Answer each question with the response that best describes your relationship and write the number of points in the margin. By totaling all of the points you can compare your score with the Abuser Index.

	1. Does your partner continually monitor your time and make you account for every minute?
	2. Does your partner ever accuse you of having affairs with others or act suspicious that you are?
	3. Is your partner ever rude to your friends?
	4. Do you ever feel discouraged from starting same-sex relationships?
	5. Do you ever feel isolated and alone, as if there were nobody close for you to confide in?
	6. Is your partner overly critical of daily things, such as, you cooking, your clothing or your appearance?
	7. Does your partner demand a strict account of how you spend your money?
	8. Does your partner's moods change radically from very calm to very angry, or vice versa?

	9. Is your partner disturbed by you working or the thought of you working?
	10. Does your partner become angry more easily if he drinks?
	11. Does your partner pressure you for sex more often than you'd like?
	12. Does your partner become angry if you don't want to go along with his/her request for sex?
	13. Do you disagree over financial matters?
	14. Do you disagree about having children or raising them?
	15. Does your partner ever strike/hit you with his hands or feet (slap, punch, kick, etc.)?
	16. Does your partner ever strike/hit you with an object?
	17. Does your partner ever threaten you with an object or weapon?
	18. Has your partner ever threatened to kill either himself or you?
	19. Does your partner ever give you visible injuries (welts, bruises, cuts)?
	20. Have you ever had to treat any injuries from your partner's violence with first aid?
	21. Have you ever had to seek professional aid for any injury at a clinic, emergency room, or doctor's office?

	22. Does your partner ever hurt you sexually or make have sex against your will?
	23. Is your partner ever violent toward children?
	24. Is your partner ever violent toward other people outside your home and family?
	25. Does your partner ever throw objects or break things when he is angry?
	26. Has your partner ever been in trouble with the police?
	27. Have you ever called the police or tried to call them because you felt you or other members of your family were in danger?

To score your response, simply add up the points for each question. The sum is your Abuse Index Score. To get some idea of how your relationship is, compare your score with the following chart.

81-64	Dangerously Abusive
63-26	Seriously Abusive
25-11	Moderately Abusive
10-0	Non-Abusive

A woman with a score of 1-10 is in a non-abusive relationship. The sorts of strains she experiences are not unusual in relationships.

A woman with a score of 11-25 range lives in a home where she experiences some violence at least once in a while. It may be that this is a relationship where violence is just beginning. In a new relationship there is good reason to expect it will eventually escalate into more serious forms and may occur more frequently.

Women with scores in the 26-63 range are in a seriously abusive relationship that can, under outside pressure, or with the sudden strain of a family emergency, move into the dangerously severe range. Serious injury is quite probably if it has not already occurred. A woman here needs to consider finding counseling. She should seriously consider getting help, even leaving.

Women with scored in the top range 64-81 need to consider even more seriously the option of leaving at least temporarily while she considers her next move. The violence will

C:\Users\mbloom\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\V1PK7KR5\Abuse Inventory(white).docx3

not take care of itself or miraculously disappear. Over time the chances are very good that the woman's life will be in danger.

RELATIONSHIP BEHAVIOR ABUSE INVENTORY

**A Partner Has
Done This
To Me**

**I Have Done
This To A
Partner**

PHYSICAL

	1. Grabbed, pushed, shoved or thrown you	
	2. Slapped you	
	3. Punched you	
	4. Scratched you	
	5. Kicked you	
	6. Choked you	
	7. Threatened you with a knife, gun or other weapon	
	8. Used a knife, gun or other weapon	
	9. Threatened or held you to keep you from leaving	
	10. Thrown objects	
	11. Destroyed property or your possessions	
	12. Driven recklessly when you were in the car	
	13. Disregarded your needs when you were sick, injured or pregnant	
	14. Spit at you	
	15. Other:	

SEXUAL

	16. Pressured you to have sex when you didn't want to	
	17. Pressured you to perform sexual acts that made you uncomfortable	
	18. Wanted sex after abusing you	
	19. Withheld sex or affection	
	20. Called you sexual names ("whore", "bitch", "frigid", etc.)	
	21. Told anti-woman jokes or demeaned women	
	22. Accused you of having sex with others	
	23. Pressured you to dress in a certain way	
	24. Compared you to other women or criticized you sexually; disregarded you needs and feelings about sex	

C:\Users\mbloom\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\V1PK7KR5\Abuse Inventory(white).docx4

	25. Had sex with other partners to the point of endangering you with exposure to STDs	
	26. Other:	

EMOTIONAL

	27. Frequently blamed or criticized you	
	28. Called you names	
	29. Criticized your family or friends	
	30. Ridiculed your beliefs, religion, race or class	
	31. Ridiculed women or gays as a group	
	32. Tried to keep you from doing something you wanted to do (go out with friends, talk on the phone, take a class)	
	33. Insulted or drove you family and friends away	
	34. Was enraged if you paid too much attention to someone or something else	
	35. Withheld approval, appreciation or affection	
	36. Humiliated you in private or in public	
	37. Became enraged if meals or housework were not done to his liking	
	38. Made contradictory demands	
	39. Ended a discussion with you and made the decision himself	
	40. Not allowed you to sleep	
	41. Controlled the money or assets	
	42. Ignored your feelings or needs	
	43. Harassed you repeatedly about things you have done in the past	
	44. Took the car keys, money, or credit cards away	
	45. Frequently threatened to leave or told you to leave	
	46. Harassed you about affairs he imagined you were having	
	47. Checked up on you (listened to phone calls, checked phone bills, read your mail, checked mileage on the car, etc.)	
	48. Threatened to hurt you or your family	
	49. Interfered with you going to work or school (started fights in the morning, called to harass you at work, etc.)	

C:\Users\mbloom\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VIPK7KR5\Abuse Inventory(white).docx5

	50. Threatened to take the children	
	51. Threatened to commit suicide if you ever left	
	52. Minimized, denied or rationalized the violence	

Warning Signs Of Domestic Violence

Physical or sexual violence may occur without warning. Sometimes, however, there may be signs or “red flags” that serve as warnings that abuse may occur. The following are examples of a person’s behavior or personality that may be a warning that a person may be abusive. If you answer yes to one or more of these questions you may be in an abusive relationship or be at risk for it. It is recommended that you speak with a domestic violence advocate. Call the National Domestic Violence Hotline at 800-799-SAFE.

- Does your partner tease you in hurtful way in private or in public?
- Does your partner call you names such as “stupid” or “bitch”?
- Does your partner get angry about clothes you wear or how you style your hair?
- Does your partner check –up on you by calling, driving by, or getting someone else to?
- Has your partner gone places with you or sent someone just to “keep an eye on you”?
- Does your partner insist on knowing whom you talk with on the phone?
- Does your partner blame you for his problems or his bad mood?
- Does your partner get angry so easily that you feel like you’re “walking on eggshells”?
- Does your partner hit walls, drive dangerously, or do other things to scare you?
- Does your partner often drink or use drugs?
- Does your partner insist that you drink or use drugs with him?
- Have you lost friends or no longer see some of your family because of your partner?
- Does your partner accuse you of being interested in someone else?
- Does your partner read your mail, go through your purse, or other personal papers?
- Does your partner keep money from you, keep you in debt, or have “money secrets”?
- Has your partner kept you from getting a job, or caused you to lose a job?
- Has your partner sold your car, made you give up your license, or not repaired your car?
- Does your partner threaten to hurt you, your children, family, friends, or pets?
- Does your partner force you to have sex when you do not want to?
- Does your partner force you to have sex in ways that you do not want to?
- Does your partner threaten to kill you or himself if you leave?
- Is your partner like “Dr. Jekyll and Mr. Hyde,” acting one way in front of other people and another way when you are alone?

DANGER ASSESSMENT

Jacquelyn C. Campbell, Ph.D., R.N. Copyright, 2003; update 2019; www.dangerassessment.com

Several risk factors have been associated with increased risk of homicides (murders) of women and men in violent relationships. We cannot predict what will happen in your case, but we would like you to be aware of the danger of homicide in situations of abuse and for you to see how many of the risk factors apply to your situation.

Using the calendar, please mark the approximate dates during the past year when you were abused by your partner or ex-partner. Write on that date how bad the incident was according to the following scale:

1. Slapping, pushing; no injuries and/or lasting pain
 2. Punching, kicking; bruises, cuts, and/or continuing pain
 3. "Beating up"; severe contusions, burns, broken bones
 4. Threat to use weapon; head injury, internal injury, permanent injury, miscarriage or choking* (use a © in the date to indicate choking/strangulation/cut off your breathing- example 4©)
 5. Use of weapon; wounds from weapon
- (If any of the descriptions for the higher number apply, use the higher number.)
-

Mark **Yes** or **No** for each of the following. ("He" refers to your husband, partner, ex-husband, ex-partner, or whoever is currently physically hurting you.)

- _____ 1. Has the physical violence increased in severity or frequency over the past year?
- _____ 2. Does he own a gun?
- _____ 3. Have you left him after living together during the past year?
3a. (If you have *never* lived with him, check here: ___)
- _____ 4. Is he unemployed?
- _____ 5. Has he ever used a weapon against you or threatened you with a lethal weapon? (If yes, was the weapon a gun? check here: ___)
- _____ 6. Does he threaten to kill you?
- _____ 7. Has he avoided being arrested for domestic violence?
- _____ 8. Do you have a child that is not his?
- _____ 9. Has he ever forced you to have sex when you did not wish to do so?
- _____ 10. Does he ever try to choke/strangle you or cut off your breathing?
10a. (If yes, has he done it more than once, or did it make you pass out or black out or make you dizzy? check here: ___)
- _____ 11. Does he use illegal drugs? By drugs, I mean "uppers" or amphetamines, "meth", speed, angel dust, cocaine, "crack", street drugs or mixtures.
- _____ 12. Is he an alcoholic or problem drinker?
- _____ 13. Does he control most or all of your daily activities? For instance, does he tell you who you can be friends with, when you can see your family, how much money you can use, or when you can take the car? (If he tries, but you do not let him, check here: ___)
- _____ 14. Is he violently and constantly jealous of you? (For instance, does he say: "If I can't have you, no one can.")
- _____ 15. Have you ever been beaten by him while you were pregnant? (If you have never been pregnant by him, check here: ___)
- _____ 16. Has he ever threatened or tried to commit suicide?
- _____ 17. Does he threaten to harm your children?
- _____ 18. Do you believe he is capable of killing you?
- _____ 19. Does he follow or spy on you, leave threatening notes or messages, destroy your property, or call you when you don't want him to?
- _____ 20. Have you ever threatened or tried to commit suicide?

_____ Total "Yes" Answers

Thank you. Please talk to your nurse, advocate, or counselor about what the Danger Assessment means in your situation.

SAFETY PLANNING – REDUCING YOUR RISK

No battered woman or person has control over their partner's violence, but women/men can and do find ways to reduce their risk of harm. This safety plan is a tool to assist you in identifying options, evaluating those options and committing to a plan to reduce your risk when confronted with the threat of harm or with actual harm.

There is no right or wrong way to develop a safety plan. Use what applies. Change it or add to it to reflect your particular situation. Make it your own, then review it regularly and make changes as needed.

If you can't find a safe place to keep a written safety plan where your partner won't find it, maybe you can ask a friend to keep a copy for you. If not, you can ask your local domestic violence program to keep your plan for you. Whether it's safe to *write down* your plan or not, it's still important to *make* one.

**You don't have to figure it all out on your own.
You can ask a domestic violence advocate for help.**

During an Explosive Incident

- If an argument seems unavoidable, try to stay in a room or area with an exit, and try to stay out of the bathroom, kitchen or anywhere near dangerous instruments, utensils or weapons.
- Practice how to get out of the home safely. Identify which windows, elevators or stairs would be best to use in a bad situation.

Being ready for a crisis:

I can get help

- I can tell _____ about the violence and request they call the police if they hear noises coming from my house.
- I can teach my children how to contact the police. I will make sure they know our address and telephone number. If I had a programmable phone, I can program emergency numbers and teach my children how to use the auto dial.
- If it is not possible to use the phone, I can teach my children how to go to a _____ (eg., neighbor, business, etc.) for help

I can use my judgment

- When I expect my partner and I are going to argue, I will try to move to a space that is lowest risk, such as _____. (Try to avoid the bathroom, garage, kitchen, near weapons or in rooms without an outside exit.)
- I can also teach some of these strategies to some/all of my children, as appropriate.

Planning to Leave

- If I decide to leave, I will _____. (Practice how to get out safely. What doors, windows, elevators, stairwells or fire escapes would you use?)
- I can keep my purse and car keys ready and put them _____ so I can leave quickly.
- I will leave money and an extra set of keys _____ so I can leave quickly.
- I will keep copies of important documents or clothes _____.
- The domestic violence hotline number is _____. I can call it if I need shelter or information.
- If it's not safe to talk openly, I will use _____ as the code word/signal to my children that we are leaving, or to my family or friends that we are coming.
- I will use _____ as my code word with my children or my friends so they will call for help.
- I will keep important numbers and try to keep a charged cell phone at all times. Since my partner can learn who I've been talking to by looking at phone bills, I can see if friends will let me use their phones.
- I can leave my pets with _____.
- I will check with _____ and _____ to see who would be able to let me stay with them or lend me some money.
- I can increase my independence by opening a bank account and getting credit cards in my own name; taking classes or getting job skills; getting copies of all the important papers and documents I might need and keeping them with _____.
- I can rehearse my escape plan and, if appropriate, practice it with my children.
- Other things I can do to increase my independence include:

After I Leave

- I can change the locks on my doors and windows.
- I can replace wooden doors with steel/metal doors.
- I can install security systems including additional locks, window bars, poles to wedge against doors, an electronic system, etc.

- I can purchase rope ladders to be used for escape from second floor windows.
- I can install smoke detectors, carbon monoxide detectors and put fire extinguishers on each floor in my home.
- I will teach my children how to use the phone to make a call and who to call if they are concerned about their safety.
- I can tell people who take care of my children, including their school, which people have permission to pick them up and make sure they know how to recognize those people.
- I will give the people who take care of my children, including their school, copies of custody and protective orders, and emergency numbers.

At Work and in Public

- I can inform my boss, the security supervisor and/or Employee Assistance Program about my situation.
- My workplace security office phone number is _____.
- I can ask my coworkers to screen my calls at work.
- When leaving work, I can _____.
- When traveling to and from work, I can vary my route.
- I can change my patterns— avoid stores, banks, doctor’s appointments, Laundromats, _____, and places where my partner might find me.
- I can tell _____ and _____ that I am no longer with my partner and ask them to call the police if they believe my children or I are in danger.

With an Order of Protection

- I will keep my order of protection _____. (Always keep it on or near your person, purse, car, home, workplace, children’s school/daycare, supportive family, close friends, religious advisor)
- I will give copies of my order of protection to police departments in the community in which I live and those where I visit friends and family.
- If my partner destroys my order of protection or if I lose it, I can get another copy from the court that issued it.
- If my partner violates the order of protection, I can call the police and report a violation, contact my attorney, call my advocate, and/or advise the court of the violation.
- I can call a domestic violence program if I have questions about how to enforce a court order or if I have problems getting it enforced.

Items to Take When Leaving (safety is the most important aspect when leaving but if you can gather important paperwork, it will make it easier for you)

- Identification for myself
- Birth certificates (self and children)
- Social Security cards
- School/vaccination records
- Money, checkbook, bank books, ATM cards, tax returns, credit cards
- Medication
- Keys - house, car, office
- Cell phone and charger
- Driver's license/car registration
- Insurance papers
- Public Assistance ID/Medicaid Cards
- Passports, green cards, work permits
- Divorce or separation papers
- Lease, rental agreement or house deed
- Car/mortgage payment book
- Children's toys, security blankets, stuffed animals
- Sentimental items, photos

My Emotional Health

- If I am feeling down, lonely or confused, I can call _____.
- I can take care of my physical health needs by getting a checkup with my doctor, gynecologist and dentist. If I don't have a doctor, I will call the local clinic.
- If I have concerns about my children's health and well-being, I can call _____.
- If I have left my partner and am considering returning, I will call or spend time with _____ before I make a decision.
- I will remind myself daily of my best qualities. They are:

_____.
- I can attend support groups, workshops, or classes at the local domestic violence program in order to build a support system, learn skills and get information.
- I will look at how and when I drink alcohol or use other drugs. If I need help around my drinking or drug use, I can call _____.
- I can read a book about domestic violence that was written for battered women.
- Other things I can do to feel stronger are:

_____.

Adapted from the *Personalized Safety Plan* developed by Office of the City Attorney, City of San Diego, CA, April 1990.

Technology and Safety

As a safety device, all cell phones have the ability to call 911 as long as they are charged, even if the service is disconnected.

Cyber/Electronic Stalking: An Abuser Can Discover Your Internet Activities

If you think your activities are being monitored, they probably are. Abusive people are often controlling and want to know your every move.

Many browsers have features that display recently visited sites. Your abuser could install hardware that tracks every keystroke you make, so not only will he know what websites you visit, but he can also track what you write in an email.

If you don't want anyone to know which Internet sites you have visited, consider using a computer at a local library, a friend's house or at work. Also, you can learn how to hide or delete the sites you visited from the computer history/cache file and install anti-virus and anti-spyware software on your computer.

If you think you are being monitored, it may be dangerous to change your computer behaviors such as suddenly deleting your entire Internet history. You may want to keep using the monitored computer for innocuous activities, like looking up the weather. Use a safer computer to research an escape plan, look for new jobs or apartments, bus tickets, or ask for help.

E-Mail: If an abuser has access to your e-mail account, he/she may be able to read your incoming and outgoing mail. If you believe your account is secure, make sure you choose a password that your abuser will not be able to guess.

If your abuser sends you threatening or harassing e-mail messages, they can be printed and saved as evidence of the abuse.

Cell Phones: Be aware that cell phones track incoming and outgoing calls, so you may want to constantly delete those records from your phone if you don't want anyone to know whom you've been in contact with. The cell phone bills also have detailed records of all calls made and received.

If your abuser leaves threatening message on your voicemail or sends you threatening texts, save them because they can be used as evidence of the abuse.

GPS (Global Positioning System) Devices: Most cell phones are equipped with a GPS chip that an abuser can use to track your location. Your phone company may have more information.

Your abuser could install a GPS in your car to learn your travel patterns including what time you left/arrived and what route you took. Some systems can allow someone, from a remote location, to unlock your doors, disable the starter, honk the horn and check your speed. The police or your mechanic *may* be able to locate a hidden GPS device in your car.



**WOMEN'S
RIGHTS**
INFORMATION
CENTER



WWW.WOMENSRIGHTS.ORG

CLIENT CONFIDENTIALITY AGREEMENT

Board of Trustees

Hon. Ronny Siegal, Chair
Monica Borg, Vice Chair
Dawn A. Diaz, Treasurer
Helene Herbert, Esq. Secretary

Rose Marie Anderson, Esq.
Pam DeBlassio
Susan Del Rio
Nancy Perez
Hon. Mary Heveran
Hon. Monica Honis
Jennifer B. Krevitt, Esq.
Eleanor Lubin
Magalye Matos
Rose Reyes McGowan, Esq.
Nora Merker, Esq.
Cathy Pierorazio
Nina Pineda
Helayne Weiss, Esq.

Liz Corsini, MPH
Board Emerita

Phoebe Seham, JD
Founder

Chief Executive Officer
Lil Corcoran, LPC

All information shared in the client-provider setting will be kept private and confidential. If either party feels as though information should be shared in an effort to make appropriate referrals for services, you will be asked to sign a release form. The sharing of this information will enable agencies to effectively work together as a team in order to better assist you and your family.

Please know, however, specific confidential information can be shared without a release form in the following circumstances:

- (a) when there is the risk of potential harm to the patient's self or to others
- (b) when there is an instance of suspected abuse of a child or elderly adult

I understand that all the information will be handled confidentially in accordance with what is stated above.

Print Name _____

Signature _____

Date _____



WOMEN'S
RIGHTS
INFORMATION
CENTER

RELEASE FORM - CONFIDENTIAL INFORMATION
PERMISO PARA INTERCAMBIAR INFORMACION CONFIDENTIAL

I understand that Women's Rights Information Center (WRIC) has an obligation to keep my personal information, identifying information and my records confidential. I also understand that I can choose to allow WRIC to release some of my personal information to certain individuals or agencies. *Entiendo que WRIC tiene la obligación de guardar mi información personal, cualquier información con respecto a mi identidad y mis informes confidenciales. También, entiendo que tengo la opción de permitir a WRIC dar algunas de mis informaciones personales a los individuos o agencias específicas.*

I, _____ authorize WRIC to share and exchange information with:
Yo, Name (NOMBRE) autorizo a WRIC compartir e intercambiar la información con:

Agency (AGENCIA) _____

Address (DIRECCIÓN) _____

The information may be shared:
Se puede intercambiar la información:

in person by phone by fax by mail by email
en persona por teléfono por fax por correo por correo electrónico

The following information may be shared:
Se puede intercambiar la información siguiente:

CASE HISTORY
Historial

Other pertinent information :
Otra información pertinente

I understand that I do not have to sign a release form. I do not have to allow WRIC to share my information. Signing a release is completely voluntary. I understand that I might not be able to control what happens to my information once it has been released to the above agency and that the agency getting my information may be required by law or practice to share it with others. *Entiendo que no tengo que firmar este documento. No tengo que permitir a WRIC intercambiar mi información. Firmar este documento es completamente voluntario. Entiendo que quizás no podré controlar lo que puede pasar con mi información cuando ésta esté con la agencia mencionada y que esta agencia recibiendo mi información puede estar obligada, por ley o por práctica, a intercambiarla con otras.*

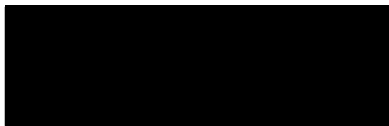
I understand that this release is valid when I sign it and is time limited until _____ (date) or a maximum of six months from the date of signature and that I may withdraw my consent to this release at any time either orally or in writing. *Entiendo que este documento es válido hasta _____ (fecha) o por un máximo de 6 meses a partir de la esta fecha marcada y puedo retirar mi permiso de este documento en cualquier momento verbalmente o por escrito.*

Signature/Firma: _____ Date/Fecha _____

PLEASE SEND INFORMATION TO
Women's Rights Information Center _____



WOMEN'S
RIGHTS
INFORMATION
CENTER



Goal Plan

Client Name: _____

Office Use Only: CASE NUMBER: _____

Plan Title: _____		
Start date: _____	Follow-up Date: _____	Follow-up Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

Presenting Problems, Challenges, Needs:

GOAL 1:	
Recommended Actions/ Objectives	_____
GOAL 2:	
Recommended Actions/ Objectives	_____
GOAL 3:	
Recommended Actions/ Objectives	_____

Service notes:

Acknowledgement of Goal Plan:	
<i>By signing below, I acknowledge that I have discussed a goal plan with a WRIC staff member.</i>	
X _____ Client Signature	_____ Date
X _____ Staff Member Signature	_____ Date

Case Manager: _____
Department: _____

Case Review

Women's Rights Information Center

Date of
Review Session: ___/___/___

Client Information

Name: _____

Age: _____ **Gender:** _____

Nationality: _____

Marital Status: _____

Language: _____

of children: _____

Benefits: _____

Housing: _____

Employment Status: _____

Level of Education: _____

Legal Status: _____

Behavioral/ Mental Status Presentation & Assessment:

Strengths Assessment:

Purpose of Contact:

Presenting Problem:

Staff Recommendations:



**WOMEN'S
RIGHTS
INFORMATION
CENTER**



WWW.WOMENSRIGHTS.ORG

Date/Fecha ____/____/____
WRIC Program: **VAG**

In order that we may evaluate and improve our programs, we are asking that you kindly take a few minutes to complete and return this form. Your assistance is very important to us and greatly appreciated.

Con el fin de evaluar y mejorar nuestras programas, les pedimos por favor tomar unos minutos para completar y devolver este formulario. Su ayuda es muy importante y apreciada.

1. How did you hear about our center?
Como se enteró de nuestro centro?

Board of Social Services	Internet/Social Media	Church
DCP&P	Family/Friend	Other Nonprofit Org: _____
ADV	Court	Other: _____
CAP	School	

2. How have we recently assisted you? What staff are you presently receiving services from?
Le hemos asistido recientemente? Quien le ayudo recibir los servicios?

3. Were you satisfied with the results of our assistance?
Está satisfecha con los resultados de nuestra asistencia?

4. How have these services helped you in becoming more self-sufficient/ independent?
De que manera se siente used que estos servicios le han ayudado a sentirse mas segura?

5. Did you complete a safety plan? Explain if you have learned more ways to plan for your safety.
Ha completado un plan de seguridad? Explique si ha aprendido alguna otra forma para planear su seguridad.

6. Are there any improvements that you would like to see in our services?
Le gustaria ver alguna mejora en nuestros servicios?

7. Please add any additional comments:
Por favor agregue culaquier comentario:

YOUR NAME (OPTIONAL) _____ TU NOMBRE (OPCIONAL) _____

Again, thank you for your input.
Gracias otra vez por su colaboracion.

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.gov

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:

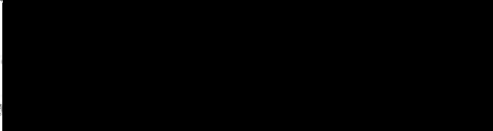
_____ from a labor organization confirming it seeks to represent our employees after the expiration of the 90-day period following the effective date of our DCF contract, to be followed no later than 90 days after the date of notice stating that we have entered into:

(1) a labor harmony agreement with the labor organization; or

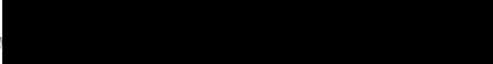
(2) an agreement or binding obligation to be maintained through the term of the contract that provides a commitment comparable to a labor harmony agreement, as defined in section 4 of P.L.2021, c.1 (C.30:1-1.2c); and

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: 10/5/21

Printed Name: 

Title: EXECUTIVE DIRECTOR

Organization Name: WOMAN'S RIGHTS INFORMATION CENTER

Women's Rights Information Center (WRIC)
Proposed Program Implementation Schedule

WRIC's existing victim services program provides support and advocacy for those affected by crime, including domestic violence. Funding for a Domestic Violence Advocate/Career Counselor would enable WRIC to expand and enhance programming immediately by working in conjunction with WRIC's victim services program. Interviewing and hiring for the new position will begin immediately upon award notification. Services will be provided at WRIC's facility at 108 West Palisade Ave., in Englewood, NJ.

Timeline:

January 1, 2022:

- Provide Displaced Homemakers who are identified as domestic violence survivors with safety planning and other essential DV services.
- Provide victim services in Bergen County, including emergency services, case management, legal assistance, and career services.
- Post the open employment opportunity of Domestic Violence Advocate/Career Counselor.
- Purchase and install TTY.

January 15, 2022:

- Interview qualified candidates for Domestic Violence Advocate/Career Counselor.
- Expand outreach to underserved populations, and to community members and partnering agencies by offering additional virtual orientations in English and Spanish.
- Train staff on use of TTY.

February 15, 2022:

- New staff hired. Provide orientation and training.

March 1, 2022:

- Newly hired Domestic Violence Advocate/Career Counselor, working in conjunction with WRIC's existing victim services program, will provide victim advocacy and case management to domestic violence victims, including safety planning, crisis intervention, counseling, court accompaniment, legal and housing assistance, and VCCO and other application assistance.
- Screening capabilities will be enhanced to better assess for trauma by fine-tuning procedures to evaluate and prioritize victims' needs, attending to emergencies first, and gathering information on short and long-term needs. Individualized plans for clients will be developed.
- Clients will benefit from short-term therapies, such as EMDR, Creative Arts, and Equine therapy. Post intervention tools to assess efficacy of treatments will be developed. Client feedback tools and post clinical assessments with treatment specialists will be strengthened.
- Clients will be referred to WRIC's career, housing, ESL, and other services, including life skills workshops and support groups in English and Spanish for victims working to overcome trauma.
- Victims will gain or improve employability skills. Job development, resume writing, goal setting, life skills workshops, supervision, and wrap-around services will be provided. Domestic Violence Advocate/Career Counselor will facilitate a support group to provide career development services to better equip survivors with the tools necessary to obtain and maintain employment.

Ongoing, and annually:

- WRIC will provide in-house training annually to Agency staff and volunteers in trauma-informed care and domestic violence. Program staff will attend local and statewide conferences. Following statewide DV standards, all staff will have the minimum 40-hour DV training.
- With the addition of the proposed services, WRIC will ensure the continuity of domestic violence support and case management for a minimum of 250 domestic violence victims annually, throughout the grant period.

With an existing victim services program, and systems already in place, WRIC is confident of an effective program implementation specific for those affected by domestic violence, and one that will achieve intended outcomes and meet the requirements of the RFP.

WOMEN'S RIGHTS INFORMATION CENTER CONFLICT OF INTEREST/ETHICS POLICY

The following represents the current Conflict of Interest Policy of Women's Rights Information Center and which shall remain in effect until modified, in whole or in part, by the Board of Trustees thereof.

Definitions

The following terms shall have the following meanings throughout this statement of policy:
Agency means Women's Rights Information Center;

Board means Board of Trustees of Agency;

Conflict of Interest means a conflict, or the appearance of a conflict, between the personal, family, business or financial interests of a person of trust such as Trustee / Board Member, Executive Director, or Staff person of the Agency, on one hand; and either the interests, goals, objectives and clients of Agency itself; or the official responsibilities of any of a Board Member, Executive Director, or Staff person of the Agency;

Trustee means any member of the Agency's Board;

Executive Director means the Executive Director of the Agency appointed by Board;

Staff person means any employee of the Agency apart from Agency's Executive Director or Volunteers who serve in any capacity.

Policy

The purpose of this Policy is to prevent the personal, family, business or financial interests of the Agency's Trustees, Executive Director, or Staff persons from interfering with the performance of their responsibilities to the Agency and the Agency's clients and to prevent any such Trustees, Executive Director, or Staff persons from realizing personal, financial, business, professional or political profit or gain at the expense of Agency, Agency's clients or Agency's interests, goals or objectives.

Disclosure of Conflict of Interest

The Agency recognizes that certain family, personal, business, and financial relationships give rise to a Conflict of Interest and that an awareness and determination of the existence of a Conflict of Interest must be made as early as possible. As a result, there must be written disclosure to the Agency as outlined below wherever any of the following occurs or exists:

- a) Any Trustee, Executive Director, or Staff person is related to any other Trustee or Staff or any individual in a position of trust associated with the Agency, in any manner by either blood or marriage; or

- b) Any Trustee also serves the Agency as Executive Director or Staff person;
- c) Any Trustee, Executive Director, or Staff person or anyone to whom any such Trustee, Executive Director, or Staff person is related in any manner by blood or marriage or any business entity or association in which any Trustee, Executive Director, or Staff person so related thereto has any interest whatsoever by receiving payment from the Agency for or under any written or oral contract for goods or services of any kind, including, without limitation, consulting, laundry, maintenance, construction or remodeling;
- d) Any Trustee, Executive Director or Staff person of the Agency who is also a Trustee, officer or employee of a contributor to the Agency.
- e) Any Trustee, Executive Director or Staff person of the Agency who is also involved in an organization or governmental entity that is engaged in doing business with or serving the Agency.

It shall be incumbent upon any Trustee, Executive Director, or Staff person to disclose any existing Conflict of Interest known to her/him, directly to the Agency Executive Director and/or President of the Board, in writing at such time that she/he becomes aware of such conflict associated with the Agency. Additionally the aforementioned individuals are to advise the Agency promptly if any future Conflict of Interest arises.

Determination of a Conflict of Interest

The Executive Director shall be charged with the responsibility of discussing any disclosed or possible Conflict of Interest with any Staff person and bringing to the Board's attention at a Board Meeting any disclosed or possible Conflict of Interest for Board review of same and the effect thereof on the Agency and its functioning.

The determination of any conduct as a Conflict of Interest or unethical behavior of a member of the Board of Trustees shall be determined by the Board of Trustees or its Executive Committee.

As required by funding contracts, funders will be advised, as appropriate to determine that the interests and involvement (as noted above) of Board and Staff, and individuals in a position of trust associated with the Agency, does not give rise to a direct Conflict of Interest or the appearance of a conflict.

In extreme circumstances, determined by the Board and the funder, would sanctions conforming to relevant state and federal Conflict of Interest laws, rules and regulations to be enforced. An appeal may be made to the Board's Executive Committee within 10 business days.

Non-participation Where Conflict of Interest Exists

No Trustee, Executive Director, or Staff person shall in any way participate in Agency affairs, decision-making, contracts or transactions of any kind where a Conflict of Interest exists for her or him which, in the opinion of either the Executive Director or the Board, will affect, or appear to affect, such Trustee, Executive Director, or Staff person's participation, judgment or decision in any manner; or if the above individuals are knowledgeable that other Trustees, Staff, their family or their organizational relationships may give rise to a question of Conflict of Interest. This includes participation in the selection, award or administration of a procurement transaction in which federal or state funds are used, where a question of Conflict of Interest arises.

Conflict of Interests Affecting Board's Decisions

The Agency prohibits the entry of any contracts, transactions, or employment arrangements where any of the Agency's funds would be appropriated or used if any Trustee has a personal, family, business, or financial interest in that contract or transaction. No Trustee shall be gainfully employed by the agency's corporation. A Trustee shall not try to influence the conduct of hiring practices of the agency to benefit a family member, a business, a personal connection or a political affiliation.

A Trustee shall be deemed to have such an interest in any such contract or transaction if any of the following have such an interest:

- a) The Trustee;
- b) Any member of the Trustee's immediate family;
- c) The Trustee's partner;
- d) Any organization in which the Trustee is a director, officer or employee; and
- e) Any person or organization with whom any of the above is negotiating or has any arrangements concerning prospective employment.

A Trustee shall not solicit or accept remuneration for any services provided to the agency's corporation, except for previously agreed upon reimbursement for expenses.

Trustees have an affirmative obligation to disclose to the Board of the existence of any conflict of interest and may not participate in the Board's discussion of, or voting on, any proposed contract, transaction, arrangement or affiliation agreement whenever a Conflict of Interest may exist.

Political Office Campaigns

A Trustee shall not engage in political gain at the expense of the organization. A Trustee who runs for a political office, must request a leave of absence from the Board for the duration of the campaign, or choose to resign.

Conflict of Interest Affecting Executive Director's Decisions

The Agency also recognizes that decisions of its Executive Director on Agency contracts and transactions for which any of its funds will be appropriated or used must be made without the

participation, in any manner, of the Executive Director whenever s/he has a personal, family, business or financial interest in that contract or transaction. The Executive Director shall be deemed to have such an interest in any such contract or transaction if any of the following have such an interest:

- a) The Executive Director;
- b) Any member of the Executive Director's immediate family;
- c) The Executive Director's partner;
- d) Any organization in which the Executive Director is a director, officer, or employee; and
- e) Any person or organization with whom any of the above is negotiating or has any arrangements concerning prospect employment.

The Agency prohibits the entry of any contracts, transactions, or employment arrangements where any of the Agency's funds would be appropriated or used if the Executive Director has a personal, family, business, or financial interest in that contract or transaction. In the case of employment/internships, this ban applies whether the positions are paid or unpaid.

The Executive Director has an affirmative obligation to disclose to the Board of the existence of any conflict of interest and may not participate in the discussion of any proposed contract, transaction or arrangement whenever a conflict of interest may exist.

Attestation of Conflict of Interest Policy

All Trustees and Staff are required to receive this policy upon appointment or employment. Annually, all Trustees and Staff will sign the agency's Attestation of Conflict of Interest form as receipt of the above Conflict of Interest policy. These forms will remain in the agency files. Additionally the Conflict of Interest Policy will be posted in the Administrative Office of Women's Rights Information Center.

Women's Rights Information Center (WRIC)

Copies of Audits or Reviews

Attached are reviews for our Work First NJ Case Management program, as well as our Homesharing and Housing Assistance program.

We file monthly reports with DCF/DOW but the last review was more than two years ago, and is, therefore, not included in the attachment.

Bergen County Workforce Development Board (WDB)

Program Review During COVID-19

DATE OF REVIEW September 15, 2021, 2:00 PM (WebEx)

AGENCY NAME, ADDRESS, & PHONE NO. Women's Rights Information Center
 [Redacted]

PROGRAM Work First New Jersey Case Management

AGENCY REPRESENTATIVES [Redacted]

MONITORING TEAM [Redacted]

STAFF LIAISON [Redacted]

CONTRACT ADMINISTRATOR [Redacted]

CONTRACT NUMBER #20-770

CONTRACT TERM 12/01/2020 – 06/30/2021

TARGET POPULATION –

Work First New Jersey (WFNJ) Recipients requiring case management. Clients fall into three categories:

1. Temporary Assistance for Needy Families (TANF) which is welfare for families of at least one adult and one minor, dependent child; or
2. General Assistance (GA) which is welfare for single adults or Supplemental Nutrition Assistance Program (SNAP) only, formerly known as Food Stamps.

PROGRAM DESCRIPTION –

Case management for WFNJ recipients who require assistance to assure that they are: 1. meeting the obligations placed on them by the welfare system, in order to receive cash and/or services; and 2. securing employment to remove them from the welfare rolls and move them towards self-sufficiency.

FUNDING	Program Budget	Budget Expenditures as of 08/30/21	To cover active clients on 08/31/2021
WFNJ NJ-DOL (TANF)	\$96,550	\$ 33,150	\$63,400
WFNJ NJ-DOL (GA)	\$87,100	\$ 41,950	\$ 45,150
TOTAL	\$183,650	\$75,100	\$108,550

FUNDING	Program Budget	Budget Expenditures as of 04/30/2021	To cover active clients on 04/30/21
WFNJ NJ-DOL (TANF)	\$200,000	\$ 154,150	\$45,850
WFNJ NJ-DOL (GA)	\$ 38,000	\$ 27,300	\$ 10,700
WFNJ NJ-DOL (SNAP-only)	\$ 90,000	\$ 66,550	\$ 23,450
TOTAL	\$328,000	\$248,000	\$80,000

SERVICE ACTIVITY:

Program Review Contract (12/01/2020 – 06/30/2021 – details as of July 2021)

Service Code (where available) and Service Name	Contracted # Units	Units (as of 05/12/20)	Contracted # clients	Clients served (as of 06/30/2021)
WFNJ NJ-DOL (TANF)			39	39
WFNJ NJ-DOL (GA)			67	67

Previous Contract (07/01/2019 – 11/30/2020)

Service Code (where available) and Service Name	Contracted # Units	Units	Contracted # clients	Clients served
WFNJ NJ-DOL (TANF)			58	95
WFNJ NJ-DOL (GA)			25	31
WFNJ NJ-DOL (SNAP-only)			57	77

CONTRACT OUTCOMES

Current Contract (12/01/2020-06/30/2021 – details as of July 2021)

27% of the TANF clients became employed (target=60%); 0% remained employed for 180 days (target=100%)
 0% of the GA clients became employed (target=60%); 0% remained employed for 180 days (target=100%)
 0% of the SNAP Only clients became employed (target=60%); 0% remained employed for 180 days (target=100%)

Previous Contract (07/01/2019-11/30/2020)

26% of the TANF clients became employed (target=60%); 0% remained employed for 180 days (target=100%)
 0% of the GA clients became employed (target=60%); 0% remained employed for 180 days (target=100%)
 0% of the SNAP Only clients became employed (target=60%); 0% remained employed for 180 days (target=100%)

SUMMARY OF PROGRAM ADJUSTMENTS MADE IN RESPONSE TO THE COVID-19 CRISIS

There were no published guidelines for the expectations of case managers during COVID, but Women's Rights Information Center (WRIC) staff continued to prioritize WFNJ clients' needs. They acknowledged the isolation, confusion, and household issues that affected clients. They stepped up client contact via phone, e-mail, or text (client preference). Issues that were addressed over this time included: mental health checks; housing needs; food scarcity; surviving poverty; wellness checks; home schooling and child care links/advice; technology assistance; continuing CWEP activity virtually; etc.

Last year, WRIC staff advised the Review Team that regular telephone contact had strengthened their rapport with clients. This year, they noted that the easier rapport, once formed, encouraged participation in remote training and workshops, even though NJ-DOL is not yet requiring that participation.

In 2021, as WRIC is now accepting in-person meetings, and NJ seems to be moving back to some version of the 2019 "normal," it seemed to be a good time to review what was learned and what might shape the 2021-2022 contract.

MOVING FORWARD – LESSONS LEARNED

1. Clients respond better and participate more fully when presented with their opportunities and allowed to decide to join and take advantage of options, rather than being required to attend and participate.
2. Clients are more motivated to participate when they feel their needs are being considered/accommodated. They want help to return to self-sufficiency; this period where the WFNJ obligations were suspended has allowed them to instigate and control their own level of participation and choice of activity.
3. Remote connections allow more flexibility – people can attend in a timely fashion when they are not running buses to get children to school, childcare, and caregivers prior to their public transit trek to WRIC.
4. While the original contact was a bit more difficult because clients didn't know WRIC staff, once that hurdle was cleared, the relationship went smoothly.
5. WRIC can reach more clients remotely – distance is not a factor, clients don't have to take into consideration the connections between buses or spaces where buses don't run.

THE "NEW NORMAL" and EXPECTED PROTOCOLS

1. WRIC is looking forward to balancing the split for remote and in-person contact with clients. In-person meeting for familiarity, and then case management, meetings, paperwork submissions, and trainings can be more comfortably provided electronically.
 - a. In-person orientation and assessment to assure clients know staff who have their information and while staff are assured clients have the skills to access WRIC's remote trainings and workshops.
 - b. Remote work is a new soft-skill. Clients learn the self-discipline of being on time for meetings and ignoring the distractions present to interrupt a remote work setting.
2. Lawyers providing pro-bono work at WRIC have noted that their efforts are made easier with the remote services they provide at this time; this may shape future service.
3. Even without the WFNJ Obligations being in place again, clients are returning:
 - a. WRIC is starting to see TANF clients without the WFNJ obligations being back in place because they must have childcare to secure a transit bus pass. The Bergen County Office for Children is making the connection for WRIC and clients.
 - b. GA clients without any other WFNJ obligations are interested in the workshops, training, and presentations offered at WRIC.
 - c. WRIC was able to get clients hooked up for training, apprenticeships, and education (HSE) programs.
4. The most interesting and frustrating question about the "new normal" is how the Community Work Experience Program (CWEP) is likely to return. Many non-profits have lost staff because of low pay, few benefits, and the continued danger of proximity to other people whose health and vaccinated status is unknown. Will the non-profits survive long enough to provide jobs to WRIC clients?

TEAM COMMENTS AND RECOMMENDATIONS

No one knows what the WFNJ rules and regulations will be when the suspension of obligations is over. However, WRIC hopes that there can be a combination of remote and in-person service to practice the self-discipline of working amid the distractions of a home/remote setting and timely work arrival and social skills of the in-office experience.

The team acknowledged WRIC's efforts to continue, even in these trying times, to help their clients move on to self-sufficiency.

- The Board of WRIC changed the agency's mission statement to be inclusive of anyone needing assistance:
 - *Women's Rights Information Center provides knowledge and opportunities to support the economic aspirations, self-sufficiency, and emotional well-being of individuals so they may live with hope, security, and dignity.*
- The Board also shifted more focus on victim services ("Support and advocacy for those affected by crime, i.e., domestic violence, sexual abuse/exploitation, gun violence, etc.")
- WRIC staff step up to meet current needs that has recently included helping clients apply for Tropical Storm Ida recovery assistance from FEMA. They noted that computer access to the forms and applications were the biggest hurdle faced in trying to submit these applications.
- Computer access was also a hurdle for accessing training and workshops; WRIC is working to find a way to secure computers for their clients.

WRIC wants to continue to do a good job for clients in need.

- WRIC is trying to secure TANF contact lists so that they can reach out ahead of the WFNJ requirements to maneuver clients into position to access the best jobs and training and programming.
- GA referrals have continued throughout the pandemic and WRIC continues to keep them informed.

WORKFORCE DEVELOPMENT BOARD COMMENTS/RECOMMENDATIONS Date: 9/30/21

Jm



COUNTY OF BERGEN
DEPARTMENT OF HUMAN SERVICES
DIVISION OF SENIOR SERVICES/AGING AND DISABILITY RESOURCE CONNECTION
 One Bergen County Plaza · 2nd Floor · Hackensack, NJ 07601-7076
 (201) 336-7400 · Fax (201) 336-7430

James J. Tedesco III
 Bergen County Executive

Melissa DeBartolo, Esq.
 Acting Department Director

Lorraine Joewono
 Division Director

Bergen County Division of Senior Services Program Review
Corrective Action Plan

Note: *The APC provider is required to complete the "Corrective Action" section for each section/standard, indicating the action steps that the provider will take to meet the "expected outcome." A completed copy must be returned to Davit Topchishvili dtopchishvili@co.bergen.nj.us within 30 days of receiving this report.*

Programmatic

<p>Program review: (State the name of the section and the question on the monitoring report shown under 4. Program Assessment).</p> <p>Program serves its contracted target population.</p>
<p>Finding: <u>218 Home sharing/Matching</u> units were below allowable 15%+/- range by 27 percent and clients were above the range by 100 percent. <u>219 Housing Assistance</u> units were below allowable 15%+/- range by 23 percent and clients were below the range by 33 percent.</p>
<p>Expected Outcome (recommendation): Program director should review contracted numbers (level of service), provide justification for any unmet level of service, and review quarterly reports with this monitor.</p>
<p>Corrective Action: Per discussions with Davit on 1/28/20, numbers adjusted for our grant are as follows: #218 Homesharing/Matching – 65 unduplicated clients, 300 service units #219 Housing Assistance – 300 unduplicated clients, 1000 service units We are confident that these numbers will more clearly reflect our level of service for 2020. As our Shared Housing program has grown, we have become more efficient in our "screening" and need less time (and therefore fewer service units) to ascertain what our clients require. As we move forward, we hope to not only help more clients find shared housing, but also continue to quickly identify solutions to their housing assistance needs, while requiring fewer interactions/communications to do so. In addition, as 2019 was our first year under this grant, we learned how to capture and categorize each client. We also implemented procedures to track our communication, per client. There were many clients we did not know we could account for in much of our outreach, and we will be sure to capture them in 2020.</p>

Fiscal



Fiscal review:
Finding:
Expected Outcome:
Corrective Action:

We greatly appreciate the vital service that your program provides to Bergen's older adults and commend you and your staff for your dedication and commitment.

Sincerely,



Lorraine Joewono
Director



Women's Rights Information Center (WRIC)
Consulting Contracts, Affiliation Agreements

Women's Rights Information Center has no Affiliation Agreements or Memoranda of Understanding or Consulting Contracts related to this RFP.

**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.

Women's Rights Information Center (WRIC)

Name of Applicant Organization

Signature

[Redacted Signature]

Date

11/8/21

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.



Schedule of Estimated Claims

Third Party Contract Summary Report - Page 1 of 2

Provider **Women's Rights Information Center**
 Division **DOW**
 Contract **23ORBW**
 Dates **7/1/2022** to **6/30/2025**

Contract Characteristics

Reporting Requirements

- None
- Monthly
- Quarterly
- Other

Advance Payments

- None
- Monthly

Type of Contract

- Cost Related
- Non-Cost Related

Reimbursement Type

- Periodic Reported Expenditures
- Installments
- Provisional
- Fixed Rate

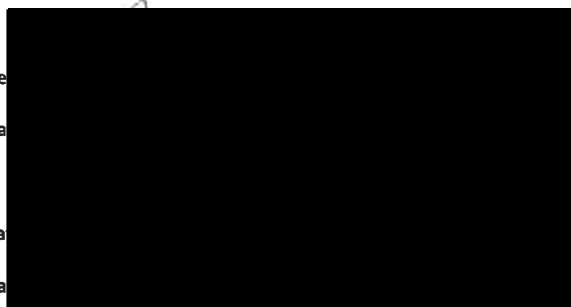
Account and CFDA Information	Amt
1630-091 Family Violence Prevention Services Act-American Rescue Plan (93.671)	\$214,285.00
Grand Total	\$214,285.00

Authorized Provider Signature

Date

DCF Contract Supervisor Signature

Date





Schedule of Estimated Claims

Third Party Contract Summary Report - Page 2 of 2

Provider **Women's Rights Information Center**
 Division **DOW**
 Contract **23ORBW**
 Dates **7/1/2022** to **6/30/2025**

Original Contract Ceiling
\$214,285.00

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

Total Contract Ceiling
\$214,285.00

Total Match Amount
\$0.00

Amended Contract Ceiling *
\$214,285.00

Payments by Month *	
2022 July	\$5,963.00
2022 August	\$5,963.00
2022 September	\$5,963.00
2022 October	\$5,963.00
2022 November	\$5,963.00
2022 December	\$5,963.00
2023 January	\$5,963.00
2023 February	\$5,963.00
2023 March	\$5,963.00
2023 April	\$5,963.00
2023 May	\$5,963.00
2023 June	\$5,970.00
2023 July	\$5,862.00
2023 August	\$5,862.00
2023 September	\$5,862.00
2023 October	\$5,862.00
2023 November	\$5,862.00
2023 December	\$5,862.00
2024 January	\$5,862.00
2024 February	\$5,862.00
2024 March	\$5,862.00
2024 April	\$5,862.00
2024 May	\$5,862.00
2024 June	\$5,866.00
2024 July	\$6,031.00
2024 August	\$6,031.00
2024 September	\$6,031.00
2024 October	\$6,031.00
2024 November	\$6,031.00
2024 December	\$6,031.00
2025 January	\$6,031.00
2025 February	\$6,031.00
2025 March	\$6,031.00
2025 April	\$6,031.00
2025 May	\$6,031.00
2025 June	\$6,033.00
Grand Total	\$214,285.00

Payments by State Fiscal Year *		
2023	1630-091	\$71,563.00
2024	1630-091	\$70,348.00
2025	1630-091	\$72,374.00
Grand Total		\$214,285.00

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



Component
1
 Schedule of Estimated Claims
 Third Party Contracts

SEC - ver 03/16/22

Provider Name Women's Rights Information Center
 Component Name Domestic Violence Direct Services

Contract Administrator [REDACTED]

Division	DOW	Contract No	23ORBW	Contract Start	7/1/2022	Contract End	6/30/2025
----------	-----	-------------	--------	----------------	----------	--------------	-----------

Type of Funding: 1-Time Funding			
1630-091 Family Violence Prevention Services Act - American Rescue Plan (93.671)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank	July	22	\$5,963.00
	August	22	\$5,963.00
	September	22	\$5,963.00
	October	22	\$5,963.00
	November	22	\$5,963.00
	December	22	\$5,963.00
	January	23	\$5,963.00
	February	23	\$5,963.00
	March	23	\$5,963.00
	April	23	\$5,963.00
Match Required? No	May	23	\$5,963.00
	June	23	\$5,970.00
		Total	\$71,563.00
0.0%			

Type of Funding: 1-Time Funding			
1630-091 Family Violence Prevention Services Act - American Rescue Plan (93.671)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank	July	23	\$5,862.00
	August	23	\$5,862.00
	September	23	\$5,862.00
	October	23	\$5,862.00
	November	23	\$5,862.00
	December	23	\$5,862.00
	January	24	\$5,862.00
	February	24	\$5,862.00
	March	24	\$5,862.00
	April	24	\$5,862.00
Match Required? No	May	24	\$5,862.00
	June	24	\$5,866.00
		Total	\$70,348.00
0.0%			

Type of Funding: 1-Time Funding			
1630-091 Family Violence Prevention Services Act - American Rescue Plan (93.671)			
	Month	YY	Amount
Enter Mod # 1 thru 10 above. If new or renewal leave blank	July	24	\$6,031.00
	August	24	\$6,031.00
	September	24	\$6,031.00
	October	24	\$6,031.00
	November	24	\$6,031.00
	December	24	\$6,031.00
	January	25	\$6,031.00
	February	25	\$6,031.00
	March	25	\$6,031.00
	April	25	\$6,031.00
Match Required? No	May	25	\$6,031.00
	June	25	\$6,033.00
		Total	\$72,374.00
0.0%			

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

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

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

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

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

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

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

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

NOTES:

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

Agency: Women's Rights Information Ce
 Address: _____
 Phone: _____
 Chief Executive Officer: _____
 Prepared By: _____

Date: 5/2/2022

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

Contracting Division	Contract #	Program Name	Reimbursable Ceiling	Type of Service	Contract Type	Payment Method	Division Contact Person	Provider Agency Contact Person and Telephone #
DOW	23ORBW	DV Direct Service	\$214,285	DV Support	Cost Reimbursement	Scheduled		

Division Use Only

Contract # _____
 Effective Dates _____ to _____
 Division _____

Budget: I certify that the cost data used to prepare this contract budget is current, complete, and in accordance with the governing principles for determining costs.

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



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

Agency: Women's Rights Information
Contract#: 23ORBW

PURPOSE
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT
 PERIOD COVERED July 1, 2022 - June 30, 2025

A BUDGET CATEGORY: PERSONNEL													
				1	2	3	4	5	6	7	8	9	10
	Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	Year 1	Year 2	Year 3			Other Programs	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
1	Domestic Violence/Career Counselor, TBD (100%)	1	TBD	20	\$ 57,866	\$ 18,720	\$ 19,282	\$ 19,864					
2	Victims' Advocate, ██████████ (10%)	2	10/19	35	\$ 17,052	\$ 5,517	\$ 5,682	\$ 5,853					
3	Accountant - ██████████ (10%)	3	2/22	35	\$ 21,327	\$ 6,900	\$ 7,107	\$ 7,320					
4	Executive Director - ██████████ (5%)	4	6/16	35	\$ 17,822	\$ 5,766	\$ 5,939	\$ 6,117					
5	Program Director - ██████████ (10%)	5	8/16	40	\$ 22,508	\$ 7,282	\$ 7,500	\$ 7,726					
6	Operations Coordinator/Case Manager - ██████████ (15%)	6	3/21	35	\$ 15,912	\$ 5,148	\$ 5,302	\$ 5,462					
7					\$ -								
8					\$ -								
9					\$ -								
10					\$ -								
11					\$ -								
12					\$ -								
13					\$ -								
14					\$ -								
15					\$ -								
16					\$ -								
17					\$ -								
18					\$ -								
19					\$ -								
20					\$ -								
21					\$ -								
22					\$ -								
23					\$ -								
SUBTOTAL(pg. 1)					\$ 152,487	\$ 49,333	\$ 50,812	\$ 52,342	\$ -	\$ -	\$ -	\$ -	\$ -

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

Agency: Women's Rights Information
Contract#: 23ORBW

PURPOSE
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT
PERIOD COVERED July 1, 2022 - June 30, 2025

A BUDGET CATEGORY: PERSONNEL				1	2	3	4	5	6	7	8	9	10
Position Title/ Name of Employee	Position Number	Date Employed	Hours /Week	TOTAL	Year 1	Year 2	Year 3				Other Programs	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
75				\$ -									
76				\$ -									
77				\$ -									
78				\$ -									
79				\$ -									
80				\$ -									
81				\$ -									
82				\$ -									
83				\$ -									
84				\$ -									
85				\$ -									
86				\$ -									
87				\$ -									
88				\$ -									
89				\$ -									
90				\$ -									
91				\$ -									
92				\$ -									
93				\$ -									
94				\$ -									
95				\$ -									
96				\$ -									
97				\$ -									
98				\$ -									
99				\$ -									
100				\$ -									
SUBTOTAL (pg. 4)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BUDGET CATEGORY A: EMPLOYEE SUBTOTAL				\$ 152,487	\$ 49,333	\$ 50,812	\$ 52,342	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Agency: Women's Rights Information
Contract#: 23ORBW

PURPOSE
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT

PERIOD COVERED July 1, 2022 - June 30, 2025

BUDGET CATEGORY- C. MATERIALS AND SUPPLIES											
LINE ITEM	BASIS FOR ALLOCATION	1	2	3	4	5	6	7	8	9	10
		TOTAL	Year 1	Year 2	Year 3	0	0	0	Other Programs	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
Office Supplies - Replenished items i.e. pens, paper, toner from Staples for example	printer ink @ \$100, paper @ \$25, misc desk setup supplies (tape, staples, pens)	\$ 800	\$ 300	\$ 250	\$ 250						
Office Furniture - Staples	est cost of \$500 for desk and \$200 for chair	\$ 700	\$ 700								
Office Equipment - Staples or NewEgg or Walmart	avg cost for computer \$500 and monitor \$200	\$ 700	\$ 700								
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
BUDGET CATEGORY C. TOTAL		\$ 2,200	\$ 1,700	\$ 250	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT EXPENSE DETAIL
E. SPECIFIC ASSISTANCE
PAGE 11 OF 20

Agency: Women's Rights Information
Contract#: 23ORBW

PURPOSE
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT

PERIOD COVERED July 1, 2022 - June 30, 2025

BUDGET CATEGORY E. SPECIFIC ASSISTANCE TO CLIENTS		1	2	3	4	5	6	7	8	9	10
LINE ITEM	BASIS FOR ALLOCATION	TOTAL	Year 1	Year 2	Year 3	0	0	0	Other Programs	UNALLOWABLE COSTS	GENERAL & ADMINISTRATIVE COSTS
Emergency: hotel placement/rent supplement/food/clothing - ie Holiday Inn, Target	avg \$100/night; bedding setup \$150; clothing outfit or coat \$75	\$ 6,000	\$ 2,000	\$ 2,000	\$ 2,000						
Client training inside/outside career training, applications, exams, uniforms, classes, etc - ie Priority Hursing, Paglia Training, Always Home Care	avg costs: ie Priority Nursing \$430; Paglia Training Center \$450	\$ 6,000	\$ 2,000	\$ 2,000	\$ 2,000						
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
BUDGET CATEGORY E. TOTAL		\$ 12,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Agency: Women's Rights Information
Contract#: 23ORBW

PURPOSE
| BUDGET PREPARATION
| MODIFICATION BUDGET
| EXPENDITURE REPORT

PERIOD COVERED July 1, 2022 - June 30, 2025

BUDGET CATEGORY F. OTHER											
LINE ITEM	BASIS FOR ALLOCATION	1 TOTAL	2 Year 1	3 Year 2	4 Year 3	5 0	6 0	7 0	8 Other Programs	9 UNALLOWABLE COSTS	10 GENERAL & ADMINISTRATIVE COSTS
Brochure printing for outreach - Vistaprint	8.5x11 standard glossy flyers; 500 for \$125	\$ 250	\$ 125	\$ 125							
Staff training: counseling development, updates, team building, technical skill development	avg cost for trainer & materials	\$ 3,000	\$ 1,000	\$ 1,000	\$ 1,000						
Myers Briggs Training Certification	60% of training & certification (cost per person \$3000)	\$ 1,800	\$ 1,800								
Emergency lock changes for clients - ie Main Lock Shop	avg cost per household @ \$185	\$ 2,775	\$ 925	\$ 925	\$ 925						
Travel for staff @ .35/mile	approx 60 miles/month at .35/mile	\$ 750	\$ 250	\$ 250	\$ 250						
Travel & Transportation for client - bus/uber allowance	\$150 bus uber/cost	\$ 450	\$ 150	\$ 150	\$ 150						
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
		\$ -									
SUBTOTAL(pg.1)		\$ 9,025	\$ 4,250	\$ 2,450	\$ 2,325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Agency: Women's Rights Information
Contract#: 23ORBW

THIS SCHEDULE IS NOT APPLICABLE

PURPOSE
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT PERIOD COVERED

July 1, 2022 - June 30, 2025

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

Supporting documentation is required to substantiate the allocations.

Agency: Women's Rights Inform
Contract#: 23ORBW

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

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

July 1, 2022 - June 30, 2025

THIS SCHEDULE IS NOT APPLICABLE

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

State of New Jersey
DEPARTMENT OF CHILDREN AND FAMILIES

BUSINESS ASSOCIATE AGREEMENT between the New Jersey Department of Children and Families and **Women's Rights Information Center** (Agency/Vendor.) for Contract Number **23ORBW**.

This Business Associate Agreement sets forth the responsibilities of **Women's Rights Information Center (Business Associate)**, with an address of **108 W. Palisade Avenue, Englewood, NJ 07631** and the New Jersey Department of Children and Families, as a **Covered Entity**, in relationship to Protected Health Information (PHI), as those terms are defined and regulated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the regulations adopted there under by the Secretary of the United States Department of Health and Human Services, with the intent that the Covered Entity shall at all times be in compliance with HIPAA and the underlying regulations.

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

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

A. Definitions:

1. The terms specified below shall be defined as follows:
 - 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. 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. Indemnification and Release

- 1. Business Associate shall assume all risk and responsibility for, and agrees to indemnify, defend and save harmless Covered Entity, its officers, agents and employees and each and every one of them, from and against any and all claims, demands, suits, actions, recoveries, judgments, and costs (including attorneys fees and costs and court costs), expenses in connection therewith, on account of loss of life, property or injury or damages to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from

Business Associate's use or misuse of PHI or from any action or inaction of Business Associate or its officers, employees, agents or contractors with regard to PHI or the requirements of this Agreement or the Privacy Rule. The provision of this indemnification clause shall in no way limit the obligations assumed by Business Associate under this Agreement, nor shall they be construed to relieve Business Associate from any liability nor preclude Covered Entity from taking any other actions available to it under any other provisions of this Agreement, the Privacy Rule or at law.

2. Notwithstanding the above, the obligations assumed by the Business Associate herein shall not extend to or encompass suits, costs, claims, expenses, liabilities and judgments incurred solely as a result of actions or inactions of Covered Entity.
3. Business Associate further acknowledges the possibility of criminal sanctions and penalties for breach or violation of this Agreement or the Privacy Rule pursuant to 42 USC 1320d-6.
4. Business Associate shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatever kind or nature, arising out of or in connection with an act or omission of Business Associate, its employees, agencies, or contractors, in the performance of the obligations assumed by Business Associate pursuant to this Agreement. Business Associate hereby releases Covered Entity from any and all liabilities, claims, losses, costs, expenses and demands of any kind or nature whatsoever, arising under state or federal laws, out of or in connection with Business Associate's performance of the obligations assumed by Business Associate pursuant to this Agreement.
5. The obligations of the Business Associate under this Section shall survive the expiration of this Agreement.

F. Miscellaneous

1. A reference in this Agreement to a section of the Privacy Rule means the section as in effect or, it may be amended or interpreted by a court of competent jurisdiction.
2. Business Associate and Covered Entity agree to take such action as is necessary to amend this Agreement from time to time in order that Covered Entity can continue to comply with the requirements of the Privacy Rule and HIPAA and case law that interprets the Privacy Rule or HIPAA. All such amendments shall be in writing and signed by both parties. Business Associate and Covered Entity agree that this Agreement may be superseded by a revised Business Associate Agreement executed between the parties after the effective date of this Agreement.
3. The respective rights and obligations of Business Associate and Covered Entity under Section D, "Term of Business Associate Agreement", above, shall survive the termination of the Contract. The respective rights and obligations of Business

Associate and Covered Entity under Section E, "Indemnification", and Section B(11), "Internal Practices", above, shall survive the termination of this Agreement.

4. Any ambiguity in this Agreement shall be resolved to permit Covered Entity to comply with the Privacy Rule and HIPAA, as it may be amended or interpreted by a court of competent jurisdiction.
5. Nothing expressed or implied in the Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Business Associate and Covered Entity, and any successor state agency to Covered Entity, any rights, remedies, obligations or liabilities whatsoever.
6. Any notices to be given hereunder shall be made via Regular and Certified US Mail, Return Receipt Requested, and if possible, by facsimile to the addresses and facsimile members listed below:

Business Associate: Women's Rights Information Center

Facsimile #

Covered Entity: 1. Privacy Officer

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

Telephone #

Facsimile #

2. DCF Business Manager

Northern Business Office

Facsimile#

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

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

Covered Entity:



Printed Name

Director-Office of Contract Administration

Title

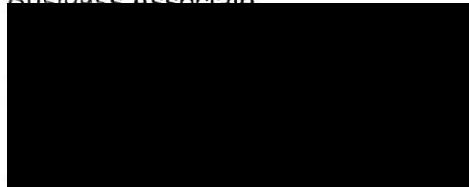
Department of Children & Families

Agency

8/3/22

Date:

Business Associate:



Printed Name

Executive Director

Title

Women's Rights Information Center

Agency

5/25/22

Date:

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

I. Organizations awarded contracts are required to comply with:

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

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

II. Organizations awarded contracts are advised:

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

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

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

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

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

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

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

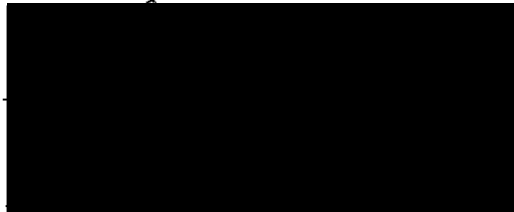
cancelling or declining to renew the contract. Should the covered contractor fail to engage in or complete corrective action, the Commissioner of DCF shall cancel or decline to renew the contract; and

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

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

Signature:



Printed Name:

Title:

Executive Director

Provider Agency:

Women's Rights Information Center (WRIC)

Date:

06/19/2023

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

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

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

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

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

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



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

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

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

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

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

II. DOMESTIC PREFERENCE FOR PROCUREMENTS

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

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

III. PROCUREMENT OF RECOVERED MATERIALS

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

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

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

IV. EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

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

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

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

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

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

VI. COPELAND ANTI_KICK-BACK ACT

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

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

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

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

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

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

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

VIII. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

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

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

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

Clean Air Act

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

Federal Water Pollution Control Act

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

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

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

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

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

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

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



REQUEST FOR PROPOSALS

For

American Rescue Plan Supplemental Funding for Domestic Violence Services

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

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

CFDA # 93.671

There will be no Bidders Conference for this RFP

Questions are due by October 15, 2021

Bids are due: November 17, 2021

Christine Norbut Beyer, MSW
Commissioner

September 24, 2021

TABLE OF CONTENTS

Section I - General Information

A. Purpose	Page 3
B. Background	Page 6
C. Target Population/Admission Criteria	Page 6
D. Services to be Funded	Page 7
E. Resources	Page 10
F. Funding Information	Page 13
G. Applicant Eligibility Requirements	Page 13
H. RFP Schedule	Page 14
I. Administration	Page 15
J. Appeals	Page 18
K. Post Award Review	Page 18
L. Post Award Requirements	Page 18

Section II - Application Instructions

A. Review Criteria	Page 19
B. Supporting Documents	Page 24
C. Requests for Information and Clarification	Page 28

Exhibit A–The State Affirmative Action Policy

Exhibit B–Anti-Discrimination Provisions

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

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

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

Attachment 2-EEO-166

Funding Agency

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

Special Notice:

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

Section I – General Information

A. Purpose

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

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

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

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

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

Eligible entities include the following:

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

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

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

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

Domestic Violence Services and COVID-19

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Background

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

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

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

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

C. Target Population/Admission

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

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

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

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

D. Services to be Funded

Domestic Violence Services

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

1. Crisis Calls and Intervention

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

2. Housing Options

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

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

3. Victim Advocacy

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

4. Individual and Group Counseling

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

5. Legal Advocacy and Legal Representation

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

6. Medical Accompaniment

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

7. Transportation

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

8. Community Education and Training

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

9. Partnership and Collaboration

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

10. Prevention Services

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

11. Services for Children

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

12. Offender Services

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

13. Technology

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

14. Consultant Services

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

15. Translation and Interpretation

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

16. Substance use disorders and/or mental health needs

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

See here for a complete list of allowable activities:

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

Unallowable Uses of Funds

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

E. Resources

Geographic Area to Be Served

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

Staffing

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

1. Staff and Volunteer Retention

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

2. New Staff Training & Development

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

3. Intern/Volunteer Program

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

Applicable Laws and Regulations

All DCF funded agencies must comply with:

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

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

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

Voluntary Participation Only

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

Trauma-informed Approach

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

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

Acceptance/Remittance Criteria for Services

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

Protecting Confidentiality

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

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

Data Collection and Management

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

Continued Quality Improvement Standards

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

increasing positive outcomes for individuals and families they serve.

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

F. Funding Information

The Department will make available:

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

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

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

Matching Funds

No match is required for the FVPSA ARP grant awards.

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

Technical Assistance and Support

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

G. Applicant Eligibility Requirements

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

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

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

H. RFP Schedule

October 15, 2021	Deadline for Email Questions sent to DCF.ASKRFP@dcf.nj.gov
November 17 , 2021	Deadline for Receipt of Proposals by 12:00PM

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

All proposals must be delivered ONLINE:

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

- Registration for the Authorized Organization Representative (AOR) Form

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

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

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

Submission Requirement:

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

I. Administration

Screening for Eligibility, Conformity and Completeness

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

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

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

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

Proposal Review Process

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

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

Requested information was covered- 10 Points

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

Background of organization and staffing explained- 15 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, or any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations.

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

Special Requirements

The successful Applicant shall maintain all documentation related to proof of services, products, transactions and payments under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

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

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

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

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

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

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

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

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

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

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

J. Appeals

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

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

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

K. Post Award Review

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

Applicants may request a Post Award Review by contacting: DCF.ASKRFP@dcf.nj.gov.

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

L. Post Award Requirements

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

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

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

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

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

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

Section II – Application Instructions

A. Proposal Requirements and Review Criteria

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

Applicants must submit a Narrative with the following parameters:

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

Proposal Narrative

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

I. Organizational History and Capacity (15 Points)

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

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

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

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

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

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

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

II. Need and Impact (10 Points)

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

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

III. Program Approach

(30 Points)

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

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

IV. Staffing and Personnel

(10 Points)

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

activities.

Describe how the proposed program will recruit and utilize volunteers.

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

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

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

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

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

The Standards are available at:

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

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

V. Program Implementation Schedule (10 Points)

Provide a timeline for fully implementing the proposed services.

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

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

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

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

VI. Outcome and Evaluation (5 Points)

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

VII. Leveraging and Sustainability (5 Points)

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

VIII. Budget (15 Points)

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

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

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

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

Forms are available at:

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

A description of General and Administrative Costs are available at:

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

B. Supporting Documents

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

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

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

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 for paper copies, CD and electronic copies.
3	<input type="checkbox"/> Proposal Narrative in following order 30 Page Limitation <ol style="list-style-type: none"> I. Organization History and Capacity II. Need and Impact III. Program Implementation IV. Staffing and Personnel V. Program Implementation Schedule VI. Outcome and Evaluation VII. Leveraging and Sustainability VIII. Budget
Part II: Appendices	
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 Freeholders of Responsible Governing Body). List must be Dated and include the following: <ol style="list-style-type: none"> 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"/>	2 Professional letter(s) of support from community organizations that you already partner with as part of the appendix . Letters from any New Jersey State employees are prohibited.
8	<input type="checkbox"/>	Job Descriptions that include all educational and experiential requirements
9	<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), including any professional licenses.
10	<input type="checkbox"/>	A sample staff schedule for a month depicting staff shifts and hours
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 1 page)
13	<input type="checkbox"/>	Description of program space, if available
14	<input type="checkbox"/>	Additional photos and/or floor plans, if available are also welcomed
15	<input type="checkbox"/>	Summary of evaluation tools that will be used to determine the effectiveness of the program services (no more than 5 pages)
16	<input type="checkbox"/>	Signed Attestation Exhibit D
17	<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.
18	<input type="checkbox"/>	Proposed Annex B Budget Form documenting anticipated budget (include signed cover sheet) Annex B: https://www.nj.gov/dcf/documents/contract/forms/AnnexB.xls Note: Expense Summary Form is auto populated. Begin data input on Personnel Detail Tab.
19	<input type="checkbox"/>	Applicant's Conflict of Interest policy

20	<input type="checkbox"/>	<p>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.</p> <p>Applicants are on notice that DCF may consider all materials in our records concerning audits, reviews or corrective active plans as part of the review process.</p>
21	<input type="checkbox"/>	<p>Document showing Data Universal Numbering System (DUNS) Number [2006 Federal Accountability & Transparency Act (FFATA)] Website: https://fedgov.dnb.com/webform Helpline: 1-866-705-5711</p>
22	<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>
23	<input type="checkbox"/>	<p>Applicable Consulting Contracts, Affiliation Agreements related to this RFP. If not applicable, include a written statement</p>
24	<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>
25	<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>
26	<input type="checkbox"/>	<p>Certificate of Incorporation Website: https://www.nj.gov/treasury/revenue/filecerts.shtml</p>
27	<input type="checkbox"/>	<p>For Profit: NJ Business Registration Certificate with the Division of Revenue. See instructions for applicability to the organization. If not applicable, include a signed/dated written statement on agency letterhead. (Requested with proposal, required prior to award) Website: https://www.nj.gov/njbusiness/registration/</p>
28	<input type="checkbox"/>	<p>Agency By-laws or Management Operating Agreement if an LLC</p>

29	<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>
30	<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>
31	<input type="checkbox"/>	<p>Disclosure of Investment Activities in Iran (PDF) (signed/dated) (Requested with proposal, required prior to award) Website: https://www.nj.gov/treasury/purchase/forms.shtml [Version 6-19-17] Form: https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf</p>
32	<input type="checkbox"/>	<p>For Profit: Ownership Disclosure Form (PDF) (signed/dated) 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.</p>
33	<input type="checkbox"/>	<p>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</p>
34	<input type="checkbox"/>	<p>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</p>
35	<input type="checkbox"/>	<p>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</p>
36	<input type="checkbox"/>	<p>Tax Forms: <u>Non Profit Form 990</u> 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</p>

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

See *Standard Documents for RFPs* for forms.

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

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

Click on Vendor Information and then on Forms.

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

<https://www.nj.gov/dcf/providers/contracting/forms/> and
www.nj.gov/dcf/providers/contracting/manuals

C. Requests for Information and Clarification

Question and Answer:

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

Questions must be submitted in writing via email to:
DCF.ASKRFP@dcf.nj.gov.

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 requirements of the State Affirmative Action Policy, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27;
- E. the laws relating to Anti-Discrimination, including N.J.S.A 10:2-1, Discrimination in Employment on Public Works; and
- F. the confidentiality rules and regulations related to the recipients of contracted services including, but not limited to:
 - 1. Compliance with 42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records.
 - 2. Maintenance of client specific and patient personal health information (PHI) and other sensitive and confidential information in accordance with all applicable New Jersey and Federal laws and regulations including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
 - 3. Safeguarding of the confidentiality of case information as mandated by N.J.S.A 9:68.10a with the understanding that the release of any information may be in violation of State law and may result in the conviction of individuals for a disorderly person's level offense as well as possibly other disciplinary, civil or criminal actions pursuant to N.J.S.A. 9:6-8.10b.
 - 4. Ensuring the content of every contractor's web site protects the confidentiality of, and avoids misinformation about the youth served and provides visitors with a mechanism for contacting upper administrative staff quickly and seamlessly.

III. Organizations awarded contracts are advised:

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

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

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

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

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

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

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

2. make good faith efforts to comply with COVID-19 minimum health and safety protocols issued by DCF to adequately ensure the safety of the contractors, employees, and service recipients as per Section 4 of P.L., c.1 (c.30:1-1.2b) until the 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 take action, including financial penalties or cancellation or non-renewal of the contract.

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

Signature _____ **Date:** _____

Printed Name: _____ **Title:** _____

Exhibit D

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

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

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: _____