

**CONTRACT BETWEEN  
CENTER FOR FAMILY SERVICES, INC.  
AND  
COUNTY OF GLOUCESTER**

**THIS CONTRACT** is awarded on the 6<sup>th</sup> day of December, 2017 by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "County", and **CENTER FOR FAMILY SERVICES, INC.**, 584 Benson Street, Camden, New Jersey 08103 hereinafter referred to as "Vendor".

**RECITALS**

**WHEREAS**, Gloucester County OEM will activate "Code Blue" when temperatures fall below 32 degrees or lower with precipitation and/or 25 degrees without precipitation and/or when there are extenuating winter conditions which would make it unsafe for people to be exposed to the elements.

**WHEREAS**, Vendor represents that it is qualified to perform said services and desires to so perform pursuant to the terms and provisions of this Contract.

**NOW, THEREFORE**, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and the Vendor do hereby agree as follows:

**TERMS OF AGREEMENT**

1. **TERM.** The contract shall be effective for the period commencing November 1, 2017 and concluding March 31, 2018.
2. **COMPENSATION.** Vendor shall be compensated pursuant to the attached schedule, in an amount not to exceed \$15,000.00.

Vendor shall be paid in accordance with this Contract document upon receipt of an invoice and a properly executed voucher. After approval by County, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

It is also agreed and understood that the acceptance of the final payment by Vendor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

3. **DUTIES OF CONTRACTOR.** The specific duties of the Vendor shall be as set forth in "Information for 2017 "Code Blue" Motel/Hotel Shelter Placement" and other specifications which is incorporated and made part of this contract as Attachment A, together with any other specifications issued by the County in connection with this contract.

**FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the Vendor agrees as follows:

The Vendor 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, sex, veteran status or military service. The Vendor 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, sex, veteran status or military service. 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 Vendor 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 Vendor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, 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, sex, veteran status or military service.

The Vendor 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 Vendor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Vendor 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 Vendor 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.

5. **LICENSING AND PERMITTING.** If the Vendor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this Contract, then prior to the effective date of this Contract, and as a condition precedent to its taking effect,

Vendor shall provide to County a copy of its current license and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract.

Vendor shall notify County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Vendor or its agents.

6. **TERMINATION**. This Contract may be terminated as follows:

A. If Vendor is required to be licensed in order to perform the services which are the subject of this Contract, then this Contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Vendor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

B. If, through any cause, the Vendor or subcontractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Vendor shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Vendor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Vendor under this Contract, shall be forthwith delivered to the County.

C. The County may terminate this Contract for public convenience at any time by a notice in writing from the County to the Vendor. If the Contract is terminated by the County as provided herein, the Vendor will be paid for the services rendered to the time of termination.

D. Notwithstanding the above, the Vendor or subcontractor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Vendor, and the County may withhold any payments to the Vendor for the purpose of set-off until such time as the exact amount of damages due the County from the Vendor is determined.

E. Termination shall not operate to affect the validity of the indemnification provisions of this Contract, nor to prevent the County from pursuing any other relief or damages to which it may be entitled, either at law or in equity.

7. **PROPERTY OF THE COUNTY**. All materials developed, prepared, completed, or acquired by Vendor during the performance of the services specified by this Contract, including, but not limited to, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports, shall become the property of the County, except as may otherwise be stipulated in a written statement by the County.

8. **NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned nor subcontracted by the Vendor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

9. **INDEMNIFICATION.** The Vendor or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, and shall indemnify and shall defend the County of Gloucester against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the Vendor's services or to any other persons, or from any damage to any property sustained in connection with this Contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Vendor's failure to provide for the safety and protection of its employees, or from Vendor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Vendor's liability under this Agreement shall continue after the termination of this Agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

10. **INSURANCE.** Vendor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builder's insurance, and Workers' Compensation insurance in amounts, for the coverages, and with companies deemed satisfactory by County, and which shall be in compliance with any applicable requirements of the State of New Jersey. Vendor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Vendor is a member of a profession that is subject to suit for professional malpractice, then Vendor shall maintain and continue in full force and effect an insurance policy for professional liability/malpractice with limits of liability acceptable to the County. Vendor shall, simultaneously with the execution of this Contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this Contract. The County shall review the certificate for sufficiency and compliance with this paragraph, and approval of said certificate and policy shall be necessary prior to this Contract taking effect. Vendor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this Contract and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

11. **SET-OFF.** Should Vendor either refuse or neglect to perform the services that Vendor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Vendor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Vendor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

12. **PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Vendor shall be suspended without liability for the period during which the County is so prevented.

13. **METHODS OF WORK.** Vendor agrees that in performing its work, it shall employ such methods or means as will not cause any interruption or interference with the operations of County or infringe on the rights of the public.

14. **NON-WAIVER.** The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Vendor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.

15. **PARTIAL INVALIDITY.** In the event that any provision of this Contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this Contract.

16. **CHANGES.** This Contract may be modified by approved change orders, consistent with applicable laws, rules and regulations. The County, without invalidating this Contract, may order changes consisting of additions, deletions, and/or modifications, and the Contract sum shall be adjusted accordingly. This Contract and the Contract terms may be changed only by change order. The cost or credit to the County from change in this Contract shall be determined by mutual agreement before executing the change involved.

17. **NOTICES.** Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

18. **APPLICABLE LAW.** The terms and provisions of this Contract shall be construed pursuant to the laws of the State of New Jersey and, where applicable, the laws of the United States of America.

19. **INDEPENDENT CONTRACTOR STATUS.** The parties acknowledge that Vendor is an independent contractor and is not an agent of the County.

20. **CONFLICT OF INTEREST.** Vendor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services pursuant to this Contract. The Company further covenants that in the performance of this Contract, no person having any such interest shall be employed.

21. **CONFIDENTIALITY.** Vendor agrees not to divulge or release any information, reports, or recommendations developed or obtained in connection with the performance of this Contract, during the term of this Contract, except to authorized County personnel or upon prior approval of the County.

22. **BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.

23. **CONTRACT PARTS.** Attached hereto and incorporated herein are various appendices, schedules and attachments (collectively, "the attachments") which provide details of the Vendor's obligations concerning reporting requirements, record keeping and the like. If there is a conflict between any of the attachments and the specifications the specifications will control. If there is a conflict between any of the attachments or the specifications and the Contract, then this Contract will control.

THIS CONTRACT is dated this 6<sup>th</sup> day of December, 2017.

IN WITNESS WHEREOF, the Gloucester County Purchasing Agent, pursuant to authority granted to him and set forth in the County Administrative Code has executed this Agreement and Contractor's authorized representative has executed this Agreement on the date indicated herein.

ATTEST:

COUNTY OF GLOUCESTER

*Andrea Lombardi*

ANDREA LOMBARDI,  
PRINCIPAL CLERK TYPIST

*Peter M. Mercanti*

PETER M. MERCANTI,  
PURCHASING DIRECTOR

ATTEST:

CENTER FOR FAMILY SERVICES, INC.

*Sabrina C. Alexander*  
*Richard Stagliano*

RICHARD STAGLIANO,  
CEO



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# Attachment "A"

**INFORMATION FOR 2017 "CODE BLUE" MOTEL/HOTEL SHELTER PLACEMENT  
CONTRACT BETWEEN  
CENTER FOR FAMILY SERVICES, INC  
AND  
THE COUNTY OF GLOUCESTER**

**Vendor:**

Richard Stagliano CEO  
Center for Family Services, Inc.  
584 Benson Street  
Camden, New Jersey 08103  
Phone (856) 964-1990 Fax (856) 964-0242

**Contact Person:**

Robbenmarie Insogno, J.D.  
Phone (856) 728-0404 x 4624 Fax (856) 728-1517  
[rinsogno@centerffs.org](mailto:rinsogno@centerffs.org)

**Term:**

This Contract awarded to Center for Family Services, Inc. on December 6, 2017 and shall be effective for the period commencing November 1, 2017 and concluding December 31, 2017,

**Compensation:**

Contract shall be for estimated units of service, with the minimum contract amount of Zero and a maximum contract amount of \$15,000.00.

**Description of Services:**

Gloucester County OEM will activate "Code Blue" when temperatures fall to 32 degrees or lower with precipitation or, 25 degrees or lower without precipitation, and/or when there are extenuating winter weather conditions which would make it unsafe for people to be exposed to the elements. This Contractor Center for Family Services, Inc. will provide the following:

- A. The Contractor agrees to provide 200 lodging nights of Shelter in a Motel / Hotel setting at a rate of \$55.00 per night for eligible clients.
- B. The Contractor agrees to provide 260 meal vouchers at rate of \$5.00 per voucher to eligible residents placed in a Motel /Hotel setting.
- C. The Contractor agrees to provide 135 hours of case management at rate of \$20.00 per hours to eligible residents placed in a Motel /Hotel setting.
- D. The Contractor agrees to hold the County harmless for any injuries suffered by residents while under the supervision and/or care of the Contractor.
- E. The County will be held harmless as pertains to legal fees and the costs of suit. The Contractor agrees to provide proof of insurance coverage in the amounts satisfactory to the County.

- F. The Contractor hereby agrees to be bound by all rules and regulations now in effect or hereinafter promulgated by the State of New Jersey.
- G. All reporting documentation must be submitted to the Department of Human Services the 20<sup>th</sup> day following the end of the quarter to receive payment in the following month.

Center For Family Services, Inc. (CFS) will provide emergency shelter placements, food and case management for Gloucester County households who experience homelessness during Code Blue weather designations as announced by the Gloucester County Office of Emergency Management (OEM).

### **Section A – Scope of Services**

CFS is able to provide timely, accurate and reliable services for emergency shelter placement when weather conditions meet the criteria of Code Blue. CFS has operated First Call for Help, the after-hours resource for emergency shelter, food, and case management assistance in Gloucester County since 1990. The professionally trained staff at First Call for Help is well versed in navigating the human services system for vulnerable populations. In order to properly serve as an emergency client base, First Call for Help utilizes both case management and counseling skills to communicate with individuals who are in a personal crisis to meet their basic needs. Effective service includes completing a designated client intake to gather essential identification and demographic information, as well as a client's current history of homelessness to ascertain whether they are experiencing brief, unforeseen episodes or if they are part of a chronically homeless population. The process to determine whether a client is eligible and appropriate for placement not only includes discerning both mental health and substance abuse factors that could create safety risks, but also comprehending how the client can receive the next level of services after basic needs have been met.

The official designation of Code Blue conditions will be determined and announced by the Gloucester County Office of Emergency Management. First Call for Help will activate Code Blue shelter guidelines in response to the local OEM announcement. First Call for Help utilizes the same criteria to provide emergency shelter whenever the temperature is predicated to drop to 32 degrees or lower or if there are extenuating winter weather conditions which would make it unsafe for people to be exposed to the elements. The toll-free First Call for Help number will be the designated entry point for all Code Blue shelter placements for residents of Gloucester County.

During normal weather conditions, First Call for Help will screen and determine eligibility for all callers seeking emergency shelter placement. The general eligibility guidelines include:

- Households who are unable to meet their own housing needs and do not have the financial resources to pay for their own shelter;
- Residents of Gloucester County, previous legal residents of Gloucester County and individuals who have been in Gloucester County within the previous 24 hours;
- Households who are not currently receiving entitlement cash benefits through General Assistance (GA), Temporary Assistance to Needy Families (TANF) and Social Security Income for disability (SSI);

- Households who have not systemically misused or over utilized the emergency shelter services through First Call for Help such as excessive or repeated calls for shelter placement without completing additional steps to resolve their homelessness with referrals and resources;
- Households who are homeless at the time the call for emergency shelter is made;
- Emergency shelter can help resolve homelessness by providing stability to seek additional housing services; and
- Emergency shelter placement is provided until the next business day. Callers placed for shelter on Friday evenings or on the eve of legal holidays are generally sheltered multiple nights.

When Code Blue conditions are in effect, all of the previous eligibility criteria are waived except for their status as Gloucester County residents as outlined above. During Code Blue conditions, callers will be sheltered for the duration of the weather event, which can encompass multiple nights. Callers may also be sheltered for several different periods if the weather fluctuates between Code Blue conditions and normal conditions. All regular program services will be the same provided to callers including: completing an emergency shelter assessment, completing a case plan to assist them in identifying options for long term housing, providing a food voucher for each night they are sheltered and for every member of the family, and providing courtesy transportation to the motel site and to the county Division of Social Services the next business day. All callers will be able to communicate with First Call for Help staff on a 24-hour basis. All callers sheltered during Code Blue conditions are expected to adhere to the program rules including: not having additional guests in their rooms, not possessing alcohol and illegal drugs in the rooms, and ensuring guests do not misuse the motel facility, create property damage or have altercations with other guests.

Transportation is provided on a limited and courtesy basis by the motel facility staff; it may not be possible for transportation services to be active during Code Blue conditions if a state of emergency has also been declared to snow, ice or deteriorating road conditions. Coordination with local police departments and other emergency responders will be helpful to provide alternative resources for transportation to callers seeking emergency shelter.

#### Service Availability

Center for Family Services has a fully functioning call center which begins assessment individuals for shelter placement at 4:00 pm on weekdays and ends at 8:00 am the following morning. Shelter assessments occur on a 24-hours basis during weekends. During Code Blue conditions, callers who contact First Call for Help during the day will be directed to designated warming centers.

Center for Family Services will maintain 24-hour capabilities on weekends and holidays, ensuring that sufficient staff are available to meet increased demand which may be created during Code Blue conditions.

Center for Family Services will continue to communicate with Gloucester County OEM for updates or changes to Code Blue activation. All shelter placements will be documented in real time in the NJ HMIS database. At minimum, each call shelter intake record includes basic demographic information including:

- Caller name
- Current location
- Town of current residence or last address
- Cause of homelessness
- Institutional involvement (i.e. caller was released from hospital, jail, etc.)
- Age
- Gender
- Ethnic/racial background
- Social security number
- Date of birth
- Date of contact
- Source on income; employment status
- Referral sources
- Number of people presenting in the family, as well as their name and demographic information
- Due to reporting requirement for HMIS, data is collected about each child presenting for service, including their school district

A unique identification number is generated for each shelter case; the staff who handled the call is identified by all of the case intake documentation.

Center for Family Services will maintain both paper and electronic client files in a secure location that will protect client confidentiality as well as maintain record continuity. Access to client files will be limited to those authorized to receive client data. All client data is protected by confidentiality regulations applicable to approved HMIS sites, HIPAA laws, and Center for Family Services' codes of confidentiality.

#### Technical Capacity

Information Services call center has the following abilities:

- Receive multiple calls from a designated toll-free number;
- Make inbound and outbound telephone calls;
- Call conference;
- Call transfer;
- Call monitoring and recording for quality assurance;
- Provide an automated attendant to answer calls;
- Waiting queue announcement for callers who need to be placed on hold;
- Input data in real-time with telephone intake;
- Immediate access to interpreter services for 140 languages;

- Accommodation to deaf and hard-of-hearing constituents through TTY and NJ Relay devices;
- Individual work stations complete with Windows Vista, high-speed internet accessible computers; and
- Ability to transfers calls from designated landline to remote locations without disruption of services due to inclement weather.

Cost of Service

Center for Family Services will invoice Gloucester County Human Services on a monthly basis for actual program costs including shelter placements, food vouchers, and case management services. It is difficult to predict weather conditions, although previous shelter activity from the same time period in 2016 there were 200 shelter placements, 204 food vouchers provided, and 234 units of case management (15 minutes/unit).

AMOUNT REQUESTED    \$15,000       \* ESTIMATED LEVEL OF SERVICE

A. FOOD	\$ 1,300	* 260 meal vouchers (\$5.00 voucher/person placed in each household)
B. EMERGENCY SHELTER	\$11,000	* 200 emergency shelter placements (approximately \$55.00/placement)
C. CASE MANAGEMENT	\$ 2,700	* 135 hours of case management (\$20.00/ 1 hour )

**Section B-Center for Family Services History**

1. Center for Family Services, Inc. (CFS) is a nonprofit human services agency with over 90 years of experience serving youth and families in Southern New Jersey. Our vision is for all people to lead capable, responsible, fulfilled lives in strong families and healthy communities. Our mission is to support and empower individuals, families and communities to achieve *a better life through vision, hope and strength.*

CFS offers a full range of programs to serve children, youth, and families addressing the needs of the population at every stage of life, from birth to old age. Services include:

- **Prevention Services** aimed at keeping children and families safe and healthy through programs such as Differential Response, Healthy Families, and Family Success Centers;

- **Community Response and Outreach Programs**, with special emphasis on building self sufficient families, school based services, providing emergency services, and keeping children safe;
- **Intensive Home-Based Services** to special populations such as children at risk of abuse and neglect, mentally and emotionally troubled youth, delinquent youth, and abused or at-risk elderly;
- **Outpatient Services**, including treatment for substance abuse, child/family problems;
- **Victim and Trauma Response Services** to victims of physical and sexual abuse or anyone who has experienced a traumatic event either in the community or schools; and
- **Shelter and Residential Programs** for youth and adults who are homeless, abused, abandoned or neglected, women who are victims of domestic violence, and young mothers who are homeless.

CFS is dedicated to providing a comprehensive continuum of care to meet the community's changing needs. With our more than 40 programs, we are able to integrate services to more holistically treat the person, not just the specific symptoms. Each year, CFS touches the lives of thousands of vulnerable children and families to prevent those at-risk from becoming victims of child abuse or neglect, to provide intervention services when necessary, and to break the cycle of challenges that often cause serious family problems. Through our in-home, after-school, school based, and community programs, we provide the tools for more than 40,000 people to have an opportunity to become safe, self-sufficient families.

The Center employs over 1,000 full and part time individuals, and actively participates in numerous national, statewide, regional and other community alliances and coalitions. CFS is accredited by the Council on Accreditation of Services for Families and Children and has met national standards for quality of services.

CFS is governed by a diverse Board of Trustees of up to 21 members from a variety of backgrounds and expertise. The Board meets monthly and comments and provides feedback concerning our services. Daily operations are overseen and managed by the Executive Team.

CFS is licensed by the Division of Mental Health in Camden and Gloucester Counties, the Division of Addiction Services in four locations, and has seven licensed shelter and residential services programs.

2. Center for Family Services has program locations in Camden, Gloucester, Cumberland, and Cape May counties. This represents a wide variety of client experiences and local services. The Information Services Program at CFS is a nationally accredited program that has a 30-year history as a blended call center, providing services at both a local and state level. The Information Services Program is comprised of toll-free, 24-hour information and referral lines, data collection and case management services. Toll-free services are provided statewide for the Family Health Line and Women's Referral Central. Local services are provided through

First Call for Help and Street Outreach Services toll-free lines. Annually, these toll-free numbers assist 50,000 people throughout New Jersey.

Information Services operates in accordance with Alliance of Information and Referral Services (AIRS) national standards for call center operations. Currently, four full-time employees of Information Services are Certified Information and Referral Specialists. This certification requires a thorough understanding of how hotline services can impact constituent's lives, adherence to thorough, complete and ethical documentation of caller's needs, knowledge of ethical and legal restrictions for protecting constituent information, the ability to respond to crises, and commitment to continued education for recertification.

3. The Director of Information Services is Robbenmarie Insogno, J.D. Please see attached resume for qualification and relevant experience.

4. Center for Family Services maintains contracts for emergency shelter services and after hours support for First Call for Help from:

Gloucester County Department of Human Services  
Budd Boulevard Complex  
West Deptford, NJ 08096  
Phone: (856)384-6870  
Director of Human Services: Lisa Cerny

5. A copy of the Center For Family Services' Certificate of Liability Insurance is attached.

6. A statement of assurance that Center For Family Services in not currently in violation of any regulatory rules and regulations is attached.

#### **Section C - Facility**

Center for Family Services will provide services office in Williamstown, Gloucester County. All Information Services staff work at this location. This location address is confidential to ensure the safety of staff who work on overnight and weekend shifts:

601 S. Black Horse Pike

Williamstown, NJ 08094

#### **Section D – Conflict of Interest**

Center For Family Services does not have any potential conflicts of interest in providing the Code Blue emergency shelter services.