

C1

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES

(Area Agency on Aging)

INTER-AGENCY/DEPARTMENTAL AGREEMENT

AGREEMENT NUMBER 003 DATE 1/1/2012

APPROPRIATION CODE _____

PROJECT **NON - EMERGENCY MEDICAL TRANSPORTATION**

GRANTEE _____ Gloucester County Dept. of Human Services

_____ Division of Transportation Services

_____ 115 Budd Boulevard, West Deptford, N.J. 08096

INTER-AGENCY/DEPARTMENTAL AGREEMENT PAGES 1 THROUGH 10

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES

(Area Agency on Aging)

**INTER-AGENCY/DEPARTMENTAL AGREEMENT
GENERAL PROVISIONS**

The **Gloucester County Division of Senior Services** (Area Agency on Aging)
and the

GLOUCESTER COUNTY DEPARTMENT OF HUMAN SERVICES

DIVISION OF TRANSPORTATION SERVICES

agree to the terms outlined within the "Scope of Services-Attachment A, the "Approved Budget-Attachment B", the "Method of Monitoring, and Reports Required-Attachment C", and the following:

The program shall be administered in accordance and consistent with the Code of Federal Regulations, Administration of Grants, Title 45, Part 74.

The program must give preference to those with greatest economic or social need. Service providers may use methods such as locations of services and specialization in the types of services most needed by these groups to meet this requirement. No service provider may use a means test.

Each client must be given an opportunity to contribute to the service being provided. All contributions must be accounted for and must be used by the service provider for the expansion of the service.

Any books, reports, pamphlets, papers or articles receiving support under Title III must contain an acknowledgement of that support.

A sign shall be displayed in all facilities used by, or in conjunction with, the program stating that the program is funded by Title III of the Older Americans Act, as amended, through a grant by the State of New Jersey Department on Health and Senior Services.

The budget in this agreement means the approved financial plan to carry out the purpose of the agreement. This plan is the financial expression of the program as approved during the budget application.

The program agrees to produce programmatic and fiscal reports to the Division of Senior Services within the required time frame. It is understood that submission of programmatic and fiscal reports are required as a prerequisite of continued funding.

The Division of Senior Services may request changes, which are mutually agreed upon, in the "Scope of Services-Attachment A" to be performed hereunder. Revisions and modifications of this contract may be requested by the project and approved by the Division of Senior Services in writing. The program shall inform the Division of Senior Services of any conditions which affect the program objectives as soon as they become known.

The Division of Senior Services shall monitor the program to assure that the "Scope of Services-Attachment A" is being satisfactorily met. This monitoring may include unannounced visitation, inspections and audits. The program agrees to make available to the Division of Senior Services any pertinent accounting records, books, documents or papers as may be necessary to monitor and audit the program's operations.

Funding for the program for the duration of the agreement period is contingent upon continued funding of the Division of Senior Services from federal, state, and local sources, and is subject to termination if the Division of Senior Services loses funding from these sources.

The program may incur costs only during the period set forth below as the term of the agreement. Expenditures made before or after these dates shall be disallowed. Funds obligated but not disbursed at the end of this contract period shall be liquidated as soon as possible after the close of the contract period. Within 30 days after completion of final audits, all unexpended funds shall be returned to the county Division of Senior Services.

This agreement shall be effective as of the 1st day of January, 2012 and shall terminate no later than the 31st day of December, 2012.

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "A" TO GRANT AGREEMENT NUMBER 003

SCOPE OF SERVICES

Countywide non-emergency transportation services will be provided by appointment for seniors age 60 or older to address many of the mobility needs of the elderly population to properly access many of the health care facilities in the Delaware Valley Region.

The service provider maintains handicapped and lift-equipped vehicles in order to accommodate persons with disabilities.

A daily vehicle inspection list is completed by each driver to ensure proper operation of brakes, lights, wipers, tires, etc.

The identification of potential clients is accomplished with the dissemination of information to senior citizen housing complexes, area social service agencies, medical providers and other senior citizen advocacy groups. STS also relies upon word-of mouth, active participation of staff at various meetings and retail newspaper advertising.

The grantee will reach the low income and minority target populations by networking with other social service providers, through referrals from the Outreach Program and by advertising in locations with easy access for the target populations.

SERVICE COMPONENTS, as defined by the State Taxonomy: Service activities should include:

- Demand/Response transportation characterized by flexible routing and/pr scheduling of vehicles to provide door-to-door service on demand.
- Fixed Route transportation designed to provide a destination oriented service along a predefined route.
- Emergency Response transportation characterized by an unscheduled response to an individual's immediate and unforeseen need for transportation—generally of a medical nature.
- Maintaining records, preparing reports, and other administrative efforts necessary to provide transportation services.

Provider shall develop and maintain a written grievance procedure that assures any beneficiary aggrieved by Provider's denial of services, or with the quality of services furnished by Provider, with an adequate opportunity to resolve the grievance. Provider shall advise all beneficiaries of the existence of the grievance procedure and shall make a copy of the grievance procedure available upon request.

A SIGN SHALL BE DISPLAYED IN ALL FACILITIES USED BY OR IN CONJUNCTION WITH THE PROGRAM STATING THE GRIEVANCE POLICY AND PROCEDURES.

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "A" TO GRANT AGREEMENT NUMBER 003

SCOPE OF SERVICES

GRANTEE: Division of Transportation Services

PROJECT TITLE: NON-EMERGENCY MEDICAL TRANSPORTATION

POPULATION TO BE SERVED: 145 Frail or disabled, 50 low- income, and 65 minority residents of the county who are 60 years or older with a concerted effort to target the low income minority population in at least the same proportion as found in the population of older individuals of the area served by the provider

45 clients below poverty	(16% of 280)
8 clients low income minority	(3% of 280)

SERVICE AREA: Gloucester County with a concerted effort to serve areas that are easily accessed by the target populations.

OBJECTIVE:
To provide county wide transportation services for seniors age 60 or older to places of medical need by appointment.

SERVICE DEFINITION: **SERVICE TAXONOMY:** 106

Conveyance of older persons to and/or from community facilities and resources for the purpose of acquiring or receiving available services, benefits or entitlements.

AMOUNT: \$ 40,940

UNITS OF SERVICE: 2,340 (unit = each one way trip)

CLIENT COUNT: 280

UNIT COST: \$17.50

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "B" TO GRANT AGREEMENT NUMBER 003

	CASH	IN-KIND	TOTAL
Personnel	-0-	1,440	1,440
Consultants	-0-	-0-	-0-
Travel	-0-	-0-	-0-
Food	-0-	-0-	-0-
Building Space	-0-	-0-	-0-
Printing & Off Sup	-0-	-0-	-0-
Equipment	-0-	-0-	-0-
Other	39,500	-0-	39,500
Indirect Cost	-0-	-0-	-0-
TOTAL BUDGET COST	39,500	1,440	40,940
LESS:			
		Client Income	\$ 500.
		USDA	-0-
		NET BUDGETED COST	\$ 40,440

III B	\$ 39,000	95%
State Share	-0-	-0-%
State HDM Share	-0-	-0-%
Local Public	\$1440	4%
Client Income	\$500	1%
TOTAL	\$ 40,940	100.00%

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "C" TO AGREEMENT NUMBER 003

METHOD OF MONITORING AND REPORTS REQUIRED

REPORTS

REPORTS, BOTH PROGRAMMATIC AND FISCAL, ARE DUE ON A MONTHLY AND QUARTERLY BASIS OR AS NEEDED AND ARE DUE FIVE WORKING DAYS AFTER THE FIRST OF EACH MONTH. ALL PROGRAM COORDINATORS ARE TO GIVE A QUARTERLY NARRATIVE REPORT ON THE PROGRESS OF THE PROGRAM.

MONITORING:

THERE WILL BE ONE DOCUMENTED FORMAL MONITORING VISIT EACH YEAR FOR PROGRAMMATIC EVALUATION AND ONE FOR FISCAL ACCOUNTABILITY.

MEETINGS:

THERE WILL BE FOUR MANDATORY MEETINGS FOR SERVICE PROVIDERS DURING THE CONTRACT YEAR.

CLIENT SURVEY:

ALL PROGRAM COORDINATORS ARE TO SURVEY PERSONS WHO HAVE BEEN BENEFICIARIES OR RECIPIENTS OF SERVICES IN ORDER TO GAIN INFORMATION ON THE PROBLEMS OF THE POPULATION, AS WELL AS THEIR SATISFACTION WITH THE SERVICES RECEIVED. COMPLETED SURVEYS AND SUMMARIZATION OF FINDINGS MUST BE FORWARDED TO THE OFFICE ON AGING ANNUALLY.

SUBCONTRACT REQUIREMENTS:

IN ACCEPTING THIS CONTRACT, THE RECIPIENT SHALL INCLUDE THE FOLLOWING PROVISIONS IN SUB-CONTRACTS, WITH ALL SUBCONTRACTORS OR THIRD PARTIES, THAT UTILIZE AREA PLAN FUNDING UNDER THIS CONTRACT

1. A AAA PROVIDING DIRECT SERVICES, AAA SUBCONTRACTOR, OR THIRD PARTY, UTILIZING AREA PLAN FUNDING SHALL COMPLY WITH ALL FEDERAL, STATE, AND LOCAL LAWS RELATED TO THE OLDER AMERICANS ACT.

2. FUNDS PROVIDED UNDER THIS CONTRACT SHALL NOT BE UTILIZED IN A MANNER, WHICH WOULD CONTRAVENE THE ESTABLISHMENT CLAUSE OF THE FIRST AMENDMENT OF THE UNITED STATES CONSTITUTION. SPECIFICALLY, THESE CONDITIONS ARE AS FOLLOWS:
 - A) IN NO EVENT SHALL THE PROVISION OF THE SERVICES TO BE FUNDED UNDER THIS AGREEMENT BE CONDITIONED UPON ATTENDANCE AT OR PARTICIPATION IN RELIGIOUS PROGRAMS, SERVICES, OR ACTIVITIES;
 - B) ANY SERVICES TO BE PROVIDED UNDER THIS AGREEMENT SHALL BE ESSENTIALLY SECULAR IN NATURE AND SCOPE AND IN NO EVENT SHALL THERE BE ANY RELIGIOUS SERVICES, COUNSELING, PROSELYTIZING, INSTRUCTION, OR OTHER RELIGIOUS INFLUENCE UNDERTAKEN IN CONNECTION WITH THE PROVISION OF SUCH SERVICES; AND
 - C) FUNDS PROVIDED UNDER THIS CONTRACT SHALL NOT BE USED FOR THE CONSTRUCTION, REHABILITATION, OR RESTORATION OF ANY FACILITY OWNED BY A RELIGIOUS ORGANIZATION AND USED, NOW OR IN THE FUTURE, FOR ANY RELIGIOUS ACTIVITY OR PURPOSE.
3. **OAA § 306(A)(4)(A)(II)(I);** 42 U.S.C.A. § 3026(A)(4)(A)(II)(I): *PROVIDER WILL SPECIFY HOW THE PROVIDER INTENDS TO SATISFY THE SERVICE NEEDS OF LOW-INCOME, MINORITY INDIVIDUALS, **OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY**, AND OLDER INDIVIDUALS RESIDING IN RURAL AREAS IN THE AREA SERVED BY THE PROVIDER.*
4. **OAA § 306(A)(4)(A)(II)(II);** 42 U.S.C.A. § 3026(A)(4)(A)(II)(II): *PROVIDER WILL TO THE MAXIMUM EXTENT FEASIBLE; PROVIDE SERVICES TO LOW-INCOME MINORITY INDIVIDUALS, **OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY**, AND OLDER INDIVIDUALS RESIDING IN RURAL AREAS IN ACCORDANCE WITH THEIR NEED FOR SUCH SERVICES.*
5. **OAA § 306(A)(4)(A)(II)(III);** 42 U.S.C.A. § 3026 (A)(4)(A)(II)(III): *PROVIDER WILL MEET SPECIFIC OBJECTIVES ESTABLISHED BY THE AREA AGENCY ON AGING, FOR PROVIDING SERVICES TO LOW-INCOME MINORITY INDIVIDUALS, OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY, AND OLDER INDIVIDUALS RESIDING IN THE PLANNING AND SERVICE AREA.*
6. EACH AGREEMENT MADE WITH A NONGOVERNMENTAL ENTITY SHALL INCLUDE THE ASSURANCE THAT ALL SOURCES AND EXPENDITURE OF FUNDS SUCH AGENCY RECEIVES OR EXPENDS TO

PROVIDE SERVICES TO OLDER INDIVIDUALS WILL BE DISCLOSED TO THE STATE UNIT ON AGING OR THE COMMISSIONER FOR THE DEPARTMENT OF HEALTH AND SENIOR SERVICES UPON REQUEST.

7. AT THE DISCRETION OF THE AREA AGENCY ON AGING, SUBCONTRACT LANGUAGE FOR AGENCIES FUNDED THROUGH THE APC PROVIDING REGISTERED SERVICES, AND WHO HAVE BEEN IDENTIFIED BY THE AAA TO HAVE SAMS LICENSES FOR CLIENT MANAGEMENT, SHOULD ALSO CONTAIN THIS LANGUAGE AS A REQUIREMENT OF RECEIVING FUNDING.
 - A. **PROVIDER AGENCY WILL USE SAMS FOR ALL APC DATA REPORTING, CLIENT TRACKING AND ALL CARE MANAGEMENT FUNDED BY AND THROUGH DACS/AAA**
 - B. **IF APPLICABLE, IN AN ADRC, THE PROVIDER AGENCY WILL USE SAMS FOR INTAKE, SCREENING INDIVIDUALS FOR COMMUNITY SERVICES, RECORDING SERVICE DELIVERY, CLIENT CHARACTERISTICS AND MANAGING THE ACTIVITIES OF THE ADRC BUSINESS PROCESS.**

THE PARTIES HERETO ACKNOWLEDGE THAT THIS GRANT AGREEMENT
NUMBERED 003 CONSISTS OF 10 PAGES NUMBERED
CONSEQUENTLY.

GRANTEE Gloucester County Dept. of Human Services
Division of Transportation Services
115 Budd Boulevard, West Deptford, N.J. 08096

BY: _____ Date _____

TITLE: _____

FUNDING AGENCY

AREA AGENCY ON AGING: Gloucester County Division of Senior Services

BY: _____ Date _____

TITLE : Executive Director

GRANTOR:

COUNTY OF GLOUCESTER
BOARD OF CHOSEN FREEHOLDERS

BY: _____ Date _____

NAME: Robert M. Damminger

TITLE: DIRECTOR, GLOUCESTER COUNTY
BOARD OF CHOSEN FREEHOLDERS

ATTEST: _____
CLERK OF THE BOARD

THIS AGREEMENT is dated this _____ day of _____, _____.

C1

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES

(Area Agency on Aging)

INTER-AGENCY/DEPARTMENTAL AGREEMENT

AGREEMENT NUMBER 060 DATE 1/1/2012

APPROPRIATION CODE _____

PROJECT ESCORTED TRANSPORTATION

GRANTEE Gloucester County Dept. of Human Services

Division of Transportation Services

115 Budd Boulevard, West Deptford, N.J. 08096

INTER-AGENCY/DEPARTMENTAL AGREEMENT PAGES 1 THROUGH 10

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES
(Area Agency on Aging)

INTER-AGENCY/DEPARTMENTAL AGREEMENT
GENERAL PROVISIONS

The **Gloucester County Division of Senior Services** (Area Agency on Aging)
and the

GLOUCESTER COUNTY DEPARTMENT OF HUMAN SERVICES

DIVISION OF TRANSPORTATION SERVICES

agree to the terms outlined within the "Scope of Services-Attachment A, the "Approved Budget-Attachment B", the "Method of Monitoring, and Reports Required-Attachment C", and the following:

The program shall be administered in accordance and consistent with the Code of Federal Regulations, Administration of Grants, Title 45, Part 74.

The program must give preference to those with greatest economic or social need. Service providers may use methods such as locations of services and specialization in the types of services most needed by these groups to meet this requirement. No service provider may use a means test.

Each client must be given an opportunity to contribute to the service being provided. All contributions must be accounted for and must be used by the service provider for the expansion of the service.

Any books, reports, pamphlets, papers or articles receiving support under Title III must contain an acknowledgement of that support.

A sign shall be displayed in all facilities used by, or in conjunction with, the program stating that the program is funded by Title III of the Older Americans Act, as amended, through a grant by the State of New Jersey Department on Health and Senior Services.

The budget in this agreement means the approved financial plan to carry out the purpose of the agreement. This plan is the financial expression of the program as approved during the budget application.

The program agrees to produce programmatic and fiscal reports to the Division of Senior Services within the required time frame. It is understood that submission of programmatic and fiscal reports are required as a prerequisite of continued funding.

The Division of Senior Services may request changes, which are mutually agreed upon, in the "Scope of Services-Attachment A" to be performed hereunder. Revisions and modifications of this contract may be requested by the project and approved by the Division of Senior Services in writing. The program shall inform the Division of Senior Services of any conditions which affect the program objectives as soon as they become known.

The Division of Senior Services shall monitor the program to assure that the "Scope of Services-Attachment A" is being satisfactorily met. This monitoring may include unannounced visitation, inspections and audits. The program agrees to make available to the Division of Senior Services any pertinent accounting records, books, documents or papers as may be necessary to monitor and audit the program's operations.

Funding for the program for the duration of the agreement period is contingent upon continued funding of the Division of Senior Services from federal, state, and local sources, and is subject to termination if the Division of Senior Services loses funding from these sources.

The program may incur costs only during the period set forth below as the term of the agreement. Expenditures made before or after these dates shall be disallowed. Funds obligated but not disbursed at the end of this contract period shall be liquidated as soon as possible after the close of the contract period. Within 30 days after completion of final audits, all unexpended funds shall be returned to the county Division of Senior Services.

This agreement shall be effective as of the 1st day of January, 2012 and shall terminate no later than the 31st day of December, 2012.

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "A" TO GRANT AGREEMENT NUMBER 060

SCOPE OF SERVICES

County wide escorted transportation services will be provided for seniors age 60 or older to enable them to utilize community facilities and services, such as banks, stores, medical resources, and other necessary destinations which they are unable to access due to transportation and/or health barriers.

Escorted transportation will be made available to meet two therapy-related transportation needs of frail/disabled-targeted population. Specifically, 82 elderly individuals requiring transportation service to dialysis treatments and physical therapy following hip or knee replacement surgery will be targeted to receive 1860 units of service.

The grantee will reach the low income and minority target populations by networking with other social service providers, through referrals from the Outreach Program and by advertising in locations convenient and easily accessed by the target populations. Many frail or disabled clients will be referred by or through doctors, hospitals or other medical sources.

The service provider maintains handicapped and lift-equipped vehicles in order to accommodate persons with disabilities. A daily vehicle inspection list is completed by each driver to ensure proper operation of brakes, lights, wipers, tires, etc.

The service provider will dedicate \$500.00 within this contract to support the RAPID RIDE program. RAPID RIDE is a service to address the immediate or short notice transportation needs of transit-dependent senior citizens. Service will be provided to eligible residents for non-emergency medical needs. No more than four (4) rides will be provided to any one individual with RAPID RIDE funds during a calendar year. Service will only be to areas currently served by Special Transportation Services. All residents will be encouraged to use STS and other viable transportation resources prior to recommending the use of RAPID RIDE funds.

Provider shall develop and maintain a written grievance procedure that assures any beneficiary aggrieved by Provider's denial of services, or with the quality of services furnished by Provider, with an adequate opportunity to resolve the grievance. Provider shall advise all beneficiaries of the existence of the grievance procedure and shall make a copy of the grievance procedure available upon request.

A SIGN SHALL BE DISPLAYED IN ALL FACILITIES USED BY OR IN CONJUNCTION WITH THE PROGRAM STATING THE GRIEVANCE POLICY AND PROCEDURES.

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "B" TO GRANT AGREEMENT NUMBER 060

	CASH	IN-KIND	TOTAL
Personnel	-0-	2,820.	2,820
Consultants	-0-	-0-	-0-
Travel	-0-	-0-	-0-
Food	-0-	-0-	-0-
Building Space	-0-	-0-	-0-
Printing & Off Sup	-0-	-0-	-0-
Equipment	-0-	-0-	-0-
Other	25,767.00	-0-	25,767.00
Indirect Cost	-0-	-0-	-0-
TOTAL BUDGET			
COST	\$25,742.00	2,820.	\$28,587.00
	<u>LESS:</u>		
		Client Income	\$100
		USDA	-0-
		NET BUDGETED	\$ 28,487.
		COST	

Title IIIB	-0-	-0-%
SHTP	25,667.	89%
State HDM Share	-0-	-0-%
Local Share	-0-	-0-
Local Public	2,820.	11%
Client Income	\$100.	-0-%
TOTAL	\$ 28,587.	100.00%

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "C" TO AGREEMENT NUMBER 060

METHOD OF MONITORING AND REPORTS REQUIRED

REPORTS

REPORTS, BOTH PROGRAMMATIC AND FISCAL, ARE DUE ON A MONTHLY AND QUARTERLY BASIS AS NEEDED AND ARE DUE FIVE WORKING DAYS AFTER THE FIRST OF EACH MONTH. ALL PROGRAM COORDINATORS ARE TO GIVE A QUARTERLY NARRATIVE REPORT ON THE PROGRESS OF THE PROGRAM.

MONITORING:

THERE WILL BE ONE DOCUMENTED FORMAL MONITORING VISIT EACH YEAR FOR PROGRAMMATIC EVALUATION AND ONE FOR FISCAL ACCOUNTABILITY.

MEETINGS:

THERE WILL BE FOUR MANDATORY MEETINGS FOR SERVICE PROVIDERS DURING THE CONTRACT YEAR.

CLIENT SURVEY:

ALL PROGRAM COORDINATORS ARE TO SURVEY PERSONS WHO HAVE BEEN BENEFICIARIES OR RECIPIENTS OF SERVICES IN ORDER TO GAIN INFORMATION ON THE PROBLEMS OF THE POPULATION, AS WELL AS THEIR SATISFACTION WITH THE SERVICES RECEIVED. COMPLETED SURVEYS AND SUMMARIZATION OF FINDINGS MUST BE FORWARDED TO THE OFFICE ON AGING ANNUALLY.

SUBCONTRACT REQUIREMENTS:

IN ACCEPTING THIS CONTRACT, THE RECIPIENT SHALL INCLUDE THE FOLLOWING PROVISIONS IN SUB-CONTRACTS, WITH ALL SUBCONTRACTORS OR THIRD PARTIES, THAT UTILIZE AREA PLAN FUNDING UNDER THIS CONTRACT

1. A AAA PROVIDING DIRECT SERVICES, AAA SUBCONTRACTOR, OR THIRD PARTY, UTILIZING AREA PLAN FUNDING SHALL COMPLY WITH ALL FEDERAL, STATE, AND LOCAL LAWS RELATED TO THE OLDER AMERICANS ACT.

2. FUNDS PROVIDED UNDER THIS CONTRACT SHALL NOT BE UTILIZED IN A MANNER, WHICH WOULD CONTRAVENE THE ESTABLISHMENT CLAUSE OF THE FIRST AMENDMENT OF THE UNITED STATES CONSTITUTION. SPECIFICALLY, THESE CONDITIONS ARE AS FOLLOWS:
 - A) IN NO EVENT SHALL THE PROVISION OF THE SERVICES TO BE FUNDED UNDER THIS AGREEMENT BE CONDITIONED UPON ATTENDANCE AT OR PARTICIPATION IN RELIGIOUS PROGRAMS, SERVICES, OR ACTIVITIES; AND
 - B) ANY SERVICES TO BE PROVIDED UNDER THIS AGREEMENT SHALL BE ESSENTIALLY SECULAR IN NATURE AND SCOPE AND IN NO EVENT SHALL THERE BE ANY RELIGIOUS SERVICES, COUNSELING, PROSELYTIZING, INSTRUCTION, OR OTHER RELIGIOUS INFLUENCE UNDERTAKEN IN CONNECTION WITH THE PROVISION OF SUCH SERVICES; AND
 - C) FUNDS PROVIDED UNDER THIS CONTRACT SHALL NOT BE USED FOR THE CONSTRUCTION, REHABILITATION, OR RESTORATION OF ANY FACILITY OWNED BY A RELIGIOUS ORGANIZATION AND USED, NOW OR IN THE FUTURE, FOR ANY RELIGIOUS ACTIVITY OR PURPOSE.
3. **OAA § 306(A)(4)(A)(II)(I)**; 42 U.S.C.A. § 3026(A)(4)(A)(II)(I): PROVIDER WILL SPECIFY HOW THE PROVIDER INTENDS TO SATISFY THE SERVICE NEEDS OF LOW-INCOME, MINORITY INDIVIDUALS, OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY, AND OLDER INDIVIDUALS RESIDING IN RURAL AREAS IN THE AREA SERVED BY THE PROVIDER.
4. **OAA § 306(A)(4)(A)(II)(II)**; 42 U.S.C.A. § 3026(A)(4)(A)(II)(II): PROVIDER WILL TO THE MAXIMUM EXTENT FEASIBLE; PROVIDE SERVICES TO LOW-INCOME MINORITY INDIVIDUALS, OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY, AND OLDER INDIVIDUALS RESIDING IN RURAL AREAS IN ACCORDANCE WITH THEIR NEED FOR SUCH SERVICES.
5. **OAA § 306(A)(4)(A)(II)(III)**; 42 U.S.C.A. § 3026 (A)(4)(A)(II)(III): PROVIDER WILL MEET SPECIFIC OBJECTIVES ESTABLISHED BY THE AREA AGENCY ON AGING, FOR PROVIDING SERVICES TO LOW-INCOME MINORITY INDIVIDUALS, OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY, AND OLDER INDIVIDUALS RESIDING IN THE PLANNING AND SERVICE AREA.
6. EACH AGREEMENT MADE WITH A NONGOVERNMENTAL ENTITY SHALL INCLUDE THE ASSURANCE THAT ALL SOURCES AND EXPENDITURE OF FUNDS SUCH AGENCY RECEIVES OR EXPENDS TO

PROVIDE SERVICES TO OLDER INDIVIDUALS WILL BE DISCLOSED TO THE STATE UNIT ON AGING OR THE COMMISSIONER FOR THE DEPARTMENT OF HEALTH AND SENIOR SERVICES UPON REQUEST.

7. AT THE DISCRETION OF THE AREA AGENCY ON AGING, SUBCONTRACT LANGUAGE FOR AGENCIES FUNDED THROUGH THE APC PROVIDING REGISTERED SERVICES, AND WHO HAVE BEEN IDENTIFIED BY THE AAA TO HAVE SAMS LICENSES FOR CLIENT MANAGEMENT, SHOULD ALSO CONTAIN THIS LANGUAGE AS A REQUIREMENT OF RECEIVING FUNDING.
 - A. **PROVIDER AGENCY WILL USE SAMS FOR ALL APC DATA REPORTING, CLIENT TRACKING AND ALL CARE MANAGEMENT FUNDED BY AND THROUGH DACS/AAA**
 - B. **IF APPLICABLE, IN AN ADRC, THE PROVIDER AGENCY WILL USE SAMS FOR INTAKE, SCREENING INDIVIDUALS FOR COMMUNITY SERVICES, RECORDING SERVICE DELIVERY, CLIENT CHARACTERISTICS AND MANAGING THE ACTIVITIES OF THE ADRC BUSINESS PROCESS.**

THE PARTIES HERETO ACKNOWLEDGE THAT THIS GRANT AGREEMENT
NUMBERED 060 CONSISTS OF 10 PAGES NUMBERED
CONSEQUENTLY.

GRANTEE Gloucester County Dept. of Human Services
Division of Transportation Services
115 Budd Boulevard, West Deptford, N.J. 08096

BY: _____ **Date** _____

TITLE: _____

FUNDING AGENCY

AREA AGENCY ON AGING: Gloucester County Division of Senior Services

BY: _____ **Date** _____

TITLE: Executive Director

GRANTOR:

COUNTY OF GLOUCESTER
BOARD OF CHOSEN FREEHOLDERS

BY: _____ **Date** _____

NAME: Robert M. Damminger

TITLE: DIRECTOR, GLOUCESTER COUNTY
BOARD OF CHOSEN FREEHOLDERS

ATTEST:

Robert N. DiLella, CLERK OF THE BOARD

THIS AGREEMENT is dated this _____ day of _____, ____.

C1

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES
(Area Agency on Aging)

INTER-AGENCY/DEPARTMENTAL AGREEMENT

AGREEMENT NUMBER 035 DATE 1/1/2012

APPROPRIATION CODE _____

PROJECT TRANSPORTATION - BLIND/VISUALLY IMPAIRED

GRANTEE Gloucester County Dept. of Human Services

Division of Transportation Services

115 Budd Boulevard, West Deptford, N.J. 08096

INTER-AGENCY/DEPARTMENTAL AGREEMENT PAGES 1 THROUGH 10

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES

(Area Agency on Aging)

INTER-AGENCY/DEPARTMENTAL AGREEMENT

GENERAL PROVISIONS

The **Gloucester County Division of Senior Services** (Area Agency on Aging)
and the

GLOUCESTER COUNTY DEPARTMENT OF HUMAN SERVICES

DIVISION OF TRANSPORTATION SERVICES

agree to the terms outlined within the "Scope of Services-Attachment A, the "Approved Budget-Attachment B", the "Method of Monitoring, and Reports Required-Attachment C", and the following:

The program shall be administered in accordance and consistent with the Code of Federal Regulations, Administration of Grants, Title 45, Part 74.

The program must give preference to those with greatest economic or social need. Service providers may use methods such as locations of services and specialization in the types of services most needed by these groups to meet this requirement. No service provider may use a means test.

Each client must be given an opportunity to contribute to the service being provided. All contributions must be accounted for and must be used by the service provider for the expansion of the service.

Any books, reports, pamphlets, papers or articles receiving support under Title III must contain an acknowledgement of that support.

A sign shall be displayed in all facilities used by, or in conjunction with, the program stating that the program is funded by Title III of the Older Americans Act, as amended, through a grant by the State of New Jersey Department on Health and Senior Services.

The budget in this agreement means the approved financial plan to carry out the purpose of the agreement. This plan is the financial expression of the program as approved during the budget application.

The program agrees to produce programmatic and fiscal reports to the Division of Senior Services within the required time frame. It is understood that submission of programmatic and fiscal reports are required as a prerequisite of continued funding.

The Division of Senior Services may request changes, which are mutually agreed upon, in the "Scope of Services-Attachment A" to be performed hereunder. Revisions and modifications of this contract may be requested by the project and approved by the Division of Senior Services in writing. The program shall inform the Division of Senior Services of any conditions, which affect the program objectives as soon as they become known.

The Division of Senior Services shall monitor the program to assure that the "Scope of Services-Attachment A" is being satisfactorily met. This monitoring may include unannounced visitation, inspections and audits. The program agrees to make available to the Division of Senior Services any pertinent accounting records, books, documents or papers as may be necessary to monitor and audit the program's operations.

Provider shall develop and maintain a written grievance procedure that assures any beneficiary aggrieved by Provider's denial of services, or with the quality of services furnished by Provider, with an adequate opportunity to resolve the grievance. Provider shall advise all beneficiaries of the existence of the grievance procedure and shall make a copy of the grievance procedure available upon request.

A SIGN SHALL BE DISPLAYED IN ALL FACILITIES USED BY OR IN CONJUNCTION WITH THE PROGRAM STATING THE GRIEVANCE POLICY AND PROCEDURES.

Funding for the program for the duration of the agreement period is contingent upon continued funding of the Division of Senior Services from federal, state, and local sources, and is subject to termination if the Division of Senior Services loses funding from these sources.

The program may incur costs only during the period set forth below as the term of the agreement. Expenditures made before or after these dates shall be disallowed. Funds obligated but not disbursed at the end of this contract period shall be liquidated as soon as possible after the close of the contract period. Within 30 days after completion of final audits, all unexpended funds shall be returned to the county Division of Senior Services.

This agreement shall be effective as of the 1st day of January, 2012 and shall terminate no later than the 31st day of December, 2012.

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "A" TO GRANT AGREEMENT NUMBER 035

SCOPE OF SERVICES

County wide transportation services will be provided for blind/visually impaired seniors age 60 or older for the purpose of attaining entitlements, medical care, or for socialization. The transportation services of this contract will support a total of 767 one-way trips to meet, in part, the following transportation needs of the Blind and Visually Impaired program:

SHADES: SHADES is a support group for blind or visually impaired adults, mostly seniors, which generally meets at the Center for Independent Living. They meet monthly, and three or four times a year the meeting is held in a restaurant. Approximately 25 members need transportation on a regular basis, but probably only 20 attend any one meeting (Woodbury area, Pitman, Swedesboro, Clarksboro, Mantua, Sewell). SHADES members also attend special events including the Division of Senior Services annual picnic and Christmas party as well as the Department for the Disabled Summer Santa Program.

VISCOP: VISCOP is an educational program for blind/visually impaired adults but again, mostly seniors attend. They teach Braille, do crafts, and receive a hot meal. There is also singing and several special programs. They meet 3 times per week from the second week in September to the second week in June, at the church of the Nazarene in Pitman. Members are generally from the Woodbury, Glassboro and Williamstown areas. There are approximately 22 members, 10 of which attend regularly and the rest 1 or 2 times per week (membership fluctuates). Four times per year they have events requiring transportation on weekends or in the evening.

Transportation of blind/visually impaired seniors for the purpose of attaining entitlements or medical care may take priority over the socialization programs listed above at the request of the Blind and Visually Impaired Program, Office for the Disabled.

The service provider maintains handicapped and lift-equipped vehicles in order to accommodate persons with disabilities.

A daily vehicle inspection list is completed by each driver to ensure proper operation of brakes, lights, wipers, tires, etc.

The grantee will reach the low income and minority target populations by networking with other social service providers, through referrals from the Outreach Program and by advertising in locations with easy access for the target populations.

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "A" TO GRANT AGREEMENT NUMBER 035

SCOPE OF SERVICES

GRANTEE: Division of Transportation Services

PROJECT TITLE: Transportation - Blind/Visually Impaired

POPULATION TO BE SERVED: Blind/Visually impaired residents of the county who are 60 years or older with a concerted effort to target the low income minority population in at least the same proportion as found in the population of older individuals of the area served by the provider

SERVICE AREA: Gloucester County with a concerted effort to serve areas with higher concentrations of low- income minority target population.

OBJECTIVE:
To provide county- wide transportation services for blind/visually impaired seniors age 60 or older for the purpose of attaining entitlements, services, medical care, or for socialization.

SERVICE DEFINITION: **SERVICE TAXONOMY:** 106

Conveyance of older persons to and/or from community facilities and resources for the purpose of acquiring or receiving available services, benefits or entitlements.

AMOUNT: \$ 11,600

UNITS OF SERVICE: 663 (unit = each one way trip)

CLIENT COUNT: 24

UNIT COST: \$ 17.50

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "B" TO GRANT AGREEMENT NUMBER 035

	CASH	IN-KIND	TOTAL
Personnel	-0-	-0-	-0-
Consultants	-0-	-0-	-0-
Travel	-0-	-0-	-0-
Food	-0-	-0-	-0-
Building Space	-0-	-0-	-0-
Printing & Off Sup	-0-	-0-	-0-
Equipment	-0-	-0-	-0-
Other	11,600	-0-	11,600
Indirect Cost	-0-	-0-	-0-
TOTAL BUDGET			
COST	11,600	-0-	11,600
<u>LESS:</u>		Client Income	100
		USDA	-0-
		NET BUDGETED	\$ 11,500
		COST	

III B	\$ 11,500	100.00%
State Share	-0-	-0-%
State HDM Share	-0-	-0-%
Local Share	-0-	-0-%
Client Income	100	-0-%
TOTAL	\$ 11,600	100.00%

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "C" TO AGREEMENT NUMBER 035

METHOD OF MONITORING AND REPORTS REQUIRED

REPORTS

REPORTS, BOTH PROGRAMMATIC AND FISCAL, ARE DUE ON A MONTHLY AND QUARTERLY BASIS AS NEEDED AND ARE DUE FIVE WORKING DAYS AFTER THE FIRST OF EACH MONTH. ALL PROGRAM COORDINATORS ARE TO GIVE A QUARTERLY NARRATIVE REPORT ON THE PROGRESS OF THE PROGRAM.

MONITORING:

THERE WILL BE ONE DOCUMENTED FORMAL MONITORING VISIT EACH YEAR FOR PROGRAMMATIC EVALUATION AND ONE FOR FISCAL ACCOUNTABILITY.

MEETINGS:

THERE WILL BE FOUR MANDATORY MEETINGS FOR SERVICE PROVIDERS DURING THE CONTRACT YEAR.

CLIENT SURVEY:

ALL PROGRAM COORDINATORS ARE TO SURVEY PERSONS WHO HAVE BEEN BENEFICIARIES OR RECIPIENTS OF SERVICES IN ORDER TO GAIN INFORMATION ON THE PROBLEMS OF THE POPULATION, AS WELL AS THEIR SATISFACTION WITH THE SERVICES RECEIVED. COMPLETED SURVEYS AND SUMMARIZATION OF FINDINGS MUST BE FORWARDED TO THE OFFICE ON AGING ANNUALLY.

SUBCONTRACT REQUIREMENTS:

IN ACCEPTING THIS CONTRACT, THE RECIPIENT SHALL INCLUDE THE FOLLOWING PROVISIONS IN SUB-CONTRACTS, WITH ALL SUBCONTRACTORS OR THIRD PARTIES, THAT UTILIZE AREA PLAN FUNDING UNDER THIS CONTRACT

1. A AAA PROVIDING DIRECT SERVICES, AAA SUBCONTRACTOR, OR THIRD PARTY, UTILIZING AREA PLAN FUNDING SHALL COMPLY WITH ALL FEDERAL, STATE, AND LOCAL LAWS RELATED TO THE OLDER AMERICANS ACT.

2. FUNDS PROVIDED UNDER THIS CONTRACT SHALL NOT BE UTILIZED IN A MANNER, WHICH WOULD CONTRAVENE THE ESTABLISHMENT CLAUSE OF THE FIRST AMENDMENT OF THE UNITED STATES CONSTITUTION. SPECIFICALLY, THESE CONDITIONS ARE AS FOLLOWS:
 - A) IN NO EVENT SHALL THE PROVISION OF THE SERVICES TO BE FUNDED UNDER THIS AGREEMENT BE CONDITIONED UPON ATTENDANCE AT OR PARTICIPATION IN RELIGIOUS PROGRAMS, SERVICES, OR ACTIVITIES; AND
 - B) ANY SERVICES TO BE PROVIDED UNDER THIS AGREEMENT SHALL BE ESSENTIALLY SECULAR IN NATURE AND SCOPE AND IN NO EVENT SHALL THERE BE ANY RELIGIOUS SERVICES, COUNSELING, PROSELYTIZING, INSTRUCTION, OR OTHER RELIGIOUS INFLUENCE UNDERTAKEN IN CONNECTION WITH THE PROVISION OF SUCH SERVICES; AND
 - C) FUNDS PROVIDED UNDER THIS CONTRACT SHALL NOT BE USED FOR THE CONSTRUCTION, REHABILITATION, OR RESTORATION OF ANY FACILITY OWNED BY A RELIGIOUS ORGANIZATION AND USED, NOW OR IN THE FUTURE, FOR ANY RELIGIOUS ACTIVITY OR PURPOSE.
3. **OAA § 306(A)(4)(A)(II)(I)**; 42 U.S.C.A. § 3026(A)(4)(A)(II)(I): PROVIDER WILL SPECIFY HOW THE PROVIDER INTENDS TO SATISFY THE SERVICE NEEDS OF LOW-INCOME, MINORITY INDIVIDUALS, OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY, AND OLDER INDIVIDUALS RESIDING IN RURAL AREAS IN THE AREA SERVED BY THE PROVIDER.
4. **OAA § 306(A)(4)(A)(II)(II)**; 42 U.S.C.A. § 3026(A)(4)(A)(II)(II): PROVIDER WILL TO THE MAXIMUM EXTENT FEASIBLE; PROVIDE SERVICES TO LOW-INCOME MINORITY INDIVIDUALS, OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY, AND OLDER INDIVIDUALS RESIDING IN RURAL AREAS IN ACCORDANCE WITH THEIR NEED FOR SUCH SERVICES.
5. **OAA § 306(A)(4)(A)(II)(III)**; 42 U.S.C.A. § 3026 (A)(4)(A)(II)(III): PROVIDER WILL MEET SPECIFIC OBJECTIVES ESTABLISHED BY THE AREA AGENCY ON AGING, FOR PROVIDING SERVICES TO LOW-INCOME MINORITY INDIVIDUALS, OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY, AND OLDER INDIVIDUALS RESIDING IN THE PLANNING AND SERVICE AREA.
6. EACH AGREEMENT MADE WITH A NONGOVERNMENTAL ENTITY SHALL INCLUDE THE ASSURANCE THAT ALL SOURCES AND EXPENDITURE OF FUNDS SUCH AGENCY RECEIVES OR EXPENDS TO

PROVIDE SERVICES TO OLDER INDIVIDUALS WILL BE DISCLOSED TO THE STATE UNIT ON AGING OR THE COMMISSIONER FOR THE DEPARTMENT OF HEALTH AND SENIOR SERVICES UPON REQUEST.

7. AT THE DISCRETION OF THE AREA AGENCY ON AGING, SUBCONTRACT LANGUAGE FOR AGENCIES FUNDED THROUGH THE APC PROVIDING REGISTERED SERVICES, AND WHO HAVE BEEN IDENTIFIED BY THE AAA TO HAVE SAMS LICENSES FOR CLIENT MANAGEMENT, SHOULD ALSO CONTAIN THIS LANGUAGE AS A REQUIREMENT OF RECEIVING FUNDING.
 - A. **PROVIDER AGENCY WILL USE SAMS FOR ALL APC DATA REPORTING, CLIENT TRACKING AND ALL CARE MANAGEMENT FUNDED BY AND THROUGH DACS/AAA**
 - B. **IF APPLICABLE, IN AN ADRC, THE PROVIDER AGENCY WILL USE SAMS FOR INTAKE, SCREENING INDIVIDUALS FOR COMMUNITY SERVICES, RECORDING SERVICE DELIVERY, CLIENT CHARACTERISTICS AND MANAGING THE ACTIVITIES OF THE ADRC BUSINESS PROCESS.**

THE PARTIES HERETO ACKNOWLEDGE THAT THIS GRANT AGREEMENT
NUMBERED 035 CONSISTS OF 10 PAGES NUMBERED
CONSEQUENTLY.

GRANTEE Gloucester County Dept. of Human Services
Division of Transportation Services
115 Budd Boulevard, West Deptford, N.J. 08096

BY: _____ **Date** _____

TITLE: _____

FUNDING AGENCY

AREA AGENCY ON AGING: Gloucester County Division of Senior Services

BY: _____ **Date** _____

TITLE: Executive Director

GRANTOR:

COUNTY OF GLOUCESTER
BOARD OF CHOSEN FREEHOLDERS

BY: _____ **Date** _____

NAME: Robert M. Damminger

TITLE: DIRECTOR, GLOUCESTER COUNTY
BOARD OF CHOSEN FREEHOLDERS

ATTEST:

ROBERT N. DILELLA, CLERK OF THE BOARD

THIS AGREEMENT is dated this _____ day of _____, ____.

C1

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES
(Area Agency on Aging)

INTER-AGENCY/DEPARTMENTAL AGREEMENT

AGREEMENT NUMBER 008 DATE 1/1/2012

APPROPRIATION CODE _____

PROJECT: PHYSICAL ACTIVITY/ TAI CHI & PACE PROGRAM

GRANTEE Gloucester County Health Dept.

204 East Holly Ave

Sewell, NJ 08080

INTER-AGENCY/DEPARTMENTAL AGREEMENT PAGES 1 THROUGH 15

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES

(Area Agency on Aging)

**INTER-AGENCY/DEPARTMENTAL AGREEMENT
GENERAL PROVISIONS**

**The Gloucester County Division of Senior Services (Area Agency on Aging)
and the**

GLOUCESTER COUNTY HEALTH DEPARTMENT

agree to the terms outlined within the “Scope of Services-Attachment A, the “Approved Budget-Attachment B”, the “Method of Monitoring, and Reports Required-Attachment C”, and the following:

The program shall be administered in accordance and consistent with the Code of Federal Regulations, Administration of Grants, Title 45, Part 74.

The program must give preference to those with greatest economic or social need. Service providers may use methods such as locations of services and specialization in the types of services most needed by these groups to meet this requirement. No service provider may use a means test.

Each client must be given an opportunity to contribute to the service being provided. All contributions must be accounted for and must be used by the service provider for the expansion of the service.

Any books, reports, pamphlets, papers or articles receiving support under Title III must contain an acknowledgement of that support.

A sign shall be displayed in all facilities used by, or in conjunction with, the program stating that the program is funded by Title III of the Older Americans Act, as amended, through a grant by the State of New Jersey Department on Health and Senior Services.

The budget in this agreement means the approved financial plan to carry out the purpose of the agreement. This plan is the financial expression of the program as approved during the budget application.

The program agrees to produce programmatic and fiscal reports to the Division of Senior Services within the required time frame. It is understood that submission of programmatic and fiscal reports are required as a prerequisite of continued funding.

The Division of Senior Services may request changes, which are mutually agreed upon, in the "Scope of Services-Attachment A" to be performed hereunder. Revisions and modifications of this contract may be requested by the project and approved by the Division of Senior Services in writing. The program shall inform the Division of Senior Services of any conditions, which affect the program objectives as soon as they become known.

The Division of Senior Services shall monitor the program to assure that the "Scope of Services-Attachment A" is being satisfactorily met. This monitoring may include unannounced visitation, inspections and audits. The program agrees to make available to the Division of Senior Services any pertinent accounting records, books, documents or papers as may be necessary to monitor and audit the program's operations.

Provider shall develop and maintain a written grievance procedure that assures any beneficiary aggrieved by Provider's denial of services, or with the quality of services furnished by Provider, with an adequate opportunity to resolve the grievance. Provider shall advise all beneficiaries of the existence of the grievance procedure and shall make a copy of the grievance procedure available upon request.

A SIGN SHALL BE DISPLAYED IN ALL FACILITIES USED BY OR IN CONJUNCTION WITH THE PROGRAM STATING THE GRIEVANCE POLICY AND PROCEDURES.

Funding for the program for the duration of the agreement period is contingent upon continued funding of the Division of Senior Services from federal, state, and local sources, and is subject to termination if the Division of Senior Services loses funding from these sources.

The program may incur costs only during the period set forth below as the term of the agreement. Expenditures made before or after these dates shall be disallowed. Funds obligated but not disbursed at the end of this contract period shall be liquidated as soon as possible after the close of the contract period. Within 30 days after completion of final audits, all unexpended funds shall be returned to the county Division of Senior Services.

This agreement shall be effective as of the 1st day of January, 2012 and shall terminate no later than the 31st day of December, 2012.

COUNTY OF GLOUCESTER
BOARD OF CHOSEN FREEHOLDERS
ATTACHMENT "A" TO GRANT AGREEMENT NUMBER 008
SCOPE OF SERVICES

The Service Provider will provide a Physical Health Awareness Program and Tai Chi Exercise Program for senior citizens with funds from this grant. The Department of Health and Institutions has successfully completed a previous Physical Health-Tai Chi Exercise Program through the Division of Senior Services for senior residents and Housing Authority residents.

The overall goal of the **Physical Health – Tai Chi Exercise Program** is to implement an awareness and education program to assist senior residents at managing Arthritis and to provide a low-impact exercise (Tai Chi) program at each one of the six Senior Nutrition Site locations, and other sites throughout Gloucester County. The programs will target seniors with Arthritis and related diseases and provide education in managing the symptoms associated with these diseases.

PHYSICAL HEALTH PACE & TAI CHI PROGRAMS 2012

Scope of Services

1) **Definition of Service**

Gloucester County Department of Health and Senior Services is a service agency under the auspices of the County Board of Chosen Freeholders. By contract with municipal boards of health, the department provides a broad range of personal, consumer and environmental health services to all residents of Gloucester County. Many of these services focus upon protecting persons from health threats and assisting residents to adopt safe and healthful lifestyles.

The Health Department has been in operation since 1968 and is located in Washington Township. There are about 70 employees working either in personal or environmental health services.

The project will provide a low impact exercise program for people with arthritis and related reduced mobility, utilizing Sun style Tai Chi to promote the overall wellness of the client. This style includes agile steps and exercises that may improve mobility, breathing and relaxation. The movements do not require deep bending or squatting, which makes it easier and more comfortable to learn. The program itself consists of 12 movements-6 basic and 6 advanced- a warm up and a cool down. Once becoming familiar with the 12 movements, the program is designed to provide continual challenge by reversing the direction of the movements. This program provides senior with gained balance, strength, and flexibility.

The geographic area to be covered is the locations of the Gloucester County Housing Authority. They are located in both the southern and the northern parts of the county, ranging from Williamstown to Thorofare, including all twenty- four Gloucester County municipalities.

We will be working closely with the Gloucester County Housing Authority. They will be providing and coordinating the appropriate meeting rooms for these sessions,

along with advertising the program to their residents. In addition, we will offer the program to Senior Community Centers through out the county.

2) **Proposed Magnitude and Anticipated Scheduling of Service Delivery**

The anticipated number of clients to be served will be a minimum of 12 clients from each of the five site locations or a total of 60 clients.

The Gloucester County Hosing Authority services about 525 people.

All residents qualify as low income (below C.S.A. poverty) according to HUDD Guidelines, many are very low or extremely low income. About 25% are considered disabled. Many of these residents are considered to be frail, disabled and vulnerable.

If we were not able to receive the funding for this project we would have to eliminate some key parts of the proposal, for example, providing informational material and incentive gifts. In addition, the cost to certify our employee would be unattainable.

3) **Anticipated Method and Location of Service Delivery**

All services will be delivered in Gloucester County, only by Gloucester County service providers.

4) **Minimum Personnel Qualifications and Staffing Patterns**

The Department of Health and Senior Services will designate a Project Coordinator. The coordinator will have both the educational background and experience to lead this project. The project coordinator will be a certified Tai Chi Instructor through the Arthritis Foundation.

The Department of Health and Senior Services has successfully completed a previous Physical Health – such as Fibromyalgia Self-Help and the Arthritis Self-Help Programs, Walking Exercise Programs and the Arthritis “Move Today” Program. All of these programs have been funded through the Division of Senior Services for Gloucester County residents.

The project will also provide a program for people with an exercise program – Tai Chi to promote the overall wellness of the client. This program is designed to improve Sun style Tai Chi. This style includes agile steps and exercises that may improve mobility, breathing and relaxation. The movements do not require deep bending or squatting, which makes it easier and more comfortable to learn. The program itself consists of 12 movements-6 basic and 6 advanced- a warm up and a cool down. Once becoming familiar with the 12 movements, the program is designed to provide continual challenge by reversing the direction of the movements. This program provides senior with gained balance, strength, and flexibility.

Objectives of the Physical Health PACE – Tai Chi Programs:

- Participants will receive basic information heart disease, stroke, blood pressure, cancer and arthritis.
- Participants will learn proper Tai Chi techniques in a safe manner according to the Arthritis Foundation Tai Chi curriculum.
- Participants will learn about the rationale for exercise according to the Arthritis Foundation Tai Chi curriculum.
- To provide participants with an opportunity for observation of/and practice of Tai Chi Program approved exercises.
- To provide participants with a discussion on fatigue/energy conservation.
- To provide participants with an understanding of the importance of posture/body mechanics and mobility, breathing and relaxation.
- To provide participants with an opportunity to learn stress management skills through relaxation exercises lead by the Arthritis Foundation Tai Chi program.

Title III D Disease Prevention
Evidence Based Justification

“The program is identified by a leading national authority on healthy aging as an evidence-based health promotion”

Program Synopsis

The Tai Chi, Move Today (Arthritis) and Step by Step Walking programs are all evidence based group exercise programs developed specifically for older adults or those those have arthritis. The goal of all three programs is to improve overall functional fitness and wellbeing of older adults.

Evidence

Poor health is not a foregone consequence of aging. An active lifestyle is a key component to successful aging, one-third of older adults are inactive (2). Based on information provided by the National Council on Ageing, “Physical activity can help even frail older adults prolong their independence and improve their quality of life”. Clinical research has proven unequivocally that those individuals that are physically active can reduce there risk of heart disease, high blood pressure, high cholesterol, chronic lung disease, diabetes, osteoporosis, obesity and overweight and arthritis (1).

Regular physical activity can also benefit individuals with depression and anxiety. It may also reduce the risk of cognitive decline in older adults (1).

Information regarding Arthritis and physical activity

The prevalence of adults with arthritis-attributable activity limitation ranges from 6.3% to 16.7% (state median: 9.9%). These high rates of arthritis-attributable activity limitation are projected to increase with the aging of the population. Arthritis-attributable activity limitation can be prevented or reduced in many persons. In fact, both aerobic and

strengthening exercises can improve physical function and increase ability and confidence at performing daily activities. Studies have shown that people with arthritis can safely participate in exercise programs to improve their cardiovascular fitness, muscular strength, psychological outlook and physical function (3).

References

1. United States Department of Health and Human Services. *Physical Activity and Health: A report of the Surgeon General*. United States Department of Health and Human Services, Center for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, 1996.
2. United States Department of Health and Human Services. *Leisure-time Physical Activity among older adults: United States, 1997-98*. United States Department of Health and Human Services, Center for Disease Control and Prevention, National Center for Health Statistics , 2002.
3. Evaluation of Arthritis Foundation Exercise Program (n.d.) In *Arthritis Foundation online Research Update*. Retrieved from <http://www.arthritis.org/evaluation-af-exercise.php>

**COUNTY OF GLOUCESTER
BOARD OF CHOSEN FREEHOLDERS
ATTACHMENT "A" TO GRANT AGREEMENT NUMBER 008
SCOPE OF SERVICES**

GRANTEE: Gloucester County Health Dept.

PROJECT TITLE: Physical Health- TAI CHI Exercise and P.A.C.E. Programs

POPULATION TO BE SERVED: TAI CHI Exercise & P.A.C.E. Programs for residents of the county who are 60 years of age or older, with a concerted effort to target the low income minority population in at least the same proportion as found in the population of older individuals of the area served by the provider.

P.A.C.E. Program	106 total clients 21 clients minority- low income (20% of 106) 26 clients disabled (25% of 106) 74 clients frail and vulnerable (70% of 106)
TAI CHI Exercise Program	60 clients low income (100% of 60) 12 clients low income minority (20% of 60)

SERVICE AREA: Gloucester County with a concerted effort to serve areas that are easily accessed by the targeted population. All services will be delivered in Gloucester County, at the Gloucester County Nutrition Sites, and only by Gloucester County service providers.

Targeting Requirements

The anticipated target group is low-income, older adults with signs, symptoms or diagnosis of arthritis. Many of the citizens are frail, disabled and minority low-income. The program also targets those with limited mobility as exercises may be performed from a seated or standing position.

Minimum Personnel Qualifications and Staffing Patterns

The Department of Health and Senior Services will designate a Project Coordinator. The coordinator will have both the educational background and experience to lead this project. The project coordinator will have been thoroughly trained in the Arthritis Foundation P.A.C.E. (People with Arthritis Can Exercise) Program. The Department of Health and Senior Services has successfully completed previous programs such as *Healthy Bones Osteoporosis Course, Fibromyalgia Self-Help and the Arthritis Self-Help Programs, and Walking Exercise Programs* funded through the Division of Senior Services, for Gloucester County residents.

The overall goal of the **PACE (People with Arthritis Can Exercise) Project** is to improve the quality of life for those affected by arthritis. This will be achieved through the implementation of two self-help exercise programs to a minimum of 40 (total) senior residents at two of the six senior Nutrition Sites (Paulsboro and Glassboro).

The programs offered to the residents will consist of six (6), one (1) hour sessions, giving each participant very specialized attention. Participant will learn stretches and exercises according to their ability level following the guidance of the PACE Leader.

Each participant will receive an exercise kit. The \$25.00 (\$25 x 60 = \$1500) cost for each kit will be provided by the project. Each kit will contain therapy band, exercise scarf, soft one- pound weight set and water bottle depending on ability level.

Goal

The goals of the PACE Program are to provide Gloucester County Senior Residents with an arthritis program that will decrease pain levels and increase mobility and function caused by arthritis; and to collaborate with Virtua Health and the Arthritis Foundation New Jersey Chapter in support of their mission in prevention of arthritis and to improve the quality of life for those affected by arthritis.

Objectives

- Participants will receive basic information arthritis.
- Participants will learn proper exercise techniques in a safe manner according to the Arthritis Foundation's PACE curriculum.
- Participants will learn about the rationale for exercise according to the Arthritis Foundation's PACE curriculum.
- To provide participants with an opportunity for observation of/and practice of approved exercises.
- To provide participants with a discussion on fatigue/energy conservation.
- To provide participants with an understanding of the importance of posture/body mechanics.
- To provide participants with an opportunity to learn stress management skills through relaxation exercises lead by the PACE Program instructor.

Evaluation

The PACE program participants will complete a pre and post questionnaire to evaluate their arthritis pain perceptions and their knowledge. Success of this program shall be demonstrated by a decrease in pain perception and an increase in knowledge, and quality of life.

SERVICE DEFINITION:

SERVICE TAXONOMY: 326 & 330

(326) Physical Health (P.A.C.E.): to promote health and physical activity in older adults, afflicted with arthritis, through exercise.

(330) Physical Activity: (Tai Chi) Planned and structured activities aimed at improving or maintaining a person's physical health.

	<u>330</u> (Tai Chi)	<u>326</u> (P.A.C.E.)
<u>AMOUNT:</u>	\$ 4,170.00 (B)	\$4,560.00 (D)
<u>UNITS OF SERVICE:</u>	60	106
<u>CLIENT COUNT:</u>	60	106
<u>UNIT COST:</u>	\$69.50	\$43.02

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

**ATTACHMENT "B" TO GRANT AGREEMENT NUMBER 008
Title III B Funding Budget (Tai-Chi)**

	CASH	IN-KIND	TOTAL
	-0-	2,060	2,060
Personnel	- 0 -	-0-	-0-
Consultants	-0-	-0-	-0-
Travel	100	-0-	100
Food	-0-	-0-	-0-
Building Space	-0-	-0-	-0-
Printing & Off Sup	-0-	-0-	-0-
Equipment	-0-	-0-	-0-
Other	2010	-0-	2010
Indirect Cost	-0-	-0-	-0-
TOTAL BUDGET			
COST	\$2,110	\$2,060	\$4,170
LESS:		Client Income	50
		USDA	-0-
		NET BUDGETED	
		COST	\$4,120

III B	\$ 2,060	49 %
III D	-0-	-0-
State HDM Share	-0-	-0-%
Local Public	\$2,060	50 %
Client Income	\$50	1 %
TOTAL	\$ 4,170	100.00%

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

**ATTACHMENT "B" TO GRANT AGREEMENT NUMBER 008
Title III D Funding Budget (P.A.C.E.)**

	CASH	IN-KIND	TOTAL
Personnel	-0-	2,446	2,446
Consultants	-0-	-0-	-0-
Travel	80	-0-	80
Food	-0-	-0-	-0-
Building Space	-0-	-0-	-0-
Printing & Off Sup	-0-	-0-	-0-
Equipment	-0-	-0-	-0-
Other	2034	-0-	2034
Indirect Cost	-0-	-0-	-0-
TOTAL BUDGET			
COST	\$2,114	\$2,446	\$4,560
	<u>LESS:</u>		
		Client Income	50
		USDA	-0-
		NET BUDGETED	
		COST	\$4,510

III B	-0-	-0-
III D	\$2,064	45%
State HDM Share	-0-	-0-%
Local Public	\$2,446	54%
Client Income	\$50	1%
TOTAL	\$ 4,560	100.00%

COUNTY OF GLOUCESTER

BOARD OF CHOSEN FREEHOLDERS

ATTACHMENT "C" TO AGREEMENT NUMBER 008

METHOD OF MONITORING AND REPORTS REQUIRED

REPORTS

REPORTS, BOTH PROGRAMMATIC AND FISCAL, ARE DUE ON A MONTHLY AND QUARTERLY BASIS AS NEEDED AND ARE DUE FIVE WORKING DAYS AFTER THE FIRST OF EACH MONTH. ALL PROGRAM COORDINATORS ARE TO GIVE A QUARTERLY NARRATIVE REPORT ON THE PROGRESS OF THE PROGRAM.

MONITORING:

THERE WILL BE ONE DOCUMENTED FORMAL MONITORING VISIT EACH YEAR FOR PROGRAMMATIC EVALUATION AND ONE FOR FISCAL ACCOUNTABILITY.

MEETINGS:

THERE WILL BE FOUR MANDATORY MEETINGS FOR SERVICE PROVIDERS DURING THE CONTRACT YEAR.

CLIENT SURVEY:

ALL PROGRAM COORDINATORS ARE TO SURVEY PERSONS WHO HAVE BEEN BENEFICIARIES OR RECIPIENTS OF SERVICES IN ORDER TO GAIN INFORMATION ON THE PROBLEMS OF THE POPULATION, AS WELL AS THEIR SATISFACTION WITH THE SERVICES RECEIVED. COMPLETED SURVEYS AND SUMMARIZATION OF FINDINGS MUST BE FORWARDED TO THE OFFICE ON AGING ANNUALLY.

SUBCONTRACT REQUIREMENTS:

IN ACCEPTING THIS CONTRACT, THE RECIPIENT SHALL INCLUDE THE FOLLOWING PROVISIONS IN SUB-CONTRACTS, WITH ALL SUBCONTRACTORS OR THIRD PARTIES, THAT UTILIZE AREA PLAN FUNDING UNDER THIS CONTRACT

1. A AAA PROVIDING DIRECT SERVICES, AAA SUBCONTRACTOR, OR THIRD PARTY, UTILIZING AREA PLAN FUNDING SHALL COMPLY WITH ALL FEDERAL, STATE, AND LOCAL LAWS RELATED TO THE OLDER AMERICANS ACT.

2. FUNDS PROVIDED UNDER THIS CONTRACT SHALL NOT BE UTILIZED IN A MANNER, WHICH WOULD CONTRAVENE THE ESTABLISHMENT CLAUSE OF THE FIRST AMENDMENT OF THE UNITED STATES CONSTITUTION. SPECIFICALLY, THESE CONDITIONS ARE AS FOLLOWS:
 - A) IN NO EVENT SHALL THE PROVISION OF THE SERVICES TO BE FUNDED UNDER THIS AGREEMENT BE CONDITIONED UPON ATTENDANCE AT OR PARTICIPATION IN RELIGIOUS PROGRAMS, SERVICES, OR ACTIVITIES; AND
 - B) ANY SERVICES TO BE PROVIDED UNDER THIS AGREEMENT SHALL BE ESSENTIALLY SECULAR IN NATURE AND SCOPE AND IN NO EVENT SHALL THERE BE ANY RELIGIOUS SERVICES, COUNSELING, PROSELYTIZING, INSTRUCTION, OR OTHER RELIGIOUS INFLUENCE UNDERTAKEN IN CONNECTION WITH THE PROVISION OF SUCH SERVICES; AND
 - C) FUNDS PROVIDED UNDER THIS CONTRACT SHALL NOT BE USED FOR THE CONSTRUCTION, REHABILITATION, OR RESTORATION OF ANY FACILITY OWNED BY A RELIGIOUS ORGANIZATION AND USED, NOW OR IN THE FUTURE, FOR ANY RELIGIOUS ACTIVITY OR PURPOSE.
3. **OAA § 306(A)(4)(A)(II)(I)**; 42 U.S.C.A. § 3026(A)(4)(A)(II)(I): PROVIDER WILL SPECIFY HOW THE PROVIDER INTENDS TO SATISFY THE SERVICE NEEDS OF LOW-INCOME, MINORITY INDIVIDUALS, OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY, AND OLDER INDIVIDUALS RESIDING IN RURAL AREAS IN THE AREA SERVED BY THE PROVIDER.
4. **OAA § 306(A)(4)(A)(II)(II)**; 42 U.S.C.A. § 3026(A)(4)(A)(II)(II): PROVIDER WILL TO THE MAXIMUM EXTENT FEASIBLE; PROVIDE SERVICES TO LOW-INCOME MINORITY INDIVIDUALS, OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY, AND OLDER INDIVIDUALS RESIDING IN RURAL AREAS IN ACCORDANCE WITH THEIR NEED FOR SUCH SERVICES.
5. **OAA § 306(A)(4)(A)(II)(III)**; 42 U.S.C.A. § 3026 (A)(4)(A)(II)(III): PROVIDER WILL MEET SPECIFIC OBJECTIVES ESTABLISHED BY THE AREA AGENCY ON AGING, FOR PROVIDING SERVICES TO LOW-INCOME MINORITY INDIVIDUALS, OLDER INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY, AND OLDER INDIVIDUALS RESIDING IN THE PLANNING AND SERVICE AREA.

6. EACH AGREEMENT MADE WITH A NONGOVERNMENTAL ENTITY SHALL INCLUDE THE ASSURANCE THAT ALL SOURCES AND EXPENDITURE OF FUNDS SUCH AGENCY RECEIVES OR EXPENDS TO PROVIDE SERVICES TO OLDER INDIVIDUALS WILL BE DISCLOSED TO THE STATE UNIT ON AGING OR THE COMMISSIONER FOR THE DEPARTMENT OF HEALTH AND SENIOR SERVICES UPON REQUEST.
7. AT THE DISCRETION OF THE AREA AGENCY ON AGING, SUBCONTRACT LANGUAGE FOR AGENCIES FUNDED THROUGH THE APC PROVIDING REGISTERED SERVICES, AND WHO HAVE BEEN IDENTIFIED BY THE AAA TO HAVE SAMS LICENSES FOR CLIENT MANAGEMENT, SHOULD ALSO CONTAIN THIS LANGUAGE AS A REQUIREMENT OF RECEIVING FUNDING.
 - A. **PROVIDER AGENCY WILL USE SAMS FOR ALL APC DATA REPORTING, CLIENT TRACKING AND ALL CARE MANAGEMENT FUNDED BY AND THROUGH DACS/AAA**
 - B. **IF APPLICABLE, IN AN ADRC, THE PROVIDER AGENCY WILL USE SAMS FOR INTAKE, SCREENING INDIVIDUALS FOR COMMUNITY SERVICES, RECORDING SERVICE DELIVERY, CLIENT CHARACTERISTICS AND MANAGING THE ACTIVITIES OF THE ADRC BUSINESS PROCESS.**

THE PARTIES HERETO ACKNOWLEDGE THAT THIS GRANT AGREEMENT
NUMBERED 008 CONSISTS OF 15 PAGES NUMBERED
CONSEQUENTLY.

GRANTEE Gloucester County Health Dept.
204 East Holly Ave.
Sewell, NJ 08080

BY: _____ **Date** _____

TITLE _____

FUNDING AGENCY

AREA AGENCY ON AGING: Gloucester County Division of Senior Services

BY: _____ **Date** _____

TITLE: Executive Director

GRANTOR:

COUNTY OF GLOUCESTER
BOARD OF CHOSEN FREEHOLDERS

BY: _____ **Date** _____

NAME: Robert M. Damminger

TITLE: DIRECTOR, GLOUCESTER COUNTY
BOARD OF CHOSEN FREEHOLDERS

ATTEST:

CLERK OF THE BOARD

THIS AGREEMENT is dated this _____ day of _____, _____.

RESOLUTION AUTHORIZING THE PURCHASE OF COMPUTER AIDED DISPATCH CONSOLES FROM XYBIX SYSTEMS, INC. FOR THE GLOUCESTER COUNTY COMMUNICATION CENTER BACKUP SITE IN THE TOTAL AMOUNT OF \$243,498.95 FROM THE FY09 HOMELAND SECURITY GRANT PROGRAM

WHEREAS, the County of Gloucester, Department of Emergency Response has a need to purchase computer aided dispatch consoles for the Backup Site in Clarksboro; and

WHEREAS, the County of Gloucester is permitted to utilize GSA contract for purchases procured using Homeland Security funds; and

WHEREAS, it has been determined that the County of Gloucester can purchase the computer aided dispatch consoles for the purposes set forth herein from Xybix Systems, Inc., with offices at 8207 Southpark Circle, Littleton, CO 80120, for the total contract amount of \$243,498.95, through a GSA purchase and the GSA number is GS-27S-0028X; and

WHEREAS, the Purchasing Agent of the County of Gloucester has certified the availability of funds pursuant in the amount of \$243,498.95, pursuant to C.A.F. # 12-01085, which amount shall be charged against budget line item G-02-10-181-000-20620.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester that the County Purchasing Agent be authorized to purchase computer aided dispatch consoles from Xybix Systems, Inc. for the Gloucester County Communication Backup Site for the hereinabove purpose, for a total amount \$243,498.95, through GSA purchase number GS-27S-0028X.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, State of New Jersey held on Wednesday, February 15, 2012 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

DI

COUNTY OF GLOUCESTER
P. O. Box 337
Woodbury, N.J. 08096

Certificate of Availability of Funds

TREASURER'S NO. 12-01085 DATE 1-30-12
G-02-10-181-000-20620
BUDGET NUMBER - CURRENT YR _____ B _____ DEPARTMENT Emergency Resp.

AMOUNT OF CERTIFICATION 243,498.95 COUNTY COUNSEL Thomas Campo

DESCRIPTION: To purchase consoles for the Clarksboro back-up
Communication Center. The total amount will be \$250,686.76
from Xybix System under GS# GS-~~27~~²⁷-0028X from the FVO9
Grant.

VENDOR: Xybix System, Inc.

ADDRESS: 8207 Southpark Circle
Littleton, CO 80120

JL Butts
DEPARTMENT HEAD APPROVAL

APPROVED [Signature]
PURCHASING AGENT

RETURNED TO DEPARTMENT
 NOT APPROVED

DATE PROCESSED 2-2-12

2/15/12

DA

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO MISSION CENTERED SOLUTIONS FOR THE PROVISION OF INCIDENT LEADERSHIP TRAINING, FOR A TOTAL AMOUNT OF \$24,900.00 FROM THE FY09 HOMELAND SECURITY GRANT

WHEREAS, there is a need for the County of Gloucester to provide *Incident Leadership Training* to all interested management team leaders; and

WHEREAS, *Incident Leadership Training* offers hands-on experience in directing, controlling, and monitoring resources during emerging all-risk incidents and provide students with opportunities to learn, practice, and improve leadership; and

WHEREAS, the County requested proposals, via RFP-012-015, from interested providers and evaluated those proposals consistent with the County's fair and open procurement process; and

WHEREAS, the evaluation, based on the established criteria, concluded that Mission Centered Solutions, with offices at 869 East Rim Road, Franktown, Colorado 80116, made the most advantageous proposal; and

WHEREAS, compensation for the aforesaid services shall be for a total contract amount of \$24,900.00, for the week of March 12, 2012 through March 16, 2012, pursuant to the proposal submitted by the Contractor; and

WHEREAS, the purchasing Agent of the County of Gloucester has certified the availability of funds pursuant in the amount of \$24,900.00, pursuant to C.A.F. 12-01084, which amount shall be charged against budget line item G-02-10-181-000-20930; and

WHEREAS, the County of Gloucester will be purchasing training through the FY09 Homeland Security Funds for the total amount of \$24,900.00; and

WHEREAS, this contract has been awarded pursuant to Gloucester County's Fair and Open Procurement Process, consistent with the terms and provisions of N.J.S.A. 19:44A-20.4.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester that the Freeholder Director and the Clerk of the Board be and are hereby authorized to execute the contract between the County of Gloucester and Mission Centered Solutions, for the provision of incident leadership training, for the total amount of \$24,900.00, for the week of March 12, 2012 through March 16, 2012.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on February 15, 2012, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DI LELLA, CLERK

D2

**CONTRACT BETWEEN
MISSION CENTERED SOLUTIONS
AND
COUNTY OF GLOUCESTER**

THIS CONTRACT is made effective the 15th day of **February 2012**, by and between the **County of Gloucester**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "County", and **Mission Centered Solutions**, of 863 East Rim Road, Franktown, Colorado 80116, hereinafter referred to as "Contractor".

RECITALS

WHEREAS, there exists a need for the County of Gloucester to provide Incident Leadership Training to all interest management team leaders, as more particularly set forth in **RFP-012-015**; and

WHEREAS, this contract is awarded pursuant to and consistent with Gloucester County's fair and open procurement process and the terms and provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the Contractor 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 Contractor do hereby agree as follows:

TERMS OF AGREEMENT

1. **TERM.** This Contract shall be effective for the week of March 12, 2012 through March 16, 2012, as more specifically described in RFP-012-015.
2. **COMPENSATION** Contract shall be for a total contract amount of \$24,900.00, pursuant to the proposal submitted by the Contractor which is incorporated herein and made a part hereof by reference.

Contractor 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 Contractor 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 Contractor shall be in the

County's RFP-012-015, and Contractor's responsive proposal, which are incorporated herein and made a part hereof by reference.

Contractor agrees that it has or will comply with, and where applicable shall continue throughout the period of this Contract to comply with, all of the requirements of the bid documents.

4. FURTHER OBLIGATIONS OF THE PARTIES. During the performance of this Contract, the parties agree as follows, where applicable:

A. Contractor will not discriminate against any employee or applicant for employment because of gender, age, race, creed, color, religion, Vietnam-era veteran status, national origin, ancestry, marital status, disability, affectional or sexual orientation, genetic information, sex or atypical hereditary cellular or blood trait. Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment without regard to their gender, age, race, creed, color, religion, Vietnam-era veteran status, national origin, ancestry, marital status, disability, affectional or sexual orientation, genetic information, sex or atypical hereditary cellular or blood trait. Such actions 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. 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 non-discrimination clause.

B. 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 gender, age, race, creed, color, religion, Vietnam-era veteran status, national origin, ancestry, marital status, disability, affectional or sexual orientation, genetic information, sex or atypical hereditary cellular or blood trait.

C. The Contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Agency Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The Contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

E. The Contractor or subcontractor, where applicable, agrees to attempt in good faith 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 Affirmative Action Office 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.

F. The Contractor or subcontractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of gender, age, creed, color, religion, Vietnam-era veteran status, national origin, ancestry, marital status, affectional or sexual orientation, or disability and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

G. The Contractor or subcontractor, where applicable, 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 decision of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

H. The Contractor or subcontractor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to gender, age, creed, color, religion, Vietnam-era veteran status, national origin, ancestry, marital status, affectional or sexual orientation, or disability and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and applicable Federal law and applicable Federal court decisions.

I. The Contractor or subcontractor, where applicable, shall furnish such report or other document to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

J. Only manufactured products of the United States of America, wherever available, shall be used in the execution of the work specified herein.

K. In accordance with the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA), it is expressly understood that if the net amount paid to Contractor pursuant to this Contract exceeds Ten Thousand Dollars (\$10,000.00) in a twelve-month period, Contractor will grant to the Department of Health and Human Services and/or the general Accounting Office access to such of Contractor's books, documents, and records as are necessary to verify the nature and extent of costs of services furnished under this Contract. Contractor agrees to grant such access until the expiration of four (4) years after the services are furnished under the contract. In the event that Contractor carries out any duties of the contract through a subcontract with a related organization which will result in payment to the related organization of Ten Thousand Dollars (\$10,000.00) or more over a twelve-month period, Contractor agrees that any such subcontract shall

require that the related organization shall make available such books, documents, and records which are necessary to verify the nature and extent of the costs.

5. **LICENSING AND PERMITTING.** If the Contractor 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, Contractor 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.

Contractor 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 Contractor or its agents.

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

A. Pursuant to the termination provisions set forth in the Bid Specifications or in the Request for Proposals, if any, as the case may be, which are specifically referred to and incorporated herein by reference.

B. If Contractor 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 Contractor'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.

C. If, through any cause, the Contractor or subcontractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor 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 Contractor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract, shall be forthwith delivered to the County.

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

E. Notwithstanding the above, the Contractor 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 Contractor, and the County may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due the County from the Contractor is determined.

F. 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 Contractor 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 Contractor, 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 Contractor or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, 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 Contractor'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 Contractor's failure to provide for the safety and protection of its employees, or from Contractor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Contractor'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.** Contractor 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. Contractor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Contractor is a member of a profession that is subject to suit for professional malpractice, then Contractor shall maintain and continue in full force and effect an insurance policy for professional liability/malpractice with limits of liability acceptable to the County. Contractor 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. Contractor 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 Contractor either refuse or neglect to perform the service that Contractor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Contractor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Contractor. 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 Contractor shall be suspended without liability for the period during which the County is so prevented.

13. **METHODS OF WORK.** Contractor 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. **NONWAIVER.** The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Contractor, 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 Contractor is an independent contractor and is not an agent of the County.

20. **CONFLICT OF INTEREST.** Contractor 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.** Contractor 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.** This Contract consists of this Contract document, RFP-012-015 issued by the County of Gloucester and Contractor's responsive proposal, all of which are referred to and incorporated herein by reference. Should there occur a conflict between this form of contract and RFP-012-015, then this contract shall prevail. If there should occur a conflict between this Contract and/or RFP-012-015 and Contractor's responsive proposal, then this Contract or the RFP, as the case may be, shall prevail.

THIS CONTRACT is made effective the 15th day of February, 2012.

IN WITNESS WHEREOF, the County has caused this instrument to be signed by its Director, attested by its Clerk, and its corporate seal affixed hereunto, pursuant to a Resolution of the said party of the first part passed for that purpose, and Contractor has caused this instrument to be signed by its properly authorized representative and its corporate seal affixed the day and year first above written.

ATTEST:

COUNTY OF GLOUCESTER

ROBERT N. DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

MISSION CENTERED SOLUTIONS

Print Name _____
Title _____

BASIS OF AWARD

(To be completed by County evaluation committee)

(100 Point total will be used to determine the Award)

The County will select the vendor deemed most advantageous to the County, based on price and other factors considered.

RFP-012-015 Incident Leadership Training Course -Mission Centered Solutions

EVALUATION FACTORS Points awarded will be based on the information contained in the technical proposal, any supplemental information obtained and information gathered during the interview, if one is conducted.	SCORE
A. Proposal contains all required checklist information <u>5</u> points All required documentation submitted.	5
B. <u>Relevance and Extent of Qualifications, Experience, and Training of Personnel to be assigned</u> Staff well versed on training for the course specified in the RFP. Over 200 sessions taught. <u>25</u> points	23
C. <u>Relevance and Extent of Similar Engagements performed</u> Many similar projects listed. Course taught to over 17,000 Emergency Response Leaders. <u>25</u> points	23
D. <u>Plan for performing engagement is realistic, thorough, and demonstrates knowledge of requirements and personnel availability</u> Detailed plan to accomplish all required tasks related to the RFP. Also approved by DHS as requirement of the RFP <u>25</u> points	24
E. Reasonableness of Cost Proposal Only submission. Rates very comparable to Industry standards. <u>20</u> points	15
TOTALS	90

D2

COUNTY OF GLOUCESTER
P. O. Box 337
Woodbury, N.J. 08096

Certificate of Availability of Funds

TREASURER'S NO. 12-01084 DATE Jan. 30, 2012

6-02-10-181-000-20930
BUDGET NUMBER - CURRENT YR _____ B _____ DEPARTMENT Emergency Response

AMOUNT OF CERTIFICATION \$24,900.00 COUNTY COUNSEL Thomas Campo

DESCRIPTION: To purchased the Incident Leadership Training from Mission-Centered Solutions, Inc. as per bid # 012-015 with FY09 Homeland Grant.

VENDOR: Mission-Centered Solutions

ADDRESS: 869 East Rim Road
Franktown, CO 80116

[Signature]
DEPARTMENT HEAD APPROVAL

APPROVED [Signature]
PURCHASING AGENT

RETURNED TO DEPARTMENT
 NOT APPROVED

DATE PROCESSED 2-2-12

2/1/12

**RESOLUTION APPROVING THE COUNTY OF GLOUCESTER
CONTINUITY OF OPERATIONS PLAN STANDARD OPERATING
PROCEDURE**

WHEREAS, the County of Gloucester has recognized the need to approve a Continuity of Operations Plan Standard Operating Procedure; and

WHEREAS, the County of Gloucester shall approve and submit a Continuity of Operations Plan Standard Operating Procedure to the New Jersey Office of Emergency Management in accordance with N.J.O.E.M. Directive 101; and

WHEREAS, the County of Gloucester Continuity of Operations Plan Standard Operating Procedure provides continuity of operations and continued command and control for both a local (building specific) threat or event and a regional threat or event.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester and the Director of the Board of Chosen Freeholders are hereby authorized to approve and submit the County of Gloucester Continuity of Operations Plan Standard Operating Procedure to the New Jersey Office of Emergency Management in accordance with N.J.O.E.M. Directive 101.

ADOPTED at a regular meeting of Gloucester County Board of Chosen Freeholders on Wednesday, February 15, 2012, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

County of Gloucester CONTINUITY OF OPERATIONS PLAN STANDARD
OPERATING PROCEDURE (COOPSOP)

- References:
- (a) Gloucester County Emergency Operations Plan
 - (b) NJOEM Directive 101, Rules And Regulations For The Development, Submission and Approval of Emergency Operation Plans
 - (c) FEMA SLG-101, Guide for All-hazard Emergency Operations Planning
 - (d) Gloucester County Communications Center Standard Operating Procedures
 - (e) Gloucester County Administrative Code
 - (f) Federal Preparedness Circular #65 (FPC65)
 - (g) Freeholder Resolution Designating Administrator Line of Succession, dated April 4, 2007

BASIC PLAN

1. Situation

a. General.

(1) To provide continuity of operations and continued command and control for both a local (building specific) threat or event and a regional threat or event, three Emergency Relocation Sites (ERS) have been identified. These are (1) The Gloucester County Alternate Communications/EOC, Shady Lane, Clarksboro, (2) the auditorium at the Government Services Building, Clayton, and (3) Gloucester County Board of Elections, 550 Grove Road, Thorofare. Other sites may be utilized by County departments to meet any specialized needs. These additional sites have been identified and secured by the individual departments.

(2) Given sufficient time under deteriorating conditions, the chosen ERS can be prepared by an advance staff so that it is ready to operate. In addition, pre-designation of "COOP Essential" staff is necessary to operate the ERS and maintain critical operational and administrative functions of the various departments in the County of Gloucester.

(3) In the event of a situation, when command and control cannot be established, succession of command procedures shall be followed until verification of command has been obtained or the command has been reconstituted in accordance with this plan.

(4) Personnel in "COOP Essential" positions identified by the County Administration will report to the Emergency Relocation Site (ERS) as soon as possible following the evacuation or as directed.

Approved:

Reviewed:

DRAFT - 2/10/2012

b. Area of Concern. The location covered by this plan are all operating facilities of the County of Gloucester, New Jersey.

c. Incident Impact

(1) Local Threat (Building Specific). Local threats that may impact the facility include, but are not limited to, fire, structural failure, loss of infrastructure, etc.

(2) Regional Threat. Regional threats that may impact the facility include, but are not limited to, hostile attack, hazardous materials release, severe weather, etc.

d. Pre-incident Actions

(1) This plan may be implemented in whole or in part, prior to the actual onset of a natural disaster, domestic emergency, or terrorist threat to preposition personnel at the ERS and ensure survival of key personnel.

(2) The provisions of this plan shall be reviewed annually to ensure that it can be executed with little or no warning. Designated personnel will also ensure that annual training on the general aspects of this plan is conducted for all staff members.

(3) Equipment and supplies may be pre-staged at the ERS.

e. Support From Other Agencies

(1) Transportation Services may provide shuttle service to the ERS.

(2) The Gloucester County Sheriff's Office will provide security at the ERS.

(3) The Office of Information Technology will provide technical support for computer networks, telephone, etc.

(4) Purchasing Department will utilize emergency procurement procedures, when applicable.

f. Assumptions

(1) Operating staff will remain in their primary work location for as long as possible.

(2) A surprise incident may make relocation of "COOP Essential" personnel infeasible. Succession of command procedures will apply as defined in paragraph 5-C of this basic plan.

(4) There may be little or no warning with regards to certain domestic emergencies such as earthquake or terrorist attacks.

(5) Advance and "COOP Essential" staff will have the means to reach the designated ERS with private, government or rental vehicles.

(6) All federal, state, and local governmental agencies having responsibilities for responding to domestic emergencies under various response plans are considered to be cooperative.

(7) All state and local government agencies having responsibilities for quelling civilian disturbances or dealing with terrorist threats or incidents are considered to be cooperative.

(8) "COOP Essential" personnel or their alternates will have the necessary beepers, phones, internet connectivity or cell phones for immediate notification of the relocation.

2. Mission. To provide for the continuity of operations and command and control by the impacted department should the primary work site be seriously threatened, attacked or destroyed and its lines of communications made inoperable.

3. Execution

a. Concept of Operations

(1) Intent. Provide direction to Gloucester County personnel for the safe and orderly restoration of critical operations at an emergency relocation site in the event that their primary work site or the regional area is evacuated due to a threat or actual event for a period of up to 30 (plus) days.

(2) General. In the event of a serious emergency, the entire staff will be evacuated from the impacted location. Evacuation will be conducted in accordance with the direction provided by the department's management. "COOP Essential" staff will be required to maintain operations at the designated Emergency Relocation Site (ERS) until their primary offices are deemed fit for habitation or until a suitable office space is located, furnished and equipped under the direction of the County Department of Administration.

(3) Scenario Description. There are two scenarios, which may necessitate activation of this plan. The two scenarios are (1) a surprise attack or domestic emergency

or (2) anticipated attack or domestic emergency. Any of these may affect the local area or the region.

(a) Surprise Attack or Domestic Emergency assumes that few personnel in the facility or the area will survive an attack or other emergency, or that most personnel will be incapacitated to the point that the command is ineffective. Under this scenario it is assumed that the impacted facility has been destroyed, suddenly and without warning, and that little if any, infrastructure remains functional.

1. Staff Personnel.

a. Under a surprise incident where infrastructure damage has compromised the capability for operations, surviving advance and "COOP Essential" staff shall proceed by all means available to the designated ERS.

b. All staff not identified as "COOP Essential" personnel shall maintain contact through any means available. Information may be transmitted through the Emergency Alert System, internal phone messages, text paging and email. Personnel shall evacuate the area at the direction of local authorities if necessary.

(b) Anticipated Attack or Domestic Emergency.

1. An anticipated attack or domestic emergency assumes that there will be sufficient warning of an impending attack or domestic emergency to permit key staff to relocate. Under this scenario it is assumed that there is enough time to deploy advance and "COOP Essential" staff to activate and operate the ERS prior to the incident.

2. Departmental management shall direct the remaining staff as necessary. Staff not identified as "COOP Essential" shall follow local authorities' direction for evacuation and maintain contact through any means available.

(4) Trans-Incident Period.

(a) During the incident or domestic emergency, emphasis will be placed on performance of essential functions to include: life safety, incident stabilization, property conservation, and logistical support of those operations; maintenance and restoration of law and order; support of local

authorities; and assessment of damage and operational capabilities of remaining resources.

(b) "COOP Essential" staff will maintain operations at the appropriate ERS until their facility is reconstituted or until a suitable replacement site is located. Additional personnel will be recalled to assist "COOP Essential" staff as directed.

(5) Post-Incident and Demobilization. Damage to facilities and casualties to personnel may require augmentation and reconstitution of necessary staff to continue essential functions. Operational control will be maintained at the ERS until reconstitution. Demobilization of an ERS will take place upon reconstitution of the primary facility or a suitable replacement is found.

b. Tasks

(1) Each department, through its various divisions (as appropriate), shall be prepared to provide personnel to maintain continuity of operations to include the following pre and post-event actions.

(a) Identify and train "COOP Essential" staff and alternates on the provisions of this plan and location of the ERS. Provide general COOP informational training to all personnel at least annually.

(b) Identify a representative to serve on the COOP maintenance team, as directed.

(c) Develop, maintain and exercise phone tree recall lists. It is recommended that the last person in the tree to be called call back the person who initiated the tree to confirm receipt of information.

(d) Identify and document critical processes vital to continued operations.

(e) Identify essential documents critical to maintaining continuity of operations. Some recommendations include storing copies of documents not readily available on the Intranet, at the ERS, or at an off-site location accessible in an emergency.

(f) Upon activation of the ERS, designated persons shall:

1. Implement actions in accordance with this plan.

2. Ensure continued operation of departmental critical functions.

3. Recall "COOP Essential" staff or alternates as required for continued operations of critical functions.

4. Recall additional personnel as required while not overburdening the resources of the ERS.

(2) The following divisions/departments shall ensure the listed tasks are accomplished:

a. Office of Emergency Management:

- i. Create the Continuity of Operations Plan (COOP)
- ii. Identify agencies with a "COOP Essential" and advance team functions of the ERS.
- iii. Conduct periodic exercises of the COOP and update the plan as needed.
- iv. Conduct training for identified COOP advance and "COOP Essential" team members.

b. Communications Center:

- i. Provide communications support through dispatch staff and Field Comm 1 and 2.
- ii. Identify critical systems to maintain essential operations.
- iii. Provide technical support.

c. Office of Information Technology

- i. Create, provide and/or obtain infrastructure to maintain essential operations.

d. Purchasing Department

- i. Provide emergency expedient purchasing capabilities to reconstitute essential functions.
- ii. Provide emergency expedient purchasing capabilities to facilitate establishing an ERS.

e. Buildings and Grounds

- i. Serve as lead agency for Reconstitution Team
- ii. Provide resources to move equipment and material during evacuation.

f. County Engineer

- i. Provide technical assistance to Reconstitution Team.

g. Sheriff's Office

- i. Provide security at ERS and primary facility, if warranted.

h. Transportation Services

- i. Provide transportation to ERS from primary facility.

4. Administration and Logistics

- a. Concept of Support. The standard administrative and logistics support procedures will continue as long as feasible.
- b. Logistics. Gloucester County will provide standard logistics support to relocated staff including transportation, information technology, etc.
- c. Transportation. The primary mode of transportation for relocation of "COOP Essential" personnel to the ERS will be government, rental or privately owned vehicles.
- d. Information Technology. The access to critical system and data information at that emergency relocation site is essential. Systems and data information stored electronically off-site may be the only accessible information available if a facility experiences a surprise attack or domestic emergency.

e. Personnel

(1) Advance Team. In the event of pre-notification of impending disaster or natural emergency an Advance Team will be deployed to the designated ERS. The team will be responsible for preparing the ERS for arrival of the "COOP Essential" staff.

(2) "COOP Essential" Staff. "COOP Essential" Staff identified by Department management will be responsible for the continuing operations of the impacted department upon activation of this plan.

(3) Reconstitution Team (RecTeam). The Reconstitution Team will be responsible for reconstitution of the facility including preparing the building and assisting personnel with relocation. If required, the RecTeam will be responsible for identifying, preparing and assisting

Approved:

Reviewed:

DRAFT - 2/10/2012

personnel relocation to the new site.

f. Funding. Limited emergency funding will be available for contracting and supplies.

g. Public Information. Standard public information guidance remains in affect.

5. Command and Control

a. Command Relationships

(1) The operational chain of command will be retained.

(2) The Succession of Leadership outlined in the refs (a), (b) and (g) will be retained.

b. Facilities

(1) The County of Gloucester maintains decentralized operations through a myriad of facilities scattered throughout the County.

(2) The primary emergency relocation sites for advance and "COOP Essential" staff of any impacted department or a threat or event involving any of its facilities are

(a) The Gloucester County Fire Academy located at 200 Shady Lane, Clarksboro, New Jersey.

(b) The Gloucester County Government Services Building, 1200 North Delsea Drive, Clayton, and

(c) The Gloucester County Board of Elections, 550 Grove Road, Thorofare.

(3) The selected ERS will be the primary reconstitution site.

c. Succession of Leadership For COOP Purposes

(1) The Succession of Leadership is:

a. Board of Freeholders

i. Director

ii. Deputy Director

iii. Freeholder (in line of succession)

b. County Administration

i. Administrator

Approved:

Reviewed:

DRAFT - 2/10/2012

- ii. Deputy Administrator
- iii. Chief Financial Officer
- c. Impacted Department (determined by Department Head)
- d. Command, Control and Communications Systems.

(1) To the extent possible, standard Command, Control and Communications procedures will continue.

(2) Field Comm 1 and 2, Gloucester County's mobile communications vehicles and other contingency communications assets will be available for use. The Gloucester County Communications Center will coordinate deployment of contingency communications systems.

Freeholder Director

Date

Annexes:

- A - TASK ORGANIZATION
- C - OPERATIONS
- D - LOGISTICS
- E - PERSONNEL
- F - EMERGENCY RELOCATION SITES
- G - TRAINING (RESERVED)
- H - EXERCISING (RESERVED)
- I - COMMAND, CONTROL, AND COMMUNICATIONS
- X - EXECUTION CHECKLIST (reserved)
- Z - DISTRIBUTION (reserved)

Annex A - TASK ORGANIZATION

Task Organization is established in state statute, the County's Administrative Code and Disaster Recovery Plan.

Other agencies that are required to assist with the implementation of this plan are listed below:

GC Office of Information Technology is tasked to provide telecommunication service (phone and computer) to the alternate site.

GC Transportation Services is tasked to provide transportation from the primary to alternate site, if requested.

GC Buildings and Grounds will serve as the lead agent for reconstitution of the primary facility and provides support services for the alternate site.

GC Sheriff's Office will provide security at the ERS.

Annex C - OPERATIONS

The Emergency Relocation Sites (ERS) are specified in the Basic Plan. See Annex F for departmental ERS assignments.

During normal business hours, the normal staff is available to assist with establishing the ERS. After hours, the impacted department will establish access to the facility through the appropriate agencies.

The ERS's consist of large rooms suitable for extended operations. Each facility maintains a kitchen and an adequate number of restrooms.

The Office of Information Technology and Communications Center staff members will establish telecommunications (radio, telephone and computer).

Annex D - LOGISTICS

Logistics to support the ERS are located in state statute and the County's Emergency Operations Plan.

The County Engineer along with the Reconstitution Team will provide cost estimates for rebuilding the primary facility.

Berthing of personnel will not be required.

Meals will be provided in accordance with established practice.

Emergency purchasing procedures may be invoked by the County Purchasing Agent.

Approved:
Reviewed:

DRAFT - 2/10/2012

Annex E - PERSONNEL

The Succession to Leadership is established in the County's Administrative Code, Emergency Operations Plan and its annexes. Department heads will identify those essential personnel to staff the alternate sites.

The COOP Advance Team (IMT) will establish the alternate site. Members who make up this team will be identified at a later date, but will include members from County Administration, the impacted department, the Department of Emergency Response, and Office of Information Technology.

The Reconstitution Team will be identified at a later date, but, at a minimum, will consist of members from the Department of Buildings and Grounds, Purchasing Office, Budget and Finance, and County Engineer.

Annex F - EMERGENCY RELOCATION SITES

[REDACTED]		
Freeholders	14	Board of Elections (Archive and Training Rooms)
County Administrator	5	Board of Elections (Archive and Training Rooms)
Clerk of the Board	3	Board of Elections (Archive and Training Rooms)
Purchasing	7	Board of Elections (Archive and Training Rooms)
Surrogate	8	Board of Elections (Archive and Training Rooms)
Treasurer	5	Board of Elections (Archive and Training Rooms)
Human Resources	5	Board of Elections (Archive and Training Rooms)
Risk Management	3	Board of Elections (Archive and Training Rooms)
County Counsel	9	Board of Elections (Archive and Training Rooms)
[REDACTED]		
County Clerk (Satellite Office in BOE)	9	Board of Elections
IT	3	Clayton
[REDACTED]		
Economic Development	5	Clayton
Human Services	19	Clayton
IT/Mailroom	8	Clayton
Senior Services	14	Clayton
Public Information/Events	1	Old Courthouse
[REDACTED]		
Consumer Affairs	5	Clayton
Board of Taxation	2	Clayton
Parks and Recreation		Clayton
Buildings and Grounds		Clayton
[REDACTED]		
Planning	7	Board of Elections (Archive and Training Rooms)
Animal Shelter	27	Board of Elections (Warehouse)
Engineering	15	Board of Elections (Archive and Training Rooms)
Road Department	10	Board of Elections (Archive and Training Rooms)
Land Preservation	3	Board of Elections (Archive and Training Rooms)
Emergency Response	100	Fire Marshal's Office
IT	6	Old Courthouse
Extension Services	3	Board of Elections (Archive and Training Rooms)
Fleet Management	5	Mantua Motor Pool
[REDACTED]		
Health Department	30	Clayton

Approved:

Reviewed:

[REDACTED]

Social Services	29	Health Department Building
Social Services	75	Out of County Social Services Offices

[REDACTED]

Board of Elections	10	Clayton Auditorium
Sheriff (Field Ops)	13	Justice Complex

Approved:
Reviewed:

Annex - G - Training

RESERVED

Approved:
Reviewed:

DRAFT - 2/10/2012

Annex H - Exercising

RESERVED

Approved:
Reviewed:

DRAFT - 2/10/2012

Annex I - Command, Control and Communications

The established Chain of Command will be observed to the fullest extent possible. Each department will utilize a "three-deep" policy for its leadership. "Three-deep" leadership identifies the primary and two alternate personnel to staff leadership positions.

The Freeholder Board and County Administrator will provide direction and control.

Ordinary means of communication will be used to the fullest extent possible. These include telephone, fax, email and data messaging. Alternate means of communication will include cellular telephones, the Emergency Alert System and other means which remain available for use.

Gloucester County will utilize an "800" number to provide information to citizens and personnel.

D4

RESOLUTION TO AUTHORIZE THE FORMATION OF A PUBLIC SAFETY COMMUNICATIONS EXPLORATORY COMMITTEE

WHEREAS, the County of Gloucester, along with several other regional counties, including but not limited to Salem, Camden, Burlington and Ocean, operates its public safety communications on a 500 MHz platform; and

WHEREAS, the recent migration of broadcast television to a digital format (DTV) has deteriorated public safety communications operating within the 500 – 512 MHz bandwidth in New Jersey; and

WHEREAS, there have been numerous recorded days of multiple documented communications interference in Gloucester County that were only relieved by shifting to a non digital television frequency range; and

WHEREAS, the interference and over load caused by broadcast television to safety frequency range channels has created a time lapse and potentially lack of quick response to First Responders in the field such as police, EMS and fire personnel; and

WHEREAS, the County of Gloucester has met with a congressional delegation and has been requesting federal funding and congressional help to build a 700 MHz communications system that averts interference and would only be used for public safety and not licensed for other stations; and

WHEREAS, the Board of Chosen Freeholders of the County of Gloucester desires to create a Public Safety Communications Exploratory Committee to discuss various options and to promote the creation of a separate 700 MHz platform used only for public safety.

NOW THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester as follows:

1. A Public Safety Communications Exploratory Committee shall be created to discuss various options to create a separate 700 MHz platform to be used only for public safety.
2. The Committee shall reach out to the Federal Government, professionals and to specialized companies that are in the process of creating a communications network integrated with satellite coverage across the United States for a public frequency platform, not licensed for broadcast television.
3. The Committee shall reach out to the United States Department of Defense and Department of Transportation to discuss the practical solutions and to other counties such as Camden, who is currently under contract with Motorola to build a 700 MHz platform.
4. The Committee shall study and provide recommendation for implementing a safe and fair communications system for the future and submit a report to the Board of Chosen Freeholders of the County of Gloucester.
5. Members of the Committee will be chosen by the Board of Chosen Freeholders of the County of Gloucester; the Committee should consist of the following:
 1. Chief of Police Association – 3 members as designated by the President
 2. Fire Chief Association – 3 members as designated by the President
 3. Gloucester County Mayor’s Association President or his designee
 4. Gloucester County EMS Chief
 5. Gloucester County Emergency Response Director
 6. Gloucester County Freeholder Liaison of Emergency Management
 7. Gloucester County Administrator or his designee

ADOPTED at a meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, February 15, 2012, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ATTEST:

ROBERT N. DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

E1

RESOLUTION AUTHORIZING A CONTRACT WITH CENTER FOR FAMILY SERVICES, INC., FOR THE PROVISION OF A SUBSTANCE ABUSE EVALUATION AND OUTPATIENT TREATMENT PROGRAM FOR JUVENILES REFERRED BY THE FAMILY COURT, FOR A MINIMUM CONTRACT AMOUNT OF ZERO AND A MAXIMUM CONTRACT AMOUNT OF \$30,000.00, FROM JANUARY 1, 2012 TO DECEMBER 31, 2012

WHEREAS, the County of Gloucester has recognized the need to provide a substance abuse evaluation and outpatient treatment program for juveniles referred by the Family Court; and

WHEREAS, the County requested proposals, via RFP #012-002-YSC-03, from interested providers and evaluated those proposals consistent with the County's fair and open procurement process; and

WHEREAS, the evaluation, based on the established criteria, concluded that Center for Family Services, Inc., with offices at 584 Benson Street, Camden, New Jersey 08103, made the most advantageous proposal; and

WHEREAS, this contract has been awarded pursuant to Gloucester County's Fair and Open Procurement Process, consistent with the terms and provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the contract shall be for an estimated units of service, for a minimum contract amount of Zero and a maximum contract amount of \$30,000.00, for a term of one year, January 1, 2012 through December 31, 2012 (with the option to extend for a one year term, two times, dependent on availability of funds), pursuant to the proposal submitted by the Vendor, therefore this contract is open ended, which does not obligate the County of Gloucester to make any purchase; and, therefore, no Certificate of Availability of Funds is required at this time; and

WHEREAS, a Certificate of Availability of Funds has not been issued at this time and prior to any purchase being made or service rendered pursuant to the within award, a Certificate of Availability shall be obtained from the Treasurer of the County of Gloucester certifying that sufficient monies are available at that time for that particular purpose and identifying the line item of the County budget from which said funds will be paid.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Freeholder Director and the Clerk of the Board are hereby authorized to execute said contract with Center for Family Services, Inc. for the provision of a substance abuse evaluation and outpatient treatment program for juveniles referred by Family Court, for the period of January 1, 2012 through December 31, 2012, for a minimum contract of amount of Zero and a maximum contract amount of \$30,000.00.

BE IT FURTHER RESOLVED, before any purchase be made of service rendered pursuant to the within award, a certification must be obtained from the Purchasing Agent of the County of Gloucester certifying that sufficient funds are available at that time for that particular purpose and identifying the line item of the County budget from which said funds will be paid.

ADOPTED at a regular meeting of the Gloucester County Board of Chosen Freeholders held on Wednesday, February 15, 2012 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DI LELLA, CLERK

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

THIS CONTRACT is made effective the 15th day of February 2012, 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.**, of 584 Benson Street, Camden, New Jersey 08103, hereinafter referred to as "Vendor".

RECITALS

WHEREAS, there exists a need for the County to Contract for the provision of a substance abuse evaluation and outpatient treatment program for juveniles referred by Family Court, as more particularly set forth in **RFP-012-002-YSC-03**; and

WHEREAS, this contract is awarded pursuant to and consistent with Gloucester County's fair and open procurement process and the terms and provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the 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.** This Contract shall be effective for the period commencing January 1, 2012 and concluding December 31, 2012 (with the option to extend for a one year term, two times, dependent on satisfaction of conditions and availability of funds, as more specifically in RFP-012-002-YSC-03).

2. **COMPENSATION.** Vendor shall be compensated pursuant to the unit prices set forth in, and subject to all terms and provisions of, the Vendor's proposal, which was submitted in response to the County's Request for Proposal ("RFP") 012-002-YSC-03. The proposal is incorporated into, and made part of this Contract, by reference. Vendor shall be paid a minimum contract amount of Zero and a maximum contract amount of \$30,000.00.

It is agreed and understood that this is an open-ended contract, thereby requiring the County to use Vendor's services only on an as-needed basis. There is no obligation on the part of the County to make any purchase whatsoever.

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 VENDOR. The specific duties of the Vendor shall be as set forth in the RFP-012-002-YSC-03, and Vendor's responsive proposal, which are incorporated in their entirety and made a part of this Contract by reference.

Vendor agrees that it has or will comply with, and where applicable shall continue throughout the period of this Contract to comply with, all of the requirements set out in RFP-012-002-YSC-03.

The Vendor will ensure that funds will be spent timely. If there is no grant activity within sixty (60) days of the original start date of the award period, the Vendor must report by letter to County of Gloucester of the steps taken to initiate the project, the reasons for the delay and the expected start date. If no grant activity within ninety (90) days of the original start date of the award period, the Vendor must submit a second statement to County explaining the implementation delay. Upon receipt of the 90-day letter, County may cancel the award. The County may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate files and records must so note the extension.

The Vendor agrees that it shall be solely responsible for and shall keep, save, and hold the State of New Jersey harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to its employees or recipients of the Vendor's services or to any other persons, or from any damage to any property sustained in connection with the delivery of the Vendor's services that 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 safe and protection of its employees, whether or not due to negligence, fault, or default of the Vendor. The Vendor's responsibility shall also include all legal fees and costs that may arise from these actions. 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.

The Recipient shall recognize and agree that both the initial provision of funding and the continuation of such funding under the Grant Agreement are expressly dependent upon the availability to the Department of Law and Public Safety (Department) of funds appropriated by the State Legislature from State and/or Federal revenue or such other funding sources as may be applicable and, in addition, if the Vendor's program is deemed a priority by the New Jersey Attorney General. A failure of the Department to make any payment under this Grant Agreement

or to observe and perform any condition on its part to be performed under the Grant Agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the Grant Agreement by the Department or an event of default under the Grant Agreement and the Department shall not be held liable for any breach of the Grant Agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from the Department beyond the duration of the award period set forth in the Grant Agreement and in no event shall the Agreement be construed as a commitment by the Department to expend funds beyond the termination date set in the Grant Agreement.

4. **FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the parties agree as follows, where applicable:

A. Vendor will not discriminate against any employee or applicant for employment because of gender, age, race, creed, color, religion, Vietnam-era veteran status, national origin, ancestry, marital status, disability, affectional or sexual orientation, genetic information, sex or atypical hereditary cellular or blood trait. Vendor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment without regard to their gender, age, race, creed, color, religion, Vietnam-era veteran status, national origin, ancestry, marital status, disability, affectional or sexual orientation, genetic information, sex or atypical hereditary cellular or blood trait. Such actions 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. 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 non-discrimination clause.

B. The Vendor or Sub-Vendor, 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 gender, age, race, creed, color, religion, Vietnam-era veteran status, national origin, ancestry, marital status, disability, affectional or sexual orientation, genetic information, sex or atypical hereditary cellular or blood trait.

C. The Vendor or Sub-Vendor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Agency Contracting Officer advising the labor union or workers' representative of the Vendor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The Vendor or Sub-Vendor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

E. The Vendor or Sub-Vendor, where applicable, agrees to attempt in good faith

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 Affirmative Action Office 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.

F. The Vendor or Sub-Vendor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of gender, age, creed, color, religion, Vietnam-era veteran status, national origin, ancestry, marital status, affectional or sexual orientation, or disability and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

G. The Vendor or Sub-Vendor, where applicable, 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 decision of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

H. The Vendor or Sub-Vendor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to gender, age, creed, color, religion, Vietnam-era veteran status, national origin, ancestry, marital status, affectional or sexual orientation, or disability and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and applicable Federal law and applicable Federal court decisions.

I. The Vendor or Sub-Vendor, where applicable, shall furnish such report or other document to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

J. Only manufactured products of the United States of America, wherever available, shall be used in the execution of the work specified herein.

K. In accordance with the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA), it is expressly understood that if the net amount paid to Vendor pursuant to this Contract exceeds Ten Thousand Dollars (\$10,000.00) in a twelve-month period, Vendor will grant to the Department of Health and Human Services and/or the general Accounting Office access to such of Vendor's books, documents, and records as are necessary to verify the nature and extent of costs of services furnished under this

Contract. Vendor agrees to grant such access until the expiration of four (4) years after the services are furnished under the contract. In the event that Vendor carries out any duties of the contract through a subcontract with a related organization which will result in payment to the related organization of Ten Thousand Dollars (\$10,000.00) or more over a twelve-month period, Vendor agrees that any such subcontract shall require that the related organization shall make available such books, documents, and records which are necessary to verify the nature and extent of the costs.

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. Pursuant to the termination provisions set forth in the Bid Specifications or in the Request for Proposals, if any, as the case may be, which are specifically referred to and incorporated herein by reference.

B. 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.

C. If, through any cause, the Vendor or Sub-Vendor, 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.

D. 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.

E. Notwithstanding the above, the Vendor or Sub-Vendor, 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.

F. 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 Sub-Vendor, where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, 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 Vendors, 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.

At all times during the term of this Agreement, the Donor shall maintain or cause to be maintained with responsible insurers who are authorized to do business in the State of New Jersey, or in such other manner as may be required or permitted by law, casualty, all-risk and comprehensive general liability insurance with respect to the services to be performed pursuant to this Agreement.

11. SET-OFF. Should Vendor either refuse or neglect to perform the service 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. NONWAIVER. 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 VENDOR STATUS.** The parties acknowledge that Vendor is an independent Vendor 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.** This Contract consists of this Contract document, RFP #012-002-YSC-03 issued by the County of Gloucester and Vendor's responsive proposal. Should there occur a conflict between this form of contract and the County's RFP #012-002-YSC-03, then this Contract shall prevail. Should there occur a conflict between this Contract or the RFP #012-002-YSC-03 and the Vendor's responsive proposal, this Contract or the RFP, as the case may be, shall prevail.

THIS CONTRACT is made effective the 15th day of February, 2012.

IN WITNESS WHEREOF, the County has caused this instrument to be signed by its Director, attested by its Clerk, and its corporate seal affixed hereunto, pursuant to a Resolution of the said party of the first part passed for that purpose, and Vendor has caused this instrument to be signed by its properly authorized representative and its corporate seal affixed the day and year first above written.

ATTEST:

COUNTY OF GLOUCESTER

ROBERT N. DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

CENTER FOR FAMILY SERVICES, INC.

**RICHARD STAGLIANO, MSW, LCSW
PRESIDENT AND CEO**

E1



BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger



DEPARTMENT OF
PURCHASING

DIRECTOR
Peter M. Mercanti

PO Box 337
Woodbury, NJ 08096

Phone 856.853.3420
Fax 856.853.8504

purchasing@co.gloucester.nj.us

www.co.gloucester.nj.us

New Jersey Relay Service-711

To: The Board of Chosen Freeholders
From: Peter Mercanti, Director, Purchasing
Date: January 11, 2012
Re: Request for Proposals, Competitive Contracting #12 - 002 (YSC 01-09) and #12 - 014 for Programs and Services for Youth Involved in the Family Court or Youth At-Risk of Involvement

The potential contracts for the above mentioned services for the Gloucester County Department of Human Services, Youth Services Commission was procured pursuant to N.J.S.A.40A:11-4.1(g) and N.J.A.C.5:34-4.1 et seq., *Competitive Contracting Request for Proposals*. The Gloucester County Freeholder Board issued a resolution authorizing the use of competitive contracting in this instance. This process has been administered jointly by County Counsel and the County Purchasing Director, pursuant to N.J.S.A. 40A:11-4.3(b).

A Youth Services Allocations Committee was appointed for #12-002, consisting of Chairperson Chuck Goldstein, CEO of CGS Care Management Organization; Shannon Fuerneisen, Community Justice Coordinator for the Prosecutor's Office; Ken Ridinger, Retired Paulsboro Chief of Police; Nancy Sweeney, Juvenile Detention Unit Director; Gloria Goode, Woodbury Schools Social Worker; Janine Faulkner, Juvenile Public Defender; and Karen Dickel, Program Analyst. Non-voting technical assistance members included Mick Wiler, Juvenile Intake Supervisor from Family Court; Terry Miles, Juvenile

Probation Supervisor, and Evangeline Banks, JJC Liaison. Staff members from Human Services included Nancy Chard Jones, YSC Administrator and Donna Pinto, Sr. Community Service Aide. All committee members have been and remain familiar with the need for these services, and all committee members determined, prior to the evaluation procedure, that none were in any conflict or potential conflict of interest as defined by N.J.S.A. 40A:9-22.1 et seq.

On October 6, 2011 the specifications were advertised for #12-002 (YSC -01-09) and on November 2, 2011 the requests for proposal were opened. The County received eleven (11) proposals, one for each service YSC-02-09 and three for the Olweus Bullying Prevention Program (YSC-01).

After the review, committee members scored the vendors, as based upon the specifications. These scores were then tabulated into the chart referenced below, indicating total points awarded.

The Committee recommends that the awards of contract be awarded to the following vendors for their services:

- 01. a. Gateway Regional High School – Olweus Bully Prevention**
- b. Delsea Regional High School – Olweus Bullying Prevention**
- c. Franklin Twp. Schools (Reutter) – Olweus Bully Prevention**
- 02. Robins' Nest – Stationhouse Adjustment/Diversion**
- 03. Center for Family Services – Substance Abuse Treatment**
- 04. Robins' Nest – Therapy for Sexually Abused Youth**
- 05. Youth Advocate Program – Client Specific Services Brokerage**
- 06. Robins' Nest – Probation Employment/Education Program**
- 07. Youth Advocate Program – Gang Prevention in Paulsboro and Glassboro**
- 08. Center for Family Services – Juvenile Sex Offender Treatment**
- 09. Robins Nest – Probation Cognitive Life Skills Program**

PROPOSAL CONTAINS ALL REQUIRED CHECKLIST INFORMATION:

01 – 09. All vendors submitted all required documentation as required. ANY VENDORS NOT SUBMITTING REQUIRED DOCUMENTS WOULD BE DISQUALIFIED FROM THE PROCESS.

SUMMARY OF SCORES:

NOTE – The Olweus Bullying Prevention Program RFP was to fund up to 6 schools at \$5,500/each (\$33,000 total) to implement the program. Only three schools applied for funding, and were recommended to receive \$11,000 each, with a cash match of \$5,500/each required.

01. a. Gateway Regional High School – Olweus Bully Prevention

The Committee found the proposal complete and scored an average of 87 points out of 100 possible.

b. Delsea Regional High School – Olweus Bullying Prevention

The Committee found the proposal complete and scored an average of 90 points out of 100 possible.

c. Franklin Twp. Schools (Reutter) – Olweus Bully Prevention

The Committee found the proposal complete and scored an average of 70 points out of 100 possible.

02. Robins' Nest – Stationhouse Adjustment/Diversion –

The Committee found the proposal complete and scored an average of 94 points out of 100 possible. This agency has done an outstanding job and held the contract for this service previously. There were no other bids for the service.

03. Center for Family Services – Substance Abuse Treatment

The Committee found the proposal complete and scored an average of 86 points out of 100 possible. This agency has done an outstanding job and held the contract for this service previously. There were no other bids for the service.

04. Robins' Nest – Therapy for Sexually Abused Youth

The Committee found the proposal complete and scored an average of 95 points out of 100 possible. This agency has done an outstanding job and held the contract for this service previously. There were no other bids for the service.

05. Youth Advocate Program – Client Specific Services Brokerage

The Committee found the proposal complete and scored an average of 90 points out of 100 possible. This agency has done an outstanding job and held the contract for this service previously. There were no other bids for the service.

06. Robins' Nest – Probation Employment/Education Program

The Committee found the proposal complete and scored an average of 99 points out of 100 possible. This agency has done an outstanding job and held the contract for this service previously. There were no other bids for the service.

07. Youth Advocate Program – Gang Prevention in Paulsboro and Glassboro

The Committee found the proposal complete and scored an average of 95 points out of 100 possible. This agency has done good work in with other previously provided services but has not held the contract for this service before. There were no other bids for the service.

08. Center for Family Services – Juvenile Sex Offender Treatment

The Committee found the proposal complete and scored an average of 93 points out of 100 possible. This agency has done an outstanding job and held the contract for this service previously. There were no other bids for the service.

09. Robins Nest – Probation Cognitive Life Skills Program

The Committee found the proposal complete and scored an average of 96 points out of 100 possible. This agency has done an outstanding job and held the contract for this service previously. There were no other bids for the service.

RFP #12-014: Woodbury 12-month Targeted Youth Program Grades 3-5

A Youth Services Allocations Committee was appointed for #12-014, consisting of Chairperson Chuck Goldstein, CEO of CGS Care Management Organization; Shannon Fuerneisen, Community Justice Coordinator for the Prosecutor's Office; Ken Ridinger, Retired Paulsboro Chief of Police; Nancy Sweeney, Juvenile Detention Unit Director; Sonnie DeCencio, Retired Camden Co. Superintendent of Juvenile Detention; and Karen Dickel, Program Analyst. Non-voting technical assistance members included Mick Wiler, Juvenile Intake Supervisor from Family Court; Terry Miles, Juvenile Probation Supervisor, and Evangeline Banks, JJC Liaison. Staff members from Human Services included Nancy Chard Jones, YSC Administrator and Donna Pinto, Sr. Community Service Aide. All committee members have been and remain familiar with the need for these services, and all committee members determined, prior to the evaluation procedure, that none were in any conflict or potential conflict of interest as defined by N.J.S.A. 40A:9-22.1 et seq.

On December 11, 2011 the specifications were advertised for #12-014 and on January 4, 2012 the requests for proposal were opened. The County received one (1) proposal for the 12-month targeted youth program in Woodbury.

After the review, committee members scored the vendor, as based upon the specifications. These scores were then tabulated into the chart referenced below, indicating the total points awarded.

The Committee recommends that the awards of contract be awarded to the following vendors for their services:

Woodbury School District – 12-month targeted youth program in grades 3-5

PROPOSAL CONTAINS ALL REQUIRED CHECKLIST INFORMATION:

#12 – 014. Vendor submitted all required documentation as required. ANY VENDOR NOT SUBMITTING REQUIRED DOCUMENTS WOULD BE DISQUALIFIED FROM THE PROCESS.

SUMMARY OF SCORES:

Woodbury School District - 12-month targeted youth program in grades 3-5

The Committee found the proposal complete and scored an average of 74 points out of 100 possible. This agency has done an outstanding job and held a shared service contract for a summer-only service previously. There were no other bids for the service.

ED

RESOLUTION AUTHORIZING EXECUTION OF DOCUMENTS REGARDING A CONTRACT MODIFICATION BETWEEN THE COUNTY OF GLOUCESTER AND THE NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, REFLECTING ADDITIONAL FUNDS FOR PROGRAM YEAR 2012, IN THE FORM OF ADMINISTRATIVE FUNDS, BEGINNING JANUARY 1, 2012 THROUGH JUNE 30, 2012, IN THE TOTAL AMOUNT OF \$15,500.00

WHEREAS, The County of Gloucester, has a need for the delivery of transportation services that will provide non-emergency, curb-to-curb transportation to Veterans of Gloucester County on a fare-free, space available basis, to routine medical appointments in Gloucester County and Camden County, and for scheduled appointments primarily to the VA Hospital in Philadelphia, the VA Hospital in Elsmere, Delaware and the VA clinic in Sewell, NJ; and

WHEREAS, the County of Gloucester has been awarded additional funding in the amount of \$15,500.00 from the New Jersey Department of Military & Veterans Affairs for the period of January 1, 2012 through June 30, 2012 for a total contract amount of \$48,500.00; and

WHEREAS, the Board of Chosen Freeholders of the County of Gloucester deems this to be beneficial to the citizens of the County; and

WHEREAS, the Gloucester County Department of Human Services reviewed all data supplied or to be supplied in the application and in its attachments, and certifies to the Board of Chosen Freeholders of the County of Gloucester that all data contained in the application and in its attachments is true and correct.

NOW THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the Freeholder Director and Clerk of the Board are hereby authorized to executed the Contract Amendment and any other pertinent documents between the County of Gloucester and the New Jersey Department of Military and Veteran Affairs for additional funding in the amount of \$15,500.00, for the grant period January 1, 2012 through June 30, 2012.

ADOPTED at a regular meeting of the Gloucester County Board of Chosen Freeholders, County of Gloucester and State of New Jersey held on Wednesday, February 15, 2012 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DI LELLA, CLERK

EQ

-STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
CONTRACT MODIFICATION FORM

Provider Name: Gloucester County VL12T19

Contract Term 01/01/12 thru 6/30/12 Contract Modification # 1

1. Date of most recently approved Contract Modification: _____
2. Requested effective date for this Contract Modification: January 1, 2012
3. Provision(s) to be modified. Check all applicable provisions:
 - Contract Term
 - Goals and Objectives
 - Budgeted Units of Services, Levels of Service
 - Unit of Service
 - Program Description/Methodology
 - Type of Rate or Payment Rate
 - Method of Payment
 - Any carry-forward of funds (Applicable to two-year term Contracts)
 - Transfer of Funds from on Program to another
 - Change in Annex B: Contract Budget

Specify provision(s) to be modified on the lines below.

Contract is being increased from \$33,000 to \$48,500 for the period ending 6/30/12.

4. Briefly explain below the reason(s) for the modification. Attach additional sheets if necessary.

Increase to contract covers the projected number of rides (1,900) Gloucester County will be providing veterans through the period ending 6/30/12.

5. This contract modification, its attachments and/or the revised section(s) of the programmatic annex and/or the up-to-date itemized budget or rate information summary constitute this entire Contract Modification. The persons whose signatures appear below agree to this Contract Modification.

BY: X _____
(signature)

Robert M. Damminger
(type name)

Title: Freeholder Director

Provider
Agency: County of Gloucester

Date: _____

BY: _____
(signature)

(type name)

Title: _____

State
Agency: _____

Date: _____

2012 Proposed Project Budget Request
Veterans

OPERATING	BUDGET REQUEST
Salaries/Fringe Benefits (drivers, mechanics and dispatchers, etc.)	\$8,000
Licenses, Registration, Insurance	\$
Third Party Contract Services	\$ 4,000
Maintenance and Repairs	\$ 1,000
Replacement Parts (which do not meet the criteria for capital items)	\$
Materials Consumed (oil, fuel, etc.)	\$ 1,500
Training/Travel	\$
Miscellaneous	\$
TOTAL OPERATING	\$ 14,500
ADMINISTRATIVE	BUDGET REQUEST
Salaries/Fringe Benefits	\$
Standard Overhead/Indirect Costs (as indicated in an approved Cost Allocation Plan)	\$ 1,000
Facilities or Equipment Rental	\$ 0
Third Party Contract Services (audit, legal, marketing, drug & alcohol testing, etc.) - Uniforms	\$
Office Supplies	\$
Training/Travel	\$
Marketing/Advertising (non-contracted)	\$
Insurance Premiums or Payments to a Self-Insurance Reserve	\$ 0
Miscellaneous	\$
TOTAL ADMINISTRATIVE	\$ 1,000
CAPITAL	BUDGET REQUEST
Rolling Stock	\$ 0
Radios and Communication Equipment	\$ 0
Passenger Shelters/Bus Stop Signs	\$ 0
Lifts or Securement Devices	\$ 0
Vehicle Rehabilitation (durable goods, such as, spare parts with a unit cost exceeding \$300 and a useful life of more than one year)	\$ 0
Computer Hardware/Software	\$ 0
Construction or Rehabilitation of Transit Facilities	\$ 0
Lease of Equipment of Facilities	\$ 0
Equipment	\$ 0
Miscellaneous	\$ 0
TOTAL CAPITAL	\$ 0
GRAND TOTAL	\$15,500

**2012 GLOUCESTER COUNTY BUDGET
OTHER EXPENSE REQUEST EXPLANATIONS
VETERAN GRANT**

299	OUTSIDE SERVICES - Pays for transportation by outside agencies/companies under contract. Service to dialysis patients by the American Red Cross and services beyond normal operating hours are provided by private transport companies under contract.	\$4,000
305	AUTO & TRUCK REPAIRS - Payment to Gloucester County Fleet Management for parts and labor to service DTS vehicles. On occasion, private garage facilities are also used.	\$1,000
470	FUEL + OIL - Reimbursement to County Fleet Management for fuel and oil used by the DTS Program.	\$1,500
993	INDIRECT COSTS - Salary-related charges to pay for services rendered by County of Gloucester, Purchasing, Payroll, Personnel Office, etc.	\$1,000
994	FRINGE BENEFITS - Salary-related charges for payment of various contributory taxes, pension, etc.	\$1,600
TOTAL		\$9,100

Form C-2
 Department Code 3302
 Submission Date 06/21/11
 Revision Date 01/25/12

Department - Human Services (DTS)

BUDGET AMENDMENT FORM

INCLUDE GRANT AGREEMENT AND/OR COMMITMENT LETTER, ATTACH (AMENDED) BUDGET PAGE WITH COUNTY BUDGET EXPENDITURE EXPLANATIONS (C-2 FORM) AND CODE NUMBER (PER BUDGET MANUAL).

DATE: 01/25/12

1. GRANT TITLE: Veterans Transportation
2. DEPARTMENT: Department of Human Services
3. GRANT ID NUMBER: STATE: NJ Department of the Treasury
FEDERAL: _____
4. FUNDING AGENCY CONTACT PERSON: Patricia Richter
5. FUNDING AGENCY PHONE NUMBER: (609) 530-6949
6. GRANT AMOUNT: \$33,000.00
7. A. CASH MATCH AMOUNT: 0
B. IN-KIND MATCH AMOUNT: 0
C. MODIFICATION AMOUNT: \$15,500.00
D. NEW TOTAL: \$48,500.00
8. CONTRACT PERIOD: FROM: 01/01/12 TO: 06/30/12
9. HOW DOES COUNTY RECEIVE PAYMENT: ADVANCE: _____

REIMBURSEMENT: MONTHLY: X
QUARTERLY: _____

END OF CONTRACT: _____
OTHER (EXPLAIN) Submission of monthly expenditure reports

10. ARE EXPENDITURE REPORTS DUE TO GRANTOR? YES X NO _____
ARE THEY MONTHLY X QUARTERLY _____ END OF CONTRACT _____

LIST DATES REPORTS ARE DUE:

02/29/12, 03/31/12, 04/30/12, 05/30/12, 06/30/12

(OVER)

11. WILL THIS GRANT HAVE ANY SUB-GRANTEE'S? YES _____ NO X
(IF SO PLEASE INCLUDE A COPY OF THE PROPOSAL THAT IS BEING SENT OUT FOR RFP'S)

12. IS GRANT EXPECTED IN FUTURE YEARS? YES X NO _____
EXPLAIN _____

13 PLEASE PROVIDE A BRIEF DESCRIPTION WHICH WILL BE USED FOR THE BUDGET RESOLUTION:

Authorizing grant modification to State of New Jersey, Department of Military and Veterans Affairs, increasing funds by \$15,500.00; new total is \$48,500.00. This funding covers the projected number of rides (1,900) to veterans who need medical care at area VA facilities for the term contract January 1, 2012 to June 30, 2012.

14. ARE BUDGET TRANSFERS PERMITTED WITHOUT GRANTOR APPROVAL?

YES _____ NO X

DEPARTMENT HEAD: _____

Signature

DATE: _____

Departmental Use Only

DATE RECEIVED BY GRANTS DIVISION: 2/2/12 drec

DATE RECEIVED BY BUDGET OFFICE: _____

REVIEWED:

DEPARTMENT OF HUMAN SERVICES, GRANTS DIVISION:

1. _____
Signature

2. _____
Signature

EB

RESOLUTION AUTHORIZING EXECUTION OF ALL DOCUMENTS PERTAINING TO THE 2012 UNIVERSAL SERVICE FUND CWA ADMINISTRATION GRANT FROM JULY 1, 2011 TO JUNE 30, 2012, AND ACCEPTANCE OF THE GRANT FUNDS IN THE TOTAL AMOUNT OF \$6,662.00

WHEREAS, the NJ Department of Community Affairs provides grant funds to assist with administrative costs in the processing of all requests for Low Income Home Energy Assistance Program (LIHEAP) check replacements generated through FAMIS; responding to client inquiries regarding LIHEAP and the Universal Service Fund; referral of clients to the local community based organization administering the USFHEA program when updates to the USFHEA database files are needed; encoding the FAMIS document of each applicant for heating living arrangement; reviewing the LIHEAP/USF non-select report for accuracy; and, correcting inappropriately non-selected cases prior to the first USF automatic processing run; and

WHEREAS, it would be beneficial to the County of Gloucester to enter into a grant agreement with the New Jersey Department of Community Affairs for grant funds to be utilized for the above purposes; and

WHEREAS, this grant agreement for 2012 USF CWA Administration is for the period July 1, 2011 to June 30, 2012 for an amount not to exceed \$6,662.00; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester as follows:

1. That the grant agreement between the County of Gloucester and the NJ Department of Community Affairs referred to as *Universal Service Fund - CWA Administration 2012 grant agreement #2012-051340146-00*, is hereby authorized, and the Freeholder Director and Clerk of the Board shall execute any and all documents necessary relative to said grant.
2. That the amount of the grant funds to be requested is \$6,662.00 for the period July 1, 2011 to June 30, 2012.
3. That the Board of Chosen Freeholders hereby confirms that it shall comply with all applicable regulations of the granting authority as referred to above, and shall utilize the funds pursuant to the terms of said agreement between the County of Gloucester and the NJ Department of Community Affairs for the hereinabove purposes.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester and State of New Jersey, held on February 15, 2012 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

**ROBERT M. DAMMINGER,
FREEHOLDER DIRECTOR**

ATTEST:

**ROBERT N. DILELLA,
CLERK OF THE BOARD**

E4

**RESOLUTION AUTHORIZING EXECUTION OF ALL DOCUMENTS
PERTAINING TO THE 2012 LIHEAP CWA ADMINISTRATION GRANT
FROM OCTOBER 1, 2011 TO SEPTEMBER 30, 2012, AND ACCEPTANCE
OF THE GRANT FUNDS IN THE TOTAL AMOUNT OF \$11,843.00**

WHEREAS, the NJ Department of Community Affairs provides grant funds to assist with administrative costs in the processing of all requests for Low Income Home Energy Assistance Program (LIHEAP) check replacements generated through FAMIS; responding to client inquiries regarding LIHEAP and the Universal Service Fund; referral of clients to the local community based organization administering the USFHEA program when updates to the USFHEA database files are needed; encoding the FAMIS document of each applicant for heating living arrangement; reviewing the LIHEAP/USF non-select report for accuracy; and, correcting inappropriately non-selected cases prior to the first USF automatic processing run; and

WHEREAS, it would be beneficial to the County of Gloucester to enter into a grant agreement with the New Jersey Department of Community Affairs for grant funds to be utilized for the above purposes; and

WHEREAS, this grant agreement for 2012 LIHEAP CWA Administration is for the period October 1, 2011 to September 30, 2012 for an amount not to exceed \$11,843.00; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester as follows:

1. That the grant agreement between the County of Gloucester and the NJ Department of Community Affairs referred to as *LIHEAP - CWA Administration 2012 grant agreement #2012-05139-0192-00*, is hereby authorized, and the Freeholder Director and Clerk of the Board shall execute any and all documents necessary relative to said grant.
2. That the amount of the grant funds to be requested is \$11,843.00 for the period October 1, 2011 to September 30, 2012.
3. That the Board of Chosen Freeholders hereby confirms that it shall comply with all applicable regulations of the granting authority as referred to above, and shall utilize the funds pursuant to the terms of said agreement between the County of Gloucester and the NJ Department of Community Affairs for the hereinabove purposes.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester and State of New Jersey, held on February 15, 2012 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

**ROBERT M. DAMMINGER,
FREEHOLDER DIRECTOR**

ATTEST:

**ROBERT N. DILELLA,
CLERK OF THE BOARD**

F1

RESOLUTION AUTHORIZING THE ISSUANCE OF REQUEST FOR PROPOSALS PURSUANT TO THE COMPETITIVE CONTRACTING PROVISIONS OF THE NEW JERSEY LOCAL PUBLIC CONTRACTS LAW FOR THE PROCUREMENT OF MEDICAL SERVICES FOR INMATES OF THE GLOUCESTER COUNTY JAIL

WHEREAS, the County has determined a need for the procurement of medical services for inmates of the County Department of Correctional Services; and

WHEREAS, the New Jersey Local Public Contracts Law N.J.S.A. 40A:11-4.1 et.seq.,("the Law") authorizes the County to use competitive contracting in lieu of public bidding for procurement of specialized goods and services the price of which exceeds the bid threshold for the procurement of medical services for inmates of the Gloucester County Jail; and

WHEREAS, accordingly, pursuant to the Law, the County can seek procurement of medical services for inmates of the County Department of Correctional Services; and

WHEREAS, N.J.S.A. 40A:11-4.3 provides that in order to initiate competitive contracting the County shall pass a resolution authorizing the use of competitive contracting for the particular procurement; and

WHEREAS, the Board of Freeholders believes that it is in the best interest of the county to use competitive contracting to procure medical services for inmates of the County Department of Correctional Services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that the use of competitive contracting is hereby authorized for the procurement of specialized goods and services in regards to the procurement of medical services for inmates of the Gloucester County Jail; and

BE IT RESOLVED, that the Gloucester County Purchasing Agent and all other appropriate county personnel are authorized to employ and implement the competitive contracting procurement authorized in this Resolution consistent with all of the terms and provisions of the applicable law.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, February 15, 2012, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DiLELLA, CLERK

RESOLUTION AUTHORIZING GRANT APPLICATION TO THE STATE OF NEW JERSEY, DEPARTMENT OF LAW AND PUBLIC SAFETY, DIVISION OF CRIMINAL JUSTICE, OFFICE OF VICTIM/WITNESS ADVOCACY FOR THE SEXUAL ASSAULT RESPONSE TEAM/SEXUAL ASSAULT NURSE EXAMINERS GRANT, FROM OCTOBER 1, 2011 TO SEPTEMBER 30, 2012, IN THE TOTAL AMOUNT OF \$91,250.00

WHEREAS, the Gloucester County Prosecutor desires to submit a grant application to the State of New Jersey, Department of Law and Public Safety, Division of Criminal Justice, Office of Victim/Witness Advocacy, for funding the renewal of the Sexual Assault Response Team/Sexual Assault Nurse Examiners Program, from October 1, 2011, to September 30, 2012; and

WHEREAS, the Board of Chosen Freeholders of the County of Gloucester deems this to be beneficial to the citizens of the County of Gloucester; and

WHEREAS, the Gloucester County Prosecutor's Office reviewed all data supplied or to be supplied in the application and in its attachments, and certifies to the Board of Chosen Freeholders of the County of Gloucester that all data contained in the application and in its attachments is true and correct; and

WHEREAS, the Gloucester County Prosecutor's Office has submitted the grant application to the Department of Human Services for review, and said agency has approved said application, and the Board of Chosen Freeholder of the County of Gloucester understands and agrees that any grant received as a result of the application will be subject to the grant conditions and other policies, regulations and rules issued by the State of New Jersey, Department of Law and Public Safety, Division of Criminal Justice, Office of Victim/Witness Advocacy for the administration of grant projects; and

WHEREAS, the Gloucester County Board of Chosen Freeholders acknowledges that the amount of the grant funds to be requested is \$73,000.00, with an in-kind match of \$18,250.00 for a total amount of \$91,250.00, from October 1, 2011, to September 30, 2012.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that:

1. The Freeholder Director and Clerk of the Board hereby approve the above referenced grant application; and
2. The Freeholder Director and Clerk of the Board are hereby authorized to execute any and all documents in connection with the filing of the grant application with the State of New Jersey, Department of Law and Public Safety, Division of Criminal Justice, Office of Victim/Witness Advocacy, requesting grant funds to be used for the Sexual Assault Response Team/Sexual Assault Nurse Examiners Program; and
3. The Board of Chosen Freeholders hereby confirms that it shall comply with all applicable regulations of the granting authority as referred to above and shall provide any additional assurances as may be required.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, State of New Jersey held Wednesday, February 15, 2012.



ATTEST:

COUNTY OF GLOUCESTER

ROBERT N. DI LELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

F2



BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Vincent H. Nestore Jr.



DEPARTMENT OF HUMAN
SERVICES

DIRECTOR
Lisa A. Cerny

P.O. Box 337
Woodbury, NJ 08096

Phone: 856.384.6870
Fax: 856.384.0207

lcerny@co.gloucester.nj.us

www.gloucestercountynj.gov

New Jersey Relay Service - 711
Gloucester County Relay Service
(TTY/TTD) - (856)848-6616

TO: Eileen Caraker

DEPARTMENT: Prosecutors Office

GRANT TITLE: SANE/SART

DATE: February 2, 2012

CERTIFICATION LETTER

The DEPARTMENT OF HUMAN SERVICES certifies that the enclosed
Grant has been reviewed and meets the standard requirements

REVIEWED BY: *[Signature]*

REVIEWED BY: *[Signature]*
Grants Coordinator

FREEHOLDER MEETING: February 15, 2012

**STATE OF NEW JERSEY
VICTIMS OF CRIME ACT (VOCA)
GRANT PROGRAM**

TABLE OF CONTENTS

PART I

APPLICATION DOCUMENTS TO BE COMPLETED AND RETURNED

- Application Check List
- Application Overview
- Applicant Information Form
- Agency Information Form
- Problem Statement
- Project Goals, Objectives and Action Strategy
- Project Workplan
- Partnership/Collaboration or Coordination of Services
- Project Management and Staff
- Job Descriptions (one for each position listed in budget)
- Resumes (one for each position listed in budget)
- Data Collection/Performance Measures/Evaluation
- Project Budget Detail Form
- Budget Narrative
- Sources of Funds Form

STATE OF NEW JERSEY
VICTIMS OF CRIME ACT (VOCA)
GRANT PROGRAM

SUBGRANTEE CHECK LIST

SUBGRANTEE: VS-29-11

INSTRUCTIONS: **The Application Check List is a guide to file a complete application. Return 1 original (with original signatures) and 2 copies of the completed application.**

PART I:

- Application Overview
- Applicant Information Form
- Agency Information Form

Project Narrative

- Problem Statement
- Project Goals, Objectives and Action Strategy
 - Project Workplan
- Partnership/Collaboration or Coordination of Services
- Project Management and Staff
- Data Collection/Performance Measures/Evaluation
- Project Budget Detail Form
- Budget Narrative

PART II:

- Application Authorization
- Certification of Equal Employment Opportunity Plan (EEOP) Form
- General Conditions and Assurances
- Grant Agreement Certification
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements
- Resolution of Participation and Certification of Recording Officer
- Federal Financial Accountability and Transparency Act Information Form

APPLICATION OVERVIEW

Name of Applicant: Gloucester County

Amount Applied for: \$ \$73,000 Federal \$ 18,250 Match \$91,250 Total

Title of Project: Gloucester County SANE/SART program

What County is your agency located in: Gloucester

Applicant Information Form

Official Name of Applicant Agency:
Gloucester County Prosecutor Office

Address:
P.O. Box 623

City/State: Woodbury, NJ	Zip Code: 08096	County: Gloucester
---------------------------------	------------------------	---------------------------

Implementing Agency (if different than applicant):

Agency Website: co.gloucester.nj.us/pros	Fiscal Year Start Date: 10/1/11-9/30/12	Federal ID Number: 21-6000660
---	---	--------------------------------------

If applicant is a nonprofit agency and is also registered as a charitable organization, please provide Charitable Registration Number:

Have there been any findings filed against the agency in regard to its charitable status?
 Yes No If yes, please explain on a separate sheet.

Name and Title of Chief Executive/Agency Director: Sean F. Dalton Prosecutor

Street Address, City, State, Zip Code (if different from above)

Telephone: 856 384 5534	Ext.	Email:	Fax: 856 384 8625
-------------------------	------	--------	-------------------

Name and Title of Project Director: Eileen Caraker SANE/SART Coordinator

Street Address, City, State, Zip Code (if different from above)

Telephone: 856 384 5555	Ext.	Email: ecaraker@co.gloucester.nj.us	Fax: 856 853 3552
-------------------------	------	-------------------------------------	-------------------

Name and Title of Contact Person: Eileen Caraker

Street Address, City, State, Zip Code (if different from above)

Telephone:	Ext.	Email:	Fax:
------------	------	--------	------

Name and Title of Chief Financial Officer: Gary Schwartz, County Treasure

Street Address, City, State, Zip Code (if different from above) P.O Box 337 Woodbury NJ 08096

Telephone: 856 253 3353	Ext.	Email: gschwartz@co.gloucester.nj.us	Fax: 856 251 6778
-------------------------	------	--------------------------------------	-------------------

Name and Title of Fiscal Contact Person: Amanda Liberto

Street Address, City, State, Zip Code (if different from above)

Telephone: 856 853 3357	Ext.	Email: aliberto@co.gloucester.nj.us	Fax: 856 251 6778
-------------------------	------	-------------------------------------	-------------------

Agency Information Form

Name of Agency/Applicant: Gloucester County

Project Title: Gloucester County SANE/SART Program

Project Specific Information	
This Project Provides:	
<input type="checkbox"/> Outreach Services	<input type="checkbox"/> Legal Services
<input type="checkbox"/> Training	<input type="checkbox"/> Direct Services
<input checked="" type="checkbox"/> Other (Please Describe) SANE-Medical Forensic Exam	
Project Service Area: Indicate the service area of this project by county or municipality name(s). Write statewide if all counties in New Jersey will be served by this project. Gloucester	
Project Population Served: Is this project servicing a special population group or under served population of victims? (for example Spanish speaking, Latino, African American, Disabled, Elderly, etc.).	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes - indicate the population(s) <u>All population</u>	
Agency Specific Information	
Indicate if your agency provides the following services/programs to crime victims:	
Core Services	
<input checked="" type="checkbox"/> Emergency/crisis response	<input checked="" type="checkbox"/> Long term counseling
<input checked="" type="checkbox"/> Criminal Justice advocacy	<input checked="" type="checkbox"/> Short term counseling
<input type="checkbox"/> Legal advocacy	<input checked="" type="checkbox"/> Support groups
<input checked="" type="checkbox"/> Courtroom advocacy	<input checked="" type="checkbox"/> Victim outreach
<input checked="" type="checkbox"/> Housing advocacy	<input checked="" type="checkbox"/> Community Education
<input type="checkbox"/> Financial advocacy	<input type="checkbox"/> Hotline
<input checked="" type="checkbox"/> Legal services	
<input checked="" type="checkbox"/> Emergency financial assistance	
<input checked="" type="checkbox"/> In person information/referral	
<input checked="" type="checkbox"/> Telephone information/referral	
<input type="checkbox"/> Economic development/networking services for victims	
<input type="checkbox"/> Services for the children of victims (e.g., babysitting, recreation, etc.)	
<input type="checkbox"/> Shelter	If checked - indicate the number of beds available _____
<input type="checkbox"/> Transitional Housing	If checked - indicate the number of family housing units _____
Indicate if your agency has programs for the following types of crime victims:	
<input type="checkbox"/> DWI	<input type="checkbox"/> Homicide
<input checked="" type="checkbox"/> Neglected or abused children	<input checked="" type="checkbox"/> Sexual Assault
<input type="checkbox"/> Domestic violence	<input type="checkbox"/> Human Trafficking

NJ Victims of Crime Act
Sexual Assault Response Team/
Sexual Assault Nurse Examiner Program
Gloucester County - Grant :VS-29-11

Gloucester County

Gloucester County is a suburban and rural county containing several small urban communities located in southern New Jersey. Gloucester County is one of the fastest growing counties in New Jersey with the current population estimated at approximately 266,000 residents. Gloucester County's population continues to surge at an extremely rapid rate. There are twenty-four (24) separate municipalities that make up Gloucester County's ever growing diverse population. The County is also home to Rowan University and Gloucester County Community College. Several major highways such as the New Jersey Turnpike, Atlantic City Expressway, Interstate 295 and State Highway 55 pass through the county giving gang members, drug couriers, violent offenders and other transient criminals, easy access from the major surrounding cities. Gloucester County is in close geographic proximity of Camden, NJ and Philadelphia, PA. Both of these cities have been plagued by skyrocketing levels of violent crime.

The countywide average crime rate according to the 2008 Uniform Crime Report is 30.7 (significantly lower than the crime rates of the four target municipalities) with a total number of index offenses at 7,782. The Sexual Assault Response Team in Gloucester County provided care and treatment to 65 patients between 9/10 and 9/11.

Sexual Assault is a traumatic, potentially debilitating crime, which requires collaboration and specialized professional responses from the medical community, law enforcement and counseling services. The dignified, compassionate and well-organized treatment of victims is an essential element in creating an environment in which individuals feel safe reaching out for support and assistance. Without this type of response, efforts to help victims are often fractured and ineffective. Nationwide victimization studies and surveys demonstrate victims seeking health care services and/or report this crime, are re-victimized by the system. These attitudes directly result in low quality health care interventions for victims and poor investigations in which fragile information and evidence is not documented. Poor investigations produce charges, which cannot be prosecuted, defendants who will not be held accountable and most importantly victims who are at a greater risk of being re-victimized.

Gloucester County has had a SART response with 24/7 access for victims since June 1997. The SART team has followed the standard set forth for providing services to survivors of sexual assault. These standards set forth to create a victim-centered response. The foundation of the SART includes a Sexual Assault Nurse Examiner (SANE), Law Enforcement and Rape Care advocate. Gloucester Counties SART was created in response to Emergency Department nurses recognized that the needs of these patients were unique and required a team response. The

County SART advisory board includes, representatives from Victim witness, Rape care advocate program(Services Empowering the Rights of Victims), representation of Emergency Departments, including Underwood Memorial Hospital and Kennedy Memorial hospital, Div of Criminal Justice, Prosecutor for sex crimes, GCPO detectives and Division on Women. The SART advisory board meets quarterly and together, has worked on refining the response and exchange of information between disciplines. Multidisciplinary cross training has been provided and is an ongoing project in the county.

Project Needs

The identified needs for the SANE/SART program include maintaining SART communication, SART training (advocates, nurses, health care, prosecutors, law-enforcement, college staff), in-service for forensic nurses (clinical issues). Project needs will be reviewed in goals and objective section narrative.

Goals and Objectives

The goal of this grant is to continue to implement the Attorneys General's, Standards for providing Services to Victims of Sexual Assault, to improve the county's response and to provide the professional cross training and collaboration in order to do so. The funding will enable the program to continue to operate as presently designed. The goals of the SART/SANE Program are to minimize the physical and psychological trauma to victims of sex crimes; address health care concerns for the victims; maximize the probability of collecting/preserving potential physical evidence for possible use in prosecution; and address important issues surrounding the collection of medical and legal information.

The grant funds will enable the standards to thrive as a result providing a victim centered approach that will support victims of sexual assault. In doing so, we have set forth the following objectives to meet the goals of the program:

(1) Maintain a functioning SART/SANE Program to ensure care of sexual assault victims.

The coordinator of the SART/SANE Program will continue to: maintain the current team of nurses and continue to recruit experienced nurses; maintain staff meetings to maintain communication, training and skills as well as to provide support for the FN; and maintain quarterly Advisory Board meetings.

Method: Success will be measured by the presence and participation of the FN's operating within the program at meetings, trainings and in their duty as on-call providers. Success of the Advisory Board will be measured by participation of the agencies and facilities are

active members of the Advisory Board as evidenced by attendance at the quarterly meetings.

(2) Provide timely and compassionate care to victims of sexual assault. A Sexual Assault Response Team (SART) will respond to every case of sexual assault involving adolescent, adult and child victims that have been determined appropriate for a medical forensic examination. Forensic Nurses will assess the medical and psychosocial concerns of each victim and facilitate or make referrals, as considered necessary, to address medical, psychological and/ or social services needs. The SART will document its response time and the duration of the examination and refer the victim to appropriate follow-up services. The goal is to achieve a response time of less than one hour from the initial contact and to complete the examination, including documenting the medical and forensic history, in a timely manner.

Method: Success will be measured by reviewing process improvement data which is collected on all cases.

(3) Ensure integrity of evidence collection and documentation in cases of sexual assault. A Forensic Nurse Examiner (FNE) will collect forensic evidence using state of the art equipment and techniques in every case of sexual assault involving pediatric, adolescent, and adult victims. The Program Coordinator will communicate with forensic scientists from the New Jersey State Police Laboratory and the Prosecutor's Office staff to implement, review, and improve all relevant procedures. Following each case, the forensic chart will

be reviewed by the Program Coordinator for quality assurance and a report will be reviewed the FN who performed the forensic medical examination.

Method: Success will be measured by monitoring process improvement form and feedback for the state crime lab.

(4) Increase public awareness of the SANE/SART Project. The Gloucester County Prosecutor's Office will issue press releases, distribute literature, and provide informational projects for schools, College (Rowan, GCC), law enforcement agencies, and community organizations describing the SART/SANE Project. Will develop literature for college to assist in activation of SART.

Method: Success will be measured by asking sexual assault victims about their previous knowledge of the project.

(5) Maintain hospital sites to accommodate victims. The SART/SANE Program will maintain current affiliation agreements with the designated SANE sites within the County. The hospitals provide adequate space for conducting Sexual Assault Forensic Examinations in accordance with the Attorney General's *Standards for Providing Services to Victims of Sexual Assault*. The grant will provide for all other equipment necessary to conduct these examinations with the exception of the evidence collection kits which are to be provided at the cost of the County.

Method: Success will be measured by SART feedback forms.

(6) Partnership with county agency. The SART/SANE program is on the Sexual Assault Task Force, the mission of the task force is to develop a Sexual Assault Survivors Guide for students, faculty and staff. The SART/SANE coordinator will participate and provide

education for SART activation for students. The SART/SANE coordinator is on the Sexual Assault Coalition for Gloucester, Camden and Cumberland County. The SART has collaborated with the court to provide space in the SANE waiting room for electronic temporary restraining order via the web. Victims of sexual violence have requested restraining orders in the past and will be able to utilize this service. SANE coordinator is a member of Rowan University Sexual Violence Prevention Task Force, DV Advisory board county of Gloucester.

Method: Success will be measured by the collaborative projects coming to fruition

Project Management

The SART/SANE Coordinator is Eileen Caraker, Audrey Curwin – Asst. Prosecutor, Gina Ridge-Dir Services Empowering the Rights of Victims, Kris Gallagher- Victim Witness, Staci Lick-GCPO Detective, Beth McFarland, Underwood-Memorial Hospital, Alice Ferell –Kennedy Memorial Hospital, Denise Hollingsworth- Div, of Criminal Justice, Div on Women are members of the Sexual Assault Response Team Advisory Board. The SART continues to meet the standard of providing Victim Centered care while concurrently assessing the impact the program has in victims through outcome criteria. The project management staff has been part of the SART for over 12 years.

The SART team has continued its ongoing commitment to providing services to victims of Sexual Violence in Gloucester County. The members participate in on-going education to ensure that we are providing the best possible service to victims of violence.

There are currently 12 Forensic Nurse Examiners working within the program. Each nurse is responsible to cover approximately 40 hours of call per calendar month. All of the Forensic Nurse Examiners are certified and licensed as required by the State of New Jersey. The current list of Forensic Nurse Examiners includes:

- Pauline Bailey
- Eileen Caraker

- **Tiffany Gendron**
- **Anna Guerrero**
- **Maureen Love**
- **Kathleen Lynch**
- **Karen Martin**
- **Denise Oriente**
- **Gretchen Raimondo**
- **Leanne Shannon**
- **Lori Urassio**
- **Desiree Wright**

EVALUATION OF SART/SANE PROJECT GOALS

The SART/SANE Coordinator will meet with Prosecutor's Office Staff and SART Advisory Board to evaluate the effectiveness of the program and if the program is achieving its goals. The criteria for evaluation will include feedback from victims, law enforcement personnel including forensic scientists from the State Police Laboratory, and rape care advocates. A detailed review of all statistical and narrative reports as required pursuant to project guidelines will be evaluated quarterly.

Gloucester County SANE/SART Advisory Board Members

Eileen Caraker	SANE/SART Coordinator
Alice Ferrell	JFK Washington Twp Hospital
Audrey Curwin	GC Prosecutor
Kris Gallagher	GC Victim Witness
Designated Rep	Div of Women
Beth McFarland	Underwood-Memorial Hospital
Staci Lick	GCPO Sgt Major Crimes
Denise Hollingsworth	Deputy Attorney General Prosecutors Supervision & Coordination Bureau
Gina Ridge	Services Empowering Rape Victims

Project Workplan

Victims of Crime Act (VOCA) Grant Program

Project Name: Gloucester County SART/SANE

Objective	Activity	Projected Start-up & Completion Dates (Do not use on-going)	Person Responsible
Professional cross training for SART Attorney General's Standard for providing Services to Victims of Sexual Assault	Training for law Enforcement, detectives, SERV, SANE, Emergency Department	2011-12 Monthly	Eileen Caraker Audrey Curwin Gina Ridge
Law Enforcement	SART training Police Academy	2011-2012 Monthly	Eileen Caraker Gina Ridge
SART training to Emergency Department	Training/education to Emergency Dept RN	2011-2012 Monthly	Eileen Caraker
Continuing education SANE	Review SANE clinical practice	2011-2012 Monthly	Eileen Caraker
Training Rape Care Advocate	Training for new advocates	2011-2012 Bi-annually	Eileen Caraker Gina Ridge
Develop Survivor Guide Victims of Sexual Assault Rowan University	Develop guide, education, training for law enforcement, safety officers, RA, professors, staff	2011-2012 Monthly	Eileen Caraker Gina Ridge Committee Rowan

Objective	Activity	Projected Start-up & Completion Dates (Do not use on-going)	Person Responsible
Collaborate on the Sexual Assault Coalition for Gloucester, Camden, Cumberland	Attend Bi-annual meetings to develop outreach education for community on SART resources	2011-2012 Bi-annual	Eileen Caraker Gina Ridge Kris Gallagher
Evaluate protocol of SA victim who request TR0-ED	Coordinate with grantor video- input to Judge for requests of TR0	2011-2012 Quarterly	Eileen Caraker Gina Ridge Mary Zienteck Family court

**MEMORANDUM OF AGREEMENT
BETWEEN UNDERWOOD-MEMORIAL HOSPITAL AND
KENNEDY MEMORIAL HOSPITAL/UNIVERSITY MEDICAL CENTER
AND THE GLOUCESTER COUNTY PROSECUTOR'S OFFICE**

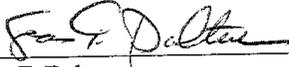
The purpose of this memorandum is to state the agreement between Underwood-Memorial Hospital (hereinafter UMH), Kennedy Memorial Hospital/University Medical Center, Washington Township Campus (hereinafter KMH-WTD) and the Gloucester County Prosecutor's Office (hereinafter GCPO) regarding the Gloucester County Sexual Assault Nurse Examiner (hereinafter SANE) Program.

1. County Prosecutor Sean F. Dalton designates UMH and KMH-WTD as Gloucester County SANE facilities. This agreement is effective for a one (1) year term beginning October 1, 2010.
2. The purpose of the SANE Program is to establish a specialized program for the examination and treatment of sexual assault victims.
3. The Gloucester County SANE Program is headed by the Gloucester County Prosecutor. The SANE Program will be supervised by an Advisory Board consisting of a representative of the Office of the Attorney General of the State of New Jersey, the Gloucester County Prosecutor or his designated representative, a representative of the Office of Victim/Witness Advocacy of the GCPO, the Gloucester County SANE Program Coordinator, a representative from UMH, a representative from KMH-WTD, and a representative from Services Empowering the Rights of Victims (SERV).
4. UMH and KMH-WTD agree to provide separately designated areas at UMH and KMH-WTD for forensic medical examination. These services will be available twenty-four hours a day, seven days a week. UMH and KMH-WTD will permit the use of these facilities by approved professional registered nurses, nurse practitioners or clinical specialists licensed in New Jersey. These nurses will have completed a forty contact hour American Nurse Credentialing Center (ANCC) approved SANE training program, and any other laws or regulations adopted regulating the practice and training of forensic nurse sexual assault examiners. These nurses will have certification from the Board of Nursing in the specialty of Forensic Nursing – Certified Sexual Assault (FN-CSA). UMH and KMH-WTD will also require these nurses to successfully complete an orientation program in order to staff this program.
5. The hospital will prepare and maintain a medical record for every patient who presents at the hospital seeking medical evaluation and/or treatment, as required by N.J.S.A. 26:8-5. The hospital will maintain the confidentiality of all medical records created as a result of a forensic medical examination and will use its best efforts to ensure that such records are not generally available for review by hospital employees unless the individuals in question are involved in the treatment of a particular patient who has received a forensic medical examination.

6. It is agreed that the SANE nurses will work cooperatively with the state recognized rape care advocacy group, SERV, as well as the Office of the Victim/Witness Advocacy of the GCPO, and the investigating law enforcement officer(s). This multidisciplinary crisis response team approach is termed Sexual Assault Response Team (SART). The SART will assist with the medical, emotional, informational, and evidentiary needs of the victim. Communications with the components of the SART will be initiated only after receiving the patient's consent to do so.
7. The hospital shall provide, to all patients who present, a medical screening examination and any required treatment in accordance with the requirements of the Emergency Medical Treatment and Labor Act (EMTALA) (42 USC Sec. 1395dd), unless the patient affirmatively declines such medication examination and/or treatment in writing. It is agreed that the Gloucester County SANE Program will refer those cases involving injury or disease beyond the scope and training of the nurse examiner to physician treatment in the emergency department, or other appropriate treatment in the hospital, which shall be UMH's and KMH-WTD's facilities if circumstances permit.
8. All sexual assault victims in Gloucester County will be given the choice of UMH or KMH-WTD's Emergency Department outpatient treatment facilities for forensic medical examination and treatment.
9. All sexual assault victims in Gloucester County will be examined in the respective emergency department consistent with the requirements of EMTALA as specified in paragraph 7 above.
10. Notwithstanding the foregoing in paragraphs 8 and 9 above, the hospital may provide medical treatment to patients in any age category, as provided by N.J.S.A. 26:2H-12.8.
11. It is agreed that the GCPO will compensate the SANE nurses for each forensic medical examination and on-call pay as outlined in the Compensation Schedule. UMH and KMH-WTD agree that there will be no patient or other third party billing for these services.
12. The SANE nurses will be paid by the GCPO from grant funding sources and will be compensated as agreed in Purchase of Service Agreement between themselves and the GCPO and/or UMH and KMH-WTD.
13. SANE nurses shall maintain professional liability insurance, at their own expense, and provide proof of such coverage to SANE Coordinator upon request.

14. Should any statement in this agreement be inconsistent with the Sexual Assault Standards and Protocols issued by the Office of the Attorney General of the State of New Jersey, then the Sexual Assault Standards and Protocols shall be deemed to take precedence over this agreement.
15. Parties to this agreement may elect to terminate the agreement, with or without cause, after providing sixty (60) days written notice to all other parties. Such notice shall be transmitted by the United States Postal Service, via certified, return receipt mail.

Signed:



Sean F. Dalton
Gloucester County Prosecutor

Dated: 12/19/10



Eileen K. Cardile, RN, MS, CNA
President and Chief Executive Officer
Underwood Memorial Hospital

Dated: 11-10-10



Paul A. Walker
Senior Vice President/Chief Operating Officer
Kennedy University Hospital, Inc.

Dated: 12/21/10

cc: Eileen Caraker, RN., Gloucester County SANE Program Coordinator



Gloucester County Prosecutor

SEAN F. DALTON
Prosecutor
MICHAEL S. CURWIN
First Assistant Prosecutor

P.O. Box 623
Woodbury, NJ 08096
(856) 384-5500
FAX (856) 384-8624

FREDERICK A. SUTER
Chief of Investigators

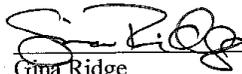
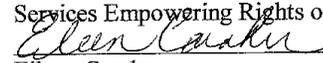
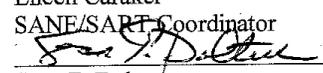
E-Mail:

Affiliation Agreement
Between Services Empowering Rights of Victims
And The Gloucester County Prosecutor's Office

1. Services Empowering Rights of Victims (SERV) has been designated by the Department of Community Affairs, Division on Women, as the sexual assault victim's advocacy agency servicing Gloucester County and is the grantee of funds to provide rape care advocacy services to victims of sexual assault in Gloucester County, and;
2. The Gloucester County Prosecutor is the head of the Gloucester County Sexual Assault Nurse Examiner Program and the Gloucester County Prosecutor's Office is the grantee of funds to support the Gloucester County Sexual Assault Nurse Examiner Program, and;
3. The Gloucester County Sexual Assault Program uses an interdisciplinary approach to dealing with sexual assault victims by using a Sexual Assault Response Team (SART) consisting of Gloucester County Law Enforcement, Confidential Sexual Violence Advocate (CSVA), and Sexual Assault Nurse Examiner (SANE). The goal of SART is to provide the highest quality medical care, follow up services and forensic evidence collection without compromising the individual professional responsibilities of Law Enforcement, Rape Care, or Forensic Nursing;

Therefore, Services Empowering Rights of Victims and the Gloucester County Prosecutor's Office hereby agree to recognize each other's independent professional role in the SART and work together to further the goals of Services Empowering Rights of Victims and the Sexual Assault Nurse Examiners Program as set out in grant requirements and in the Attorney General's guidelines.

This agreement is effective for one (1) year term beginning Oct 1, 2011.


Gina Ridge
Services Empowering Rights of Victims

Eileen Caraker
SANE/SART Coordinator

Sean F. Dalton
Gloucester County Prosecutor



Gloucester County Prosecutor

SEAN F. DALTON
Prosecutor
MICHAEL S. CURWIN
First Assistant Prosecutor

P.O. Box 623
Woodbury, NJ 08096
(856) 384-5500
FAX (856) 384-8624
E-Mail: gcprosecutor@co.gloucester.nj.us

FREDERICK A. SUTER
Chief of Investigators

September 14, 2011

Heddy Levine-Sabol, Chief
State Office of Victim/Witness Advocacy
PO Box 085
Trenton, NJ 08625

Dear Ms. Levine-Sabol:

The Victim/Witness Unit of the Gloucester County Prosecutor's Office supports the SANE/SART application for the Victims of Crime Act (VOCA) funds to provide services to victims of sexual violence in our county.

The SANE/SART program has provided services to victims of sexual assault since 1997. The SART (Sexual Assault Response Team) consists of the SANE nurse, SERV, law enforcement, Victim/Witness and prosecutors. The SART works at Underwood-Memorial Hospital and JFK Hospital in Washington Township. SART offers services with a victim-centered approach, insuring that all team members have input in evaluating the services.

We support the SANE/SART application for the VOCA grant to assure that Gloucester County will continue to provide the best outcome for victims of sexual violence.

Sincerely,

SEAN F. DALTON
Prosecutor

By: 
Mary K. Pyffler
Victim/Witness Coordinator

MKP:eg



Gloucester County Prosecutor

SEAN F. DALTON
Prosecutor
MICHAEL S. CURWIN
First Assistant Prosecutor

P.O. Box 623
Woodbury, NJ 08096
(856) 384-5500
FAX (856) 384-8624
E-Mail: gcprosecutor@co.gloucester.nj.us

FREDERICK A. SUTER
Chief of Investigators

October 4, 2011

Heddy Levine-Sabol, Acting Chief
New Jersey Division of Criminal Justice
State Office of Victim/Witness Advocacy
PO Box 085
Trenton, NJ 08625-0085

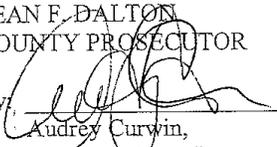
Dear Ms. Levine-Sabol:

The Gloucester County Prosecutor's Office supports the SANE/SART application for the Victim of Crime Act (VOCA) to provide services to victims of Sexual Violence in Gloucester County. The SANE/SART program has provided services to victims of sexual assault in our county since 1997. The Sexual Assault Response Team consists of the Sexual Assault Nurse Examiner, SERV, Law-enforcement, Victim Witness and Prosecutors. The SART works in collaboration to provide services to victims at Underwood -Memorial Hospital and Kennedy Hospital. The mission of the SART is to offer victims services while using a victim centered approach. The Sexual Assault Response Team collaborates to insure all team members have input into evaluating the services.

The SANE/SART is an invaluable service to victims of sexual violence. We support the application for the VOCA grant to assure Gloucester County will provide the best outcome for victims of sexual violence.

Sincerely,

SEAN F. DALTON
COUNTY PROSECUTOR

By: 
Audrey Curwin,
Senior Assistant Prosecutor



PREVENTION | INTERVENTION | EDUCATION

WWW.CENTERFFS.ORG

September 29, 2011

Heddy Levine-Sabol, Acting Chief
New Jersey Division of Criminal Justice
State Office of Victim/Witness Advocacy
PO Box 085
Trenton, NJ 08625-0085

Dear Ms. Levine-Sabol:

On behalf of the Center For Family Services, Services Empowering Rights of Victims (SERV) program, we are pleased to support the Gloucester County SANE/SART application for the Victim of Crime Act (VOCA) funds to provide services to victims of Sexual Violence in Gloucester County.

The SANE/SART program has provided services to victims of sexual assault in our county since 1997. The Sexual Assault Response Team consists of the SANE nurse, SERV, Law-enforcement, Victim Witness and Prosecutors. The SART works in collaboration to provide services to victims at Underwood-Memorial Hospital and Kennedy Hospital. The mission of the SART is to offer victims services while using a victim centered approach. The Sexual Assault Response Team collaborates to insure all team members have input into evaluating the services.

As the designated sexual violence program in Gloucester County, SERV has worked with SANE since 2001. SANE provides an invaluable service to victims and survivors of sexual violence in Gloucester County and we applaud their dedication to provide victim-centered services. SERV fully endorses the SANE/SART program and requests continued funding to provide such an important service.

We appreciate our partnership with SANE/SART and look forward to continuing our collaborating relationship on this important initiative. We support the SANE/SART application for the VOCA grant to assure that Gloucester County will continue to provide the best outcome for victims of sexual violence.

Sincerely,

Regina Ridge, MAS
Program Director
Center For Family Services
Services Empowering Rights of Victims

RICHARD STAGLIANO : PRESIDENT/CEO
584 BENSON STREET | CAMDEN, NJ 08103
P 856.964.1990 | F 856.964.0242



CHANGING THE ODDS FOR CHILDREN AND FAMILIES BY PROVIDING

Vision, Hope, and Strength for a Better Life

THROUGH PREVENTION, INTERVENTION, AND EDUCATION

**Gloucester County Sexual Assault Nurse Examiner
JOB DESCRIPTION**

JOB TITLE: SEXUAL ASSAULT NURSE EXAMINER

REVISED DATE: Nov 2011

MAIN FUNCTION: Provide initial physical and behavioral assessment, clinical specimen/evidence collection, and intervention to individuals experiencing sexual assault. Coordinate the provision of urgent medical evaluation, follow-up care, and crisis intervention resources. Establish and maintain clinical and legal records and chain of custody. Provide testimony regarding assessment, evidence and handling, and documentation.

REPORTS TO: Forensic Nurse Coordinator

CONTACTS: Nurses, physicians, victim advocacy agencies, law enforcement officers, patients and families.

EDUCATION: Graduate of an NLN accredited Nursing Program, Completion of Sexual Assault Examiner Education Program. Current New Jersey Registered Nurse license, Certified Forensic Nurse –FN-CSA

EXPERIENCE: Clinical experience within the last three years:

- Physical and clinical assessment skills
- Experience in crisis intervention preferred
- Experience in the care of sexual assault victims preferred
- Emergency experience preferred

PHYSICAL DEMANDS: Moderate physical effort.

WORKING CONDITIONS: Works out of UMH Emergency Department (ED), Kennedy Memorial Hospital (Washington Twp. Campus) may be exposed to unpleasant conditions and environment.

HAZARDS: May be exposed to communicable diseases and electrical hazards.

Eileen Caraker
Forensic Nurse Coordinator
County of Gloucester

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supports policies, regulations, goals and objectives of the program.
- Obtains historical information regarding both the incident and health status of the client.
- Conducts physical and forensic examination of individuals experiencing sexual assault for the purpose of detecting injury/disease and collecting evidence to be used in prosecution of the case.
- Provides care in a compassionate manner, adjusting timing of procedures as needed to meet the psychological and physical needs of the client.
- Identifies and facilitates care for injuries that require medical treatment.
- Collects, processes, and maintains appropriate chain of custody of both clinical and non-clinical evidence, and necessary records.
- Documents assessment, evidence collection, and interventions with careful attention to legal considerations.
- Provides crisis intervention.
- Provides client education regarding examination, procedures, post exposure pregnancy and STI prevention, follow-up care for HIV, HBV and other STD testing, and rape care advocacy program.
- Conducts activities with attention to clients' rights of privacy and confidentiality.
- Coordinates with law enforcement and rape advocacy groups.
- Participates in the education of Sexual Assault Nurse Examiners, health care providers, law enforcement, and the public, as necessary.
- Maintains competency in forensic and clinical procedures by participating in continuing education activities.
- Maintains equipment and supplies necessary for examinations.
- Assists law enforcement and the Prosecutor's staff in cases, as both a fact and expert witness.
- Participates in gathering statistical and program data.
- Provides activity reports as requested.
- Participates in necessary meetings and committee work.
- Participates in necessary community education meetings and committee work.
- Participated in continuing education as provided by Forensic Nurse Coordinator

ADDITIONAL REQUIREMENTS

- Must be able to respond to the site within 60 minutes.
- Must have own transportation.
- Must be available to take call 40 hours per month and be available for weekend and holiday coverage.
- Must sign a contract indicating a commitment to the program.

S.A.N.E. Job Desc

**SEXUAL ASSAULT NURSE EXAMINER COORDINATOR
SEXUAL ASSAULT TEAM COODINATOR
JOB DESCRIPTION**

JOB TITLE: SEXUAL ASSAULT NURSE EXAMINER COORDINATOR
SEXUAL ASSAULT TEAM COORDINATOR

REVISED DATE: May 2010

MAIN FUNCTION: The Sexual Assault Nurse Coordinator will supervise the Sexual Assault Nurse Examiners. He/ She will have overall responsibility to insure the standards for providing services to survivors of sexual assault are upheld.

The Sexual Assault Response Team Coordinator will coordinator the Sexual Assault Response Team
REPORTS TO: Gloucester County Prosecutor's Office

CONTACTS: Hospital Administration, Sexual Assault Nurse Examiners, Nurses, Physicians, County prosecutor, Victim advocacy agencies, Rape Care Advocates, law enforcement officers, patients and families.

EDUCATION: Graduate of an NLN accredited Nursing Program, Completion of Sexual Assault Examiner Education Program. Current New Jersey Registered Nurse license.

EXPERIENCE: Clinical experience within the last three years:

- Sexual Assault Nurse Examiner
- Physical and clinical assessment skills
- Experience in crisis intervention preferred
- Experience in the care of sexual assault victims
- Emergency experience preferred

PHYSICAL DEMANDS: Moderate physical effort.

WORKING CONDITIONS: Works out of Emergency Department (ED), may be exposed to unpleasant conditions and environment.

HAZARDS: May be exposed to communicable diseases and electrical hazards.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- * Functions as the Sexual Assault Response Team Coordinator
- * Supervise and direct Sexual Assault Nurse Examiners
- * Enhance, develop and implement patient, community and law enforcement educational programs.
- * Enhance, develop and implement community awareness programs.
- * Facilitator in Sexual Assault Response Team meetings and committees.
- * Orientation Sexual Assault Nurse Examiners.
- * Complete performance appraisals on Sexual Assault Nurse Examiners.
- * Insure program is operating in accordance with mandatory regulations.
- * Insure program is meeting the standards set forth by the Division of Criminal Justice.
- * Attends Sexual Assault Nurse Examiners Coordinator Council and Sexual Assault Response Team Coordinators meetings, Trenton N.J.
- * Completes process improvement report quarterly.
- * Maintains patient activity log, administrative records /statistics
- * Liaison with hospital
- * Arrange for / provides training of SANE nurses
- * Monitor function of Sexual Assault Response Team on a continual basis.
- * Insures coordination with Law enforcement officer, Rape Care Advocacy, Victim Witness and Sexual Assault Nurse Examiners.
- * Authorize expenditure of funds for services in scope of grant.
- * Maintain applicable financial records.

*Eileen Caraker FN-CSA CA/CP SANE
Gloucester County Prosecutor Office
P.O. Box 623 Woodbury, NJ 08096
(856) 384-5555
e-mail- ecaraker@co.gloucester.nj.us*

Present Position:

Sexual Assault Nurse Examiner Coordinator 1/1997- Present
Sexual Assault Response Team Gloucester County
Responsible for coordinating the clinical, financial and
programmatic aspect of the SANE program
Sexual Assault Response Team Coordinator
Responsible for coordinating the Sexual Assault Response Team

Past Position:

Nurse Educator, Emergency Department 1995-2000
Underwood-Memorial Hospital, Woodbury N.J.
Responsible for orientation and continuing education of Emergency
Department employees. Participate in continuing education for the
Critical Care Division.
Emergency Department Nurse 1994-1998
Underwood-Memorial Hospital, Woodbury N.J.
Responsible care of patients in emergency dept

Education:

Wilmington University Graduate student
Graduate Degree program
Master Science Nursing Education

Certified Adult, Adolescent, Child- Sexual Assault Nurse Examiner
Sexual Assault Nurse Examiner- Forensic Training
Office of the Attorney General Office
Sexual Assault Prevention & Crisis Services
Austin, Texas August 21-21, 2000
September 14-18, 2000

Sexual Assault Nurse Examiner
University of Pennsylvania College November 1997

LaSalle University
Philadelphia, Pa. B.S.N. 1987-1992

Helene Fuld School of Nursing
Camden, N.J. Diploma Nursing 1983-1986

Camden County College
Blackwood N.J. Ass. Science 1983-1986

Eileen Caraker
Gloucester County Prosecutor Office
P.O. Box 623 Woodbury, NJ 08096
(856) 384-5555
e-mail- ecaraker@co.gloucester.nj.us

Organization Membership:

Board of Director NJ IAFN	Past
International Ass. of Forensic Nurses	Present
Emergency Nurses Association	Past
Advisory Board for Missing and Abused Children	Present
DYFS Advisory Board	Present
Save the Children Task Force	Present
Sexual Assault Coordinators Counsel N.J.	Past
Professional Society on the Abuse of Children	Present
Multidisciplinary Team Coordinator Ass.	Past
Sexual Assault Nurse Examiner Co Council	Present
Sexual Assault Response Team Coalition	Past
Attorney General Coordinating Council	Past
Attorney General Guidelines Comm.	Past
Coalition for Prevention & Education of Sexual Violence	Present
Gloucester County Domestic Violence Working Group	Present
Curriculum Comm. Sane Program	Present
Sexual Violence Prevention Task Force Rowan University	Present

Clinical Experience:

1997-present: Sexual Assault Response Team Coordinator
 Community Education Prevention and Awareness

1997-present: Sexual Assault Nurse Examiner
 Coordinator Gloucester County

1997-present: Sexual Assault Nurse Examiner

1995-2002: Nurse Educator, Emergency Department

1994-1995: Staff Nurse, Emergency Department

1990-1994: Nurse Manager PACU & Admission Department
 Summit Surgical Center, Voorhees N.J.

1988-1990: Clinical Nurse
 Haddon Oral Surgeons, Haddonfield, N.J.

1986-1988: Staff Nurse Progressive Care Unit
 West Jersey Hospital, Voorhees, N.J.

1986-1988: Pool Nurse Critical care setting including:
 PCU, PACU, SDS, Cardiac Rehab, I.V. team
 West Jersey Hospital, Voorhees, N.J.

Eileen Caraker
Gloucester County Prosecutor Office
P.O. Box 623 Woodbury, NJ 08096
(856) 384-5555
e-mail- ecaraker@co.gloucester.nj.us

Professional Experience:

Certified Sexual Assault FN-CSA	2004
Certified Adult /Pediatric SANE- Texas	2000
Certified Pediatric/ Adolescent IAFN	2008
Instructor SANE Course NJ College	2003
Certified Adult & Pediatric SANE	2003
Critical Care Certification	1987
Dysrhythmia Certification	1987
I.V. Certification	1987
Advanced Cardiac Life Support	1991
Basic Life Support	1983
Basic Life Support Instructor	1995
Capillary Blood Glucose Instructor	1996
Emergency Pediatric Nurse Course	1996
Emergency Pediatric Nurse Course Instructor	2000
Trauma Nursing Core Course	2000
Instructor Gloucester County Police Academy	2004
Instructor New Jersey College – SANE	2004
Instructor Gloucester County College –SANE	2004
Instructor Rape Care Advocacy program	1998

Regina C. Ridge

25 Auriga Lane
Sewell, NJ 08080
(856) 218-8887
ginad27@comcast.net

OBJECTIVE

A challenging position requiring strong managerial and organizational skills with an agency where advancement and compensation are based on personal performance.

EXPERIENCE

2006-Present Center For Family Services
Camden, Gloucester, & Cumberland Counties, NJ

Program Director, Services Empowering Rights of Victims

Identify and prepare grant proposals to insure program funding, contract and grant management, reporting requirements, prepare and monitor program budget. Oversee Program Coordinators to ensure victim assistance, direct service and education services are provided effectively and consistently. Review and provide feedback and supervision to staff. Monitor and evaluate current program as well as help develop, implement and evaluate new services for the program. Review and analyze statistics, program evaluations, data collection. Network with stakeholders, establish and maintain current collaborations and partnerships in the community.

2002-2006 Center For Family Services Camden & Glassboro, NJ

Program Coordinator, Services Empowering Rights of Victims

Coordinator of the rape care provider in Camden and Gloucester County. Coordinator for the Gloucester County domestic violence services program. Oversee direct services including development, supervision and management of staff, coordinate educational programs, manage program budget and writing for grants. Monitor and evaluate current program as well as help develop, implement, and evaluate new services for the program. Coordinate marketing and advertisement throughout the state of New Jersey. Review and monitor case files, state agency paperwork requirements and statistics. Maintain staff evaluations. Organize and implement fundraising activities for staff and volunteers.

1999-2002 Center For Family Services Camden, NJ

Volunteer Program Coordinator, Services Empowering Rape Victims

Supervised volunteers and coordinated activities. Promoted program throughout counties to health care professionals, social service agencies, prosecutors, state police, and community organizations. Facilitated workshops for professionals. Trained volunteers to become NJ State Certified Rape Care Advocates. Developed presentations, secured speakers, managed database, reviewed applications, and organized training materials. Developed educational trainings for schools, community groups, and professional agencies. Developed quarterly newsletters and monthly meetings/trainings for volunteers.

1998-1999 Family Counselling Service Camden, NJ

Rape Care Advocate/ Educator, Services Empowering Rape Victims

Assisted in the implementation of state funded programs. Provided counseling and support to victims, family members and significant others of sexual assault. Accompanied victims through procedures at hospitals, police departments, prosecutor's office and court. Presented outreach education programs to schools, community centers, church groups, etc., and sensitivity training programs to personnel at hospitals, police departments, and social agencies. Maintained victims' case files including state agency paperwork requirements.

EDUCATION

2009- Present Fairleigh Dickinson University Teaneck, NJ
Enrolled in Masters Degree Program in Administrative Science

2000- 2003 Rowan University Glassboro, NJ
Business Administration, Pre-MBA courses.

1996-1998 Rowan University Glassboro, NJ
Bachelor of Arts in Law and Justice.

1992-1995 Camden County College Blackwood, NJ
Associates degree in Liberal Arts.

COMPUTER SKILLS

Proficient in QuickBooks, Microsoft Office Applications including Publisher, Word, Excel, and PowerPoint.

MEMBERSHIPS

New Jersey Coalition Against Sexual Assault
New Jersey Coalition for Battered Women
Gloucester County Commission on Missing and Abused Children
People In Transition, Board Member

AUDREY M. CURWIN

(856) 384-5566

acurwin@co.gloucester.nj.us

EXPERIENCE

October, 1989 – present

Gloucester County Prosecutor's Office
Woodbury, New Jersey

Supervisor – Sexual Assault/Domestic Violence Unit

Supervise the investigation and prosecution of all Gloucester County cases involving allegations of:

sexual assault on both adult and child victims

child physical abuse

domestic violence

Legal advisor to investigating detectives and officers, including search warrant review and preparation, evidence collection and determination of appropriate charges, if any,

Prosecute all indictable sexual assault cases, from grand jury preparation and presentation through non-trial or trial disposition

Instruct Police Academy recruits on the substantive law of sexual assault and related offenses

Conduct bi-weekly reviews of all open sexual assault related cases with members of the Gloucester County Multidisciplinary team (MDT)

Duty Prosecutor one out of every four weeks:

On-call during non-business hours to provide county-wide legal advice to investigating detectives and officers concerning any type of criminal investigation, including search warrant review and preparation, evidence collection and determination of appropriate charges, if any

Senior Assistant Prosecutor/Trial team leader

Responsible for case evaluation, trial preparation and prosecution as well as aiding and advising less experienced prosecutors as to same

Numerous felony jury trials involving charges of murder, kidnapping, robbery, sexual assault, burglary, domestic violence, aggravated assault and narcotics with a majority of trials implicating first and second degree allegations

Grand jury screening (case evaluation to determine whether matter should be dismissed, remanded to Municipal Court or presented to grand jury), investigation and presentation; direct contact with all levels of law enforcement to facilitate compilation and proper maintenance all relevant evidence, documents and exhibits

Motion practice involving briefing and litigation of issues concerning evidence suppression, post-conviction relief, sentencing, bail, severance and indictment dismissal

Megan's Law Unit

Upon promulgation of landmark statute, organized unit responsible for tier classification of sex offenders, implemented detailed procedures to be followed by registrants, established protocol for community notification, represented State at pertinent hearings and secured expert testimony to be presented during litigation of contested cases

Appellate

Evaluation of interlocutory and post-trial legal issues (including, but not limited to, excessive sentencing, admission into the Intensive Supervision Program [ISP], evidentiary rulings, Post-Conviction Relief [PCR] and effectiveness of defense counsel), review of applicable transcripts, brief preparation and oral argument before Appellate Division

Domestic Violence

Responsible for prosecuting violations of temporary and final restraining orders as well as related charges in Family Court, litigation of weapon forfeiture applications and participation in the Gloucester County Domestic Violence Working Group; authored script for instructional video outlining the legal rights of domestic violence litigants

Juvenile

Responsible for prosecuting juvenile offenders in Family Court; briefed waiver motion addressing the legality of amendments to the statute providing for the waiver of juvenile offenders to Superior Court for prosecution as an adult; represented State at probable cause hearings to determine whether juvenile offenders should remain incarcerated pending case disposition

Police Training Commission Instructor, certified by the New Jersey Division of Criminal Justice

Instruct police trainees on substantive statutory criminal law and experienced officers during recertification as to use of force guidelines

Advanced training seminars

Evidence for Prosecutors, New Orleans, Louisiana

~~Forensic Evidence, San Francisco, California~~

Domestic Violence, Los Angeles, California

National Center for Missing and Exploited Children,
Old Alexandria, Virginia

August, 1988 – August, 1989

Judicial Clerkship

Honorable John S. Holston, Jr., J.S.C.
Gloucester County Superior Court - Criminal Division
Woodbury, New Jersey

Responsible for researching legal issues presented by motion or during trial; prepared first draft of legal opinion, affirmed on appeal, authored by Judge Holston evaluating the legal definition of "armed" as related to application of Graves Act parole ineligibility provisions

BAR MEMBERSHIP

Supreme Court of Pennsylvania

Supreme Court of New Jersey

United States District Court, District of New Jersey

EDUCATION

May, 1988

Juris Doctor
Rutgers University School of Law
Camden, New Jersey

May, 1985

Bachelor of Arts
Rutgers University
New Brunswick, New Jersey

**UNDERWOOD-MEMORIAL HOSPITAL
PERFORMANCE IMPROVEMENT REPORT**

DEPARTMENT: EMERGENCY DEPARTMENT YEAR ENDING:

JCAHO FUNCTION(S): PATIENTS RIGHTS AND ORGANIZATIONAL ETHICS

PERFORMANCE MEASURE: MANAGEMENT OF THE SEXUAL ASSAULT VICTIM/SURVIVOR

METHODOLOGY OF SAMPLE SIZE: 100% OF ANY PATIENTS SEEN BY THE SEXUAL ASSAULT NURSE EXAMINER

DISCIPLINES INVOLVED: SEXUAL ASSAULT NURSE EXAMINER, MD/DO, RN

DIMENSIONS OF PERFORMANCE MEASURED**	DATA COLLECTION RESULTS/QUARTERLY PERCENTAGES				TOTAL # OF RECORDS REVIEWED	CONCLUSIONS/SPECIFIC FINDINGS	RECOMMENDATIONS/ ACTIONS/FOLLOWUP
	1	2	3	4			
100 % of the time 1. Sane consult within 1 hour 2. Appropriate SART members will be activated 3. SANE assessment performed and documented 4. SANE forensic exam performed and documented 5. Medications administered and documented 6. SANE provided aftercare instructions/documentated. Copy of SANE discharge instructions on chart					FIRST QUARTER	FIRST QUARTER	FIRST QUARTER
					SECOND QUARTER	SECOND QUARTER	SECOND QUARTER
					THIRD QUARTER	THIRD QUARTER	THIRD QUARTER
					FOURTH QUARTER	FOURTH QUARTER	FOURTH QUARTER

* JCAHO Functions: Pt. Rights & Organizational Ethics, Assessment of Pt., Care of Pt., Education, Continuum of Care, Improving Organizational Performance, Leadership, Mgt. of the Environment of Care, Mgt. of Information, Surveillance, Prevention & Control of Infection, Governance, Management, Medical Staff, Nursing
 ** Dimensions of Performance: Efficacy, Appropriateness, Availability, Timeliness, Effectiveness, Continuity, Safety, Respect & Caring

SART Feedback Form

Your opinion is very important to the New Jersey Coalition Against Sexual Assault (NJCASA) because it lets us know if your needs were met and how services might be improved. This information is confidential. In no way will anyone be able to identify you from this form. Please return the completed survey to us by simply re-folding this page and sealing with the tab provided. Thank you for sharing your thoughts with us.

Instructions

Please circle the number that best describes your experience at the hospital with the rape crisis advocate, the nurse and/or the law enforcement officer.

I was treated with courtesy and respect.

Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
1	2	3	4	5

Comments:

The services of the rape crisis center, my options for medical examination and treatment, and my options for reporting the crime to law enforcement were explained to me.

Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
1	2	3	4	5

Comments:

The exam room was private and comfortable.

Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
1	2	3	4	5

Comments:

At the hospital, the interview and examination happened without delay.

Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
1	2	3	4	5

Comments:

Please tell us how we could have served you better.

Sexual Assault Response Team (SART) Evaluation
Gloucester County

*After each case, each SART member is asked to complete an evaluation form regarding that case.
The responses will be used to help evaluate and improve the SART program.
Thank you for your cooperation.*

Date of Case: _____ Exam Site: _____

1. **The amount of time spent at the exam site was:**

Acceptable

Unacceptable

Comments: _____

2. **The response time of the Sexual Assault Team members was:**

Acceptable

Unacceptable

Comments: _____

3. **The cooperation of the other Sexual Assault Team members was:**

Acceptable

Unacceptable

Comments: _____

4. **The working environment (exam area, interview area, access to telephone, bathroom, etc.) was:**

Acceptable

Unacceptable

Comments: _____

5. **The level of privacy and comfort afforded the victim was:**

Acceptable

Unacceptable

Comments: _____

6. **Additional Comments/Suggestions for improvement:**

Name (optional): _____ Date: _____

Agency/Affiliation (optional): _____

Please fax the completed survey to the County SART Coordinator

Eileen Caraker RN, FN-CSA SART Co. (856-853-3552).

Applicant: Gloucester County

Budget Detail Form

COST ELEMENT

A. Personnel				Federal Share	Match	Project Total
1. Salaries and Wages (list each position separately)						
Position	Name	% of time on Project	Total Annual Salary or Hourly Rate			
SANE/SART Coordinator	Eileen Caraker	100		46,596		46,596
Assistant Prosecutor	Audrey Curwin	20	93,340		18,250	18,250
SUB-TOTAL SALARIES AND WAGES				46,596	18,250	64,846

2. Fringe Benefits			Federal Share	Match	Project Total
Position	Name	Agency Fringe Rate			
SANE/SART Coordinator	Eileen Caraker	58.19%	13,496		13,496
SUB-TOTAL FRINGE BENEFITS					
TOTAL SALARIES & FRINGE BENEFITS			13,496		13,496

Applicant:

Budget Detail Form

COST ELEMENT

B. Purchase of Services				Federal Share	Match	Project Total
Service	Provider	Unit Cost/ Hourly Rate	Total Units/ Project Hours			
1. Contracted of Services Organizations and Associations (list each by type with fee basis and amount of time devoted.)						
2. Instructional costs for training seminars.						
3. Other Costs for professional services, i.e., psychological/social services.						
Registration cost	Forensic education					
IAFN conf \$750 x 2				1,500		1,500
Cont Education SANE	12 nurses x \$250			3,000		3,000
SART brochure = patient education	SART brochure = patient education			350		350
TOTAL PURCHASE OF SERVICES				4,850		4,850

C. Travel, Transportation, Subsistence			Federal Share	Match	Project Total
Purpose	# of Miles	\$.31 per Mile			
Mileage Sane Co.			1,000		1,000
Transportation conference			3,600		3,600
TOTAL TRAVEL, TRANSPORTATION, SUBSISTENCE			4,600		4,600

Applicant:

Budget Detail Form

COST ELEMENT	Federal Share	Match	Project Total
F. Equipment (List and explain in attached budget narrative)			
Wedgie pelvic exam wedge x3 \$240 each = \$480	480		480
Printer/copier SANE room x 2 \$275 each = \$550	550		550
Card /CD burner SANE room x2 \$360 each= \$720	720		720
TOTAL EQUIPMENT	1,750		1,750

G. Victim Aid (VOCA, VAG, VAWA Grants Only) Description	Federal Share	Match	Project Total
Patient clothing victim aid	258		258
TOTAL VICTIM AID	258		258
TOTAL PROJECT COST	73,000	18,250	91,250

**BUDGET NARRATIVE
SEX ASSAULT NURSE EXAMINER GRANT
10/1/011-10/30/12**

Personnel

Salary and Wages

To fund position for SANE/SART Coordinator, 24 hours per week to coordinate schedules, in-service, new SANE nurse orientations, etc., including program management at both Underwood-Memorial and at JFK Hospitals and all related duties. Coordinating the effort of the Sexual Assault Response Team. Management of grant.

\$46,596

Fringe Benefits

To pay fringe benefits for the part-time SANE/SART Coordinator/Grant Manager

Fringe increased 1.18 %

Pension 13.56%

Group Insurance 37.85%

NJ Employment Sec .13%

FICA/ Medicare 7.65%

Total 58.19

\$13,496

Grant Match

Assistant Prosecutor - match for SANE/SART grant. Prosecutor of Sex Crimes dedicates 20% of time to Sexual Assault Response Team and Sexual Assault Nurse Examiner program

Match \$18,250

Purchase of Services

Registration costs

NJ Board of nursing requires nurses to obtain continuing education credits to maintain their license. The forensic nurses must maintain standard of care and competency in the field of forensic nursing. To pay for registration for medical forensic conference. To pay for local conference for nurse.

1. 2 IAFN registration

\$1,500

2. 12 nurses x 250 local continuing education

\$3,000

SART Brochure

Re-supply SART brochure used to train, law enforcement, Rape care advocate, SANE. Brochure used in waiting exam waiting room. Send out to print

Update brochure \$50 set print + (.10 cent each) 3000 count x.10 = \$300

\$350

Total

\$4,850

Travel

Travel Expense

To reimburse mileage to travel to SANE coordinators meeting, SANE/ SART Committee meetings, hospital administrative duties and SART training. Grant funds will be used to reimburse only 31 cents/mile and the remainder of the mileage reimbursement will be paid by the county.

3,226 miles x .31 rate per mile =

\$1,000

Travel for conference

To reimburse for conference for the SANE to attend out of state. Will cover travel expenses. Reimbursement for travel costs (hotel and meals will be limited to the county per diem rate or the Federal per diem rate (gsa.gov) whichever is less. No meals or overnight accommodations will be paid for in state conferences. Conferences in state will be limited to the county rate or the Federal per diem rate (gsa.gov) whichever is less.

\$3,600

Supplies

Supplies

Supplies used at hospital to conduct medical forensic examination

- 1. Education - books \$350
- 2. Speculum for exam (5)boxes @ \$40 \$200
- 3. Printer cartridge (5) @ \$20 \$100

Total **\$650**

Facilities

Cell Phone

SANE Coordinator- to communicate 24/7 with Sexual Assault Response Team
Law-enforcement, SANE, Hospitals, Rape care advocacy, Prosecutor.
\$60/mos x 12

\$800

Equipment

Medical Equipment

Medical equipment used in the performance of medical forensic exams. Pelvic wedge will assist exams for disabled and elderly patients. Printer/copies will be used to produce forensic medical record and make copies. The cameral memory care to CD burner will allow the Coordinator to upload forensic images directly to CD.
The items will be approved by DCJ.

- 1. Wedgie Pelvic exam wedge \$480
(TSK products) (2) x \$240
- 2. Printer /copier hospital (2) x \$275 \$550
- 3. Card to CD burner (2) x \$360 \$720
Digimagic portable DVD burner vendor- Adorama

Total **\$1750**

Victim Aid

- 1. **Victim aid-** sweats clothing **\$258**
20 sweat shirts \$ 6 each = \$ 120
20 sweat pants \$6 each= \$ 120
18 underpants \$1 each = \$ 18

SOURCES OF FUNDS

List **all** sources of funds received by the agency during the past fiscal year (July 1 thru June 30). On the bottom of the form, list all funds received from the Division of Criminal Justice in the past three years.

Federal Sources

Name(s) of Federal Source	Date of Award	Amount
SART /SANE	3/10/11	67,655

State Sources

Name(s) of State Source	Date of Award	Amount

County Sources	\$ 18,250
Local and Other Sources	\$
Total of All Sources of Funds	\$ 91,250
Indicate the percentage of <u>funds</u> used to support this project:	% 100

Division of Criminal Justice Funding

List funding awarded for the past three years:

Date of Award	Grant Number	Project Title	Amount
3/10/11	VS-29-10		67,655
2/11/10	VS-29-09		67,655
11/18/08	VS-29-08		64,083
12/6/07	VS-37-07		65,731

**STATE OF NEW JERSEY
VICTIMS OF CRIME ACT (VOCA)
GRANT PROGRAM**

TABLE OF CONTENTS

PART II

APPLICATION DOCUMENTS TO BE COMPLETED, SIGNED AND RETURNED

- ✓/ Application Authorization
- ✓/ Certification of Equal Employment Opportunity Plan (EEOP) Form
- ✓/ General Conditions and Assurances
- ✓ / Grant Agreement Certification
- ✓/ Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements
- ✓/ Resolution of Participation and Certification of Recording Officer
- ✓/ Federal Financial Accountability and Transparency Act Information Form
- ✓/ Audit Requirements Form, and
- ✓ Accounting System and Financial Capability Questionnaire.

**STATE OF NEW JERSEY
VICTIMS OF CRIME ACT (VOCA)
GRANT PROGRAM**

APPLICATION AUTHORIZATION

Authorization to submit application to the Department of Law and Public Safety, Division of Criminal Justice for a project entitled:

VS-29-11 VOCA COUNTY SEXUAL ASSAULT NURSE EXAMINER PROJECT

at an estimated total project cost of \$ 91,250.00.

The undersigned agrees upon approval of this project on behalf of the unit of government, agency or non-profit organization, to comply with the conditions applicable to grants awarded. The undersigned's signature indicates that the information provided within the application is accurate and complete and that the applicant intends to comply with all conditions applicable to subgrants awarded pursuant to the Omnibus Crime Control and Safe Streets Act of 1968 and regulations, as amended, the Victims of Crime Act (VOCA) Victim Assistance Grant Program, 42 U.S.C. §10601 et seq., as amended, and Victims of Crime Act (VOCA) Victim Assistance Grant Program, 62 F.R. 19607 (1997) (Final Program Guidelines), as amended. Further, the undersigned makes the assurances concerning non-supplanting of local funds with state and federal funds.

This application consists of the following attachments in addition to this form:

1. Project Narrative,
2. Project Budget Detail form,
3. Budget Narrative,
4. Certification of Equal Employment Opportunity Plan,
5. General Conditions & Assurances,
6. Grant Agreement Certification,
7. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements,
8. Resolution of Participation and Certification of Recording Officer, and
9. Federal Financial Accountability and Transparency Act Information Form.

For nonprofit applicants, this application consists of the following additional attachments:

1. Proof of Nonprofit status,
2. New Jersey Charitable Registration,
3. New Jersey Business Registration,
4. Applicable Licenses, Certifications and Permits,
5. Single Audit, Form 990-Income Tax Return or audited financial statements,
6. Applicable List of Officers/Directors/Trustees

7. Audit Requirements Form,
8. Accounting System and Financial Capability Questionnaire, and
9. Sources of Funds.

As the duly authorized representative of the applicant-subgrantee, I hereby certify that the applicant-subgrantee will comply with the above-referenced provisions. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.



Signature

ROBERT M. DAMMINGER

Printed Name

FREEHOLDER DIRECTOR

**Title (Mayor, Freeholder-Director,
County Executive, Agency Head,
President, Chairperson of the Board)**

Date

Grant # VS-29-11

[Rev'd VOCA 11/2011]

CERTIFICATION FORM

Recipient Name and Address: Gloucester County SANE/SART Program
Grant Title: County SANE Project Grant Number: VS 29-11 Award Amount: \$73,000
Contact Person Name and Title: Eileen Cararker SANE/SART Phone Number: (856) 384-5555

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202) 307-0690 or TTY (202) 307-2027.

Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. *Please check all the boxes that apply.*

- | | |
|--|---|
| <input type="checkbox"/> Recipient has less than 50 employees, | <input type="checkbox"/> Recipient is an Indian tribe, |
| <input type="checkbox"/> Recipient is a non-profit organization, | <input type="checkbox"/> Recipient is an educational institution, or |
| <input type="checkbox"/> Recipient is a medical institution, | <input type="checkbox"/> Recipient is receiving an award less than \$25,000 |

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. §42.302. I further certify that _____ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title _____ Signature _____ Date _____

Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Robert M. Damminger [responsible official], certify that the County of Gloucester [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 C.F.R. §42.301, *et seq.*, subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: Gloucester County Human Resources Department [organization], at 2 South Broad St., Woodbury, NJ 08096 [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

Robert M. Damminger, Freeholder Dir. _____
Print or type Name and Title _____ Signature _____ Date _____

**STATE OF NEW JERSEY
VICTIMS OF CRIME ACT (VOCA)
GRANT PROGRAM**

GENERAL CONDITIONS AND ASSURANCES

1. The Subgrantee agrees that funds made available under the Victims of Crime Act (VOCA) Grant Program will not be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of grant funds, be made available for victim services.
2. The Subgrantee agrees to comply and assure the compliance of its contractors with the financial and administrative requirements set forth in the current edition of the U.S. Department of Justice, Office of Justice Programs, *Financial Guide* (available on the web at: <http://www.ojp.usdoj.gov/financialguide/>) (OJP Financial Guide) and the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, 42 U.S.C. §10603(a)(2), (b)(1), and (2), as appropriate; and all other applicable federal laws, orders, circulars, or regulations.
3. The Subgrantee agrees that grant funds may be used to pay for data collection, analysis and report preparation only if that activity is associated with federal reporting requirements. Other data collection, analysis, and evaluation activities are not allowable uses of grant funds.
4. The Subgrantee agrees to comply with all requirements imposed by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC), New Jersey Department of Law and Public Safety (L&PS), and the Division of Criminal Justice (DCJ) concerning all federal, state, municipal laws, rules, regulations, policies, guidelines, directives, and requirements (including licenses, permits and background checks) that are generally applicable to the activities in which the subgrantee is engaged in the performance of this grant. Failure to comply with these laws, rules, regulations, and state circulars will be grounds for termination of this subaward.
5. The Subgrantee assures that it possesses legal authority to apply for the grant; that, if applicable, a resolution or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required. The Subgrantee assures that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

6. The Subgrantee agrees to comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, 42 U.S.C. §4601 et seq., which provides for fair and equitable treatment of persons displaced as a result of federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
7. The Subgrantee agrees to comply with provisions of the Hatch Act, the federal law which limits certain political activities of employees of a state or local unit of government whose principal employment is in connection with an activity financed in whole or in part by federal grants. 5 U.S.C. §1501-08 and §7324-26.
8. The Subgrantee understands and agrees that, in compliance with the Anti-Lobbying Act, 18 U.S.C. §1913, and with the Limitations, Exceptions and Penalties on the Use of Appropriated Funds law, 31 U.S.C. §1352, it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs (OJP).
9. The Subgrantee understands and agrees to comply with the federal Executive Order No. 12549 on Debarment and Suspension, 2 C.F.R. Part 2867 and 2 C.F.R. Part 180, and state Executive Order No. 34 (Byrne, March 17, 1976), and state circular letter regarding Debarments, Suspensions & Disqualifications, OMB 93-13-GSA. Subgrantee and its subcontractors will not conduct business with ineligible firms or individuals who are considered debarred, suspended or disqualified.
10. The Subgrantee agrees to comply with the minimum wage and maximum hours provision of the Federal Fair Labor Standards Act, 29 U.S.C. § 201 et seq., and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq.
11. The Subgrantee 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.
12. The Subgrantee agrees to give the United States General Accounting Office, DOJ, OJP, OVC, Office of the Chief Financial Officer, L&PS, and DCJ through any authorized representative, access to and the right to examine all paper and electronic records, books, papers, and documents related to the grant including pertinent accounting records, books, documents, and papers as may be necessary to monitor and audit the Subgrantee's operations. L&PS reserves the right to have access to all work papers produced in connection with audits made by the Subgrantee or independent certified public accountants, registered municipal accountants, or licensed public accountants hired by the Subgrantee to perform such audits.

13. The Subgrantee will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. §4321, and Executive Order No. (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. §1451 et seq., and the Coastal Barrier Resources Act, 16 U.S.C. §3501 et seq., which limits federal expenditures affecting the Coastal Barrier Resources System; (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176© of the Clean Air Act of 1955, as amended, 42 U.S.C. §7401 et seq.; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, 42 U.S.C. §300f et seq., as amended; and, (h) protection of endangered species under the Endangered Species Act of 1973, 16 U.S.C. §1531, as amended.
14. The Subgrantee agrees to comply, if applicable, with the flood insurance purchase requirements of Section 102 (1) of the Flood Disaster Protection Act of 1973, Pub. L. 93-234, 87 Stat. 975, approved December 31, 1976, §102 (a), 42 U.S.C. §4001 et seq., which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. The Subgrantee agrees to assist DOJ, OJP, and OVC in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, 16 U.S.C. §470; Executive Order 11593, the Archeological and Historical Preservation Act of 1974, 16 U.S.C. §469a-1 et seq.; and the National Environmental Policy Act of 1969, 42 U.S.C. §4321, by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 C.F.R. Part 800.8) by the activity, and notifying DOJ, OJP, and OVC of the existence of any such properties, and by (b) complying with all requirements established by DOJ, OJP, and OVC to avoid or mitigate adverse effects upon such properties.
16. The Subgrantee agrees to comply and assure the compliance of its contractors, with all lawful requirements imposed by DOJ, OVC, including any applicable regulations such as Title 28, Judicial Administration, Chapter I, Department of Justice: Part 18, Office of Justice Programs Hearing and Appeal Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Non-discrimination; Equal Employment Opportunity; Policies and Procedures; Part 46, Protection of Human Subjects and all Office of Justice Program Policies and procedures regarding the protection of Human Research Subjects, including obtaining of Institutional Review Board approval, if appropriate, and subject informed consent; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland

Protection Procedures, and federal laws and regulations applicable to Federal Assistance Programs; Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; and Part 70, Uniform Administrative Requirements for Grants and Agreements (including Subawards) with Institutions of Higher Education, Hospitals and Other Non-profit Organizations.

17. The Subgrantee agrees to comply and assure the compliance of its contractors, with any applicable statutorily imposed non-discrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. §3789d©; the Victims of Crime Act, 42 U.S.C. §10604(e); the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. §5672; the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000d et seq.; the Rehabilitation Act of 1973, as amended; 29 U.S.C. §794, the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §12131-34; the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; the Age Discrimination Act of 1975, 42 U.S.C. §6101-07; the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 21 U.S.C. §1101 et seq.; as amended, relating to nondiscrimination on the basis of drug abuse; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, 42 U.S.C. §12114 et seq. as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; the Public Health Service Act, 42 U.S.C. §290dd-2, as amended, relating to confidentiality of alcohol and drug abuse patient records; Title VIII of the Civil Rights Act of 1968, 42 U.S.C. §3601 et seq., as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, the requirements of any other nondiscrimination statute(s) which may apply to the application, and the Department of Justice Non-discrimination Regulations, 28 C.F.R. Part 42, Subparts, C, D, E, and G; the Department of Justice regulations on disability discrimination, 28 C.F.R. Part 35, Part 38, Part 39; and the Department of Justice, Policy Guidance Document, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons," 67 F.R. 41455 (June 18, 2002); see Ex. Order No. 13279 (equal protection of the laws for faith-based and community organization).
18. The Subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, it will forward a copy of the finding to OJP's Office for Civil Rights and DCJ.
19. The Subgrantee agrees that if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 C.F.R. §42.301 et seq., it will maintain a current one on file, and where the proposed subgrant is for \$500,000 or more (or receives an aggregate of \$1,000,000 in federal grant funds in an 18-month period), the Subgrantee will provide a copy of the EEOP to OJP's Office for Civil Rights.

[Rev'd VOCA 11/2011]

20. The Subgrantee acknowledges that failure to submit an acceptable EEOP (if required to submit pursuant to 28 C.F.R. §42.302), that is approved by OJP's Office for Civil Rights, is a violation of its General Conditions and may result in suspension or termination of funding, until such time as the Subgrantee is in compliance.
21. The Subgrantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice (DOJ) grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Subgrantees of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faithbased organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.
22. The Subgrantee certifies that Limited English Proficiency (LEP) persons have meaningful access to the services under this program. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI and the Safe Streets Act, Subgrantees are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for Subgrantees to help comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.
23. The Subgrantee agrees that DOJ, OJP, OVC, L&PS, and DCJ reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use: the copyright in any work developed from activities supported by this grant, and any rights of copyright from a Subgrantee's purchase of ownership with support from this grant. The Subgrantee agrees that L&PS reserves the right to require the Subgrantee not to publish any work, which right shall not be exercised unreasonably. The Subgrantee assures that any publication by the Subgrantee shall include, on the title page, a standard disclaimer of responsibility by L&PS for any opinions or conclusions contained therein.
24. The Subgrantee assures that it shall submit one (1) copy of all reports and proposed publications resulting from funding under this grant, 120 days prior to public release. The Subgrantee agrees that any written, visual, or audio publications, with the exception of press releases, whether published at the Subgrantee's or government's expenses, shall contain the following statement:

“This project was supported by Grant Number VS-29-11 (if applicable, contact grant analyst for Grant Number) awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this product are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.”

The Subgrantee agrees to follow the current edition of the OJP Financial Guide for allowable printing activities. The subgrantee agrees to follow OVC's publishing Guidelines available at www.ovc.gov/publications/infores/pubguidelines/welcome.html.

25. The Subgrantee agrees to assist OJP and OVC in complying with the National Environmental Policy Act 42 U.S.C. §4321 et seq. (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds.

The Subgrantee will not use Victims of Crime Act of 1984 (VOCA) grant funds to conduct the following activities: 1. New construction; 2. Any renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historical Places or (b) located within a 100-year floodplain. 3. A renovation which will change the basic prior use of a facility or significantly change its size. 4. Research and technology whose anticipated and future application could be expected to have an effect on the environment. 5. Implementation of a program involving the use of chemicals.

The Subgrantee also agrees to comply with all federal, state and local environmental laws and regulations applicable to the development and implementation of grant funded activities.

26. The Subgrantee agrees to comply with all confidentiality requirements of 42 U.S.C. §3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The Subgrantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
27. If a project is not operational within sixty (60) days of the original start date of the award period, the Subgrantee must report by letter to L&PS and DCJ of the steps taken to initiate the project, the reasons for the delay, and the expected start date. If a project is not operational within ninety (90) days of the original start date of the award period, the Subgrantee must submit a second statement to L&PS and DCJ explaining the implementation delay. Upon receipt of the 90-day letter, L&PS and DCJ may cancel the project and request the federal agency approval to redistribute the funds to other project areas. L&PS and DCJ may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subaward files and records must so note the extension.
28. The Subgrantee agrees, to the greatest extent practicable, that all equipment and products purchased with grant funds should be American made.

29. Pursuant to 23 U.S.C. §§402-403, and 29 U.S.C. §668, each recipient agency of federal contracts, subcontracts, and grants shall encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees, contractors, and subrecipients when operating company-owned, rented, or personally owned vehicles.
30. Pursuant to Executive Order No. 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients of federal funds to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
31. Organizations funded under this federal grant program must agree to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility form (I-9). This form is to be used by the recipient of federal funds to verify that persons employed by the recipient are eligible to work in the United States.
32. The Subgrantee assures that it will comply, and all of its contractors will comply with the requirements of the state's anti-discrimination and affirmative action laws and regulations, including N.J.A.C. 17:27, applicable provisions of N.J.S.A. 10:5-1, et al., as amended, and all implementing regulations and state circulars as amended or superseded. Failure to comply with these laws, rules, regulations, and state circulars will be grounds for termination of this subaward.
33. The Subgrantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the express written approval of L&PS. No rights or obligations of the Subgrantee under this subgrant, in whole or part, may be assigned or subcontracted to another entity for any reason without the prior written approval of DCJ and L&PS. The Subgrantee may not transfer any rights or obligations under this subgrant pursuant to an acquisition, affiliation, consolidation, merger or other synergy with another entity.
34. The Subgrantee shall recognize and agree that both the initial provision of funding and the continuation of such funding under the Grant Agreement are expressly dependent upon the availability to the Department of Law and Public Safety (Department) of funds appropriated by the State Legislature from State and/or Federal revenue or such other funding sources as may be applicable and, in addition, if the Subgrantee's program is deemed a priority by the New Jersey Attorney General. A failure of the Department to make any payment under this Grant Agreement or to observe and perform any condition on its part to be performed under the Grant Agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the Grant Agreement by the Department or an event of default under the Grant Agreement and the Department shall not be held liable for any breach of the Grant Agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from the Department beyond the duration

of the award period set forth in the Grant Agreement and in no event shall the Agreement be construed as a commitment by the Department to expend funds beyond the termination date set in the Grant Agreement.

35. The Subgrantee agrees that all income earned by the Subgrantee from grant-supported activities is deemed program income. The Subgrantee agrees to add program income to funds committed to the program to further eligible program objectives. The Subgrantee agrees to comply with OJP Financial Guide, Program Income, and as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. Part 70 and Federal OMB Circular A-110 (2 C.F.R. Part 215), on the use, disposition, accounting and reporting for program income. (The use of program income must be shown on the detailed cost statements). State Circular Letter Standard Grant Agreement Form, 07-05-OMB, defines program income to include any interest earned of \$250 or more in a fiscal year on advances of grant funds.
36. The Subgrantee agrees to enter, maintain and record all grant funds received by the State for this program in accounting records separate from all other fund accounts, including funds derived from other grant awards. Disbursed grant funds shall be available for expenditure by the Subgrantee in accordance with the provisions of the subgrant throughout the project period subject to such conditions as DCJ may prescribe.
37. The Subgrantee agrees to maintain an adequate financial management system in accordance with generally accepted principles of accounting. The Subgrantee shall maintain accurate and current financial reports, accounting records, internal controls, budget controls, and cash management procedures for receiving, holding, and expending grant funds. The Subgrantee shall maintain accurate and complete disclosure of financial results of each subgrant in the Detailed Cost Statements (DCS), have procedures to determine allowable costs, and provide source documentation for financial records.
38. As required under the federal Single Audit Act of 1984, Pub. L. 98-502, as amended, the Subgrantee agrees to comply with the organizational audit requirements of Federal OMB Circular, A-133, Audits of States, Local Governments and Non-Profit Organizations, as further described in OJP Financial Guide, Audit Requirements, Government Accountability Office's Government Auditing Standards (Yellow Book), and the State of New Jersey, Department of Treasury, Circular Letter (State Circular Letter) 04-04-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid Payments. The Subgrantee agrees to submit to DCJ any copies of any exceptions and/or findings regarding this project as a result of a single audit. The Subgrantee immediately will report to DCJ any changes in its fiscal year.
39. The Subgrantee agrees that grant funds will be used only for allowable costs as determined according to applicable federal cost principles specific to the Subgrantee (e.g. Federal OMB Circular A-21 (2 C.F.R. Part 220), A-87 (2 C.F.R. Part 225), A-102, A-110 (2 C.F.R. Part 215), A-122 (2 C.F.R. Part 230), A-133, etc.), according to OJP Financial Guide, Allowable Costs, and State Circular Letter Standard Grant Agreement Form, X. Allowable Costs, 07-05-OMB.

40. The Subgrantee agrees that property furnished by L&PS or acquired in whole or in part with federal or L&PS funds or whose cost was charged to a project supported by federal or L&PS funds shall be utilized and disposed of in a manner generally consistent with state and federal requirements.
41. The Subgrantee agrees that procurement of supplies, equipment, and other services with funds provided by this grant shall be accomplished in a manner generally consistent with federal and state requirements. Adherence to the standards contained in the applicable federal and state laws and regulations does not relieve the Subgrantee of the contractual responsibilities arising under its procurement. The Subgrantee is the responsible authority, without recourse to L&PS, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.
42. The Subgrantee agrees that it will maintain data and information and submit timely reports, including programmatic progress and financial reports, as L&PS may require. If reports are not submitted as required, the L&PS may, at its discretion, suspend payments on this subgrant. The State of New Jersey may, at its discretion, take such action to withhold payments to the Subgrantee on this or any grant with other state agencies until the required reports have been submitted.
43. Unless otherwise directed by DCJ, state or federal statute, all grant records shall be retained for a period of seven years. This period is extended until otherwise directed if there is any litigation, claim, negotiation, action, or audit in process and/or finding involving grant records started before the end of the seven year period.
44. The Subgrantee agrees to report any Budget Revisions or Grant Extensions as follows:
 - a. Deviations in excess of \$100 from the approved budget or extensions in the grant period require prior approval via Division of Criminal Justice's Grant Adjustment Request Form (GARF). Subgrantee should be aware that approved budget revisions may result in the imposition of additional special conditions.
 - b. L&PS may request changes in the scope of services of the Subgrantee to be performed hereunder. Such changes, which are mutually agreed upon by and between L&PS and the Subgrantee, must be incorporated in written amendments to this grant.
 - c. If the Subgrantee is making program expenditures or providing grant services at a rate which, in the judgment of L&PS, will result in substantial failure to expend the grant amount or provide grant services, L&PS may so notify the Subgrantee. If, after consultation, the Subgrantee is unable to develop to the satisfaction of L&PS a plan to rectify its low level of program expenditures or grant services, L&PS may upon thirty (30) days notice to the Subgrantee, reduce the grant amount by a sum so that the revised grant amount fairly projects program expenditures over the grant period. This reduction shall take into account the Subgrantee's fixed costs and shall establish the committed level of services for each program element of grant services at the

- reduced grant amount. If such a determination is made by L&PS subsequent to the awarding of the grant and the funds have already been received by the Subgrantee, the reduced amount will be remitted to L&PS.
- d. If the revision requested will result in a change to the Subgrantee's approved project which requires federal prior approval, L&PS will obtain the federal agency's approval before approving the Subgrantee's request.
45. If the Subgrantee materially fails to comply with the terms of an award, whether stated in a state or federal statute or regulation, an assurance, general condition, special condition, in a state plan or application, a notice of award, or elsewhere, the Subgrantee agrees that L&PS may take one or more of the following actions, as appropriate in the circumstances:
- a. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or take more severe enforcement action.
 - b. Disallow all or part of the cost of the activity or action not in compliance.
 - c. Wholly or partly suspend or terminate the current award for the Subgrantee's program.
 - d. Withhold further awards for the program.
 - e. Request the balance of grant funds to be returned and/or seek reimbursement for funds expended that were not in compliance with the terms and conditions of the grant agreement.
 - f. Take other remedies that may be legally available.
46. When the Subgrantee has failed to comply with grant award requirements, stipulations, standards, or conditions, the Subgrantee agrees that L&PS may suspend the grant and withhold further payments; prohibit the Subgrantee from incurring additional obligations of grant funds pending corrective action by the Subgrantee; or decide to terminate the grant in accordance with the below paragraph. L&PS shall allow all necessary and proper costs, which the Subgrantee could not reasonably avoid during the period of suspension, provided they meet federal and state requirements.
47. The Subgrantee agrees that L&PS may terminate the grant in whole or in part whenever it is determined that the Subgrantee has failed to comply with the conditions of the grant. L&PS shall notify the Subgrantee in writing of the determination and the reasons for the termination together with the effective date. Payments made to the Subgrantee or recoveries by L&PS under the grant terminated for cause shall be in accord with the legal right and liability of the parties.
48. L&PS and the Subgrantee may terminate the grant in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and in case of partial terminations, the portion to be terminated. The Subgrantee shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible.

49. The Subgrantee agrees that under certain instances it may be considered "High Risk":
- a. If L&PS determines that a Subgrantee:
 - i. Has a history of unsatisfactory performance.
 - ii. Is not financially stable.
 - iii. Has a financial management system which does not appear adequate according to the General Conditions, or meet the standards expressed according to the current State Circular Letter, Standard Grant Agreement Form, VIII Financial Management System, 07-05-OMB.
 - iv. Has not conformed to terms and conditions of previous awards.
 - v. Is otherwise not responsible; and L&PS determines that an award will be made; special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award.
 - b. If a Subgrantee is considered "High Risk," then L&PS may impose additional special conditions or restrictions on the Subgrantee at any time including:
 - i. Payment on a reimbursement basis.
 - ii. Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period.
 - iii. Requiring additional, more detailed financial reports.
 - iv. Additional project monitoring.
 - v. Requiring the Grantee to obtain technical or management assistance.
 - vi. Establishing additional prior approvals.
 - c. If L&PS decides to impose such special conditions, L&PS will notify the Subgrantee as soon as possible, in writing, of:
 - i. The nature of the special conditions/restrictions.
 - ii. The reason(s) for imposing the special conditions.
 - iii. The corrective actions that must be taken before the special conditions will be removed by L&PS and the time allowed for completing the corrective actions.
 - iv. The method of requesting reconsideration of the conditions/restrictions imposed.
50. The Subgrantee understands and agrees that, in compliance with the Corruption of Public Resources Act, N.J.S.A. 2C:27-12, it cannot knowingly misuse state grant funds for an unauthorized purpose, and violations under this act could result in a prison term of up to 20 years, and, under N.J.S.A. 2C:30-8, subject to a fine of up to \$500,000.
51. The Subgrantee understands and agrees that the misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award and civil and/or criminal penalties, including under the federal False Claims Act, 31 U.S.C. §§ 3729-33 and under the New Jersey False Claims Act, N.J.S.A. 2A:32C-3.

52. The Subgrantee must promptly refer to DOJ, Office of Inspector General (OIG), any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a false claim for VOCA funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving VOCA funds. Potential fraud, waste, abuse or misconduct should be reported to the OIG.

mail: Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W., Room 4706
Washington DC 20530

e-mail: oig.hotline@usdoj.gov
hotline: (800) 869-4499 or fax: (202) 616-9881
(contact information in English and Spanish)

For additional information visit DOJ OIG's website at www.justice.gov/oig.

53. The Subgrantee understands that OJP reserves the right to unilaterally terminate this award, without penalty, for a violation of the Trafficking Victims Protection Act 2000, 22 U.S.C. Section 7104(g), as amended. The Award Terms in 2 C.F.R. Section 175.15(b) are incorporated herein. Federal funding recipients or their employees may not engage in trafficking in persons, procure a commercial sex act or use forced labor in the performance of this award.
54. Subgrantee agrees to use volunteers in the victim services project as a condition of receiving VOCA funds. If the subgrantee is not using volunteers, a waiver from the State Office of Victim Witness Advocacy (SOVWA) for this must be obtained.
55. Subgrantee agrees to inform victims about Victims of Crime Compensation Office (VCCO) and assist victims in filing claims upon request of the victim.
56. Except for state agency subgrantees, the Subgrantee understands and agrees that persons performing services in connection with a subgrant shall not be considered employees of the State of New Jersey for any purpose, including but not limited to, defense and indemnification for liability claims, workers compensation and unemployment.
57. The Subgrantee agrees that it shall be solely responsible for and shall defend, keep, save, and hold the State of New Jersey harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to its employees or recipients of the Subgrantee's services or to any other persons, or from any damage to any property sustained in connection with the delivery of the Subgrantee's services that 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 Subgrantee's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault, or default of the Subgrantee. The Subgrantee's responsibility shall also include all legal fees and costs that may arise from these actions. The Subgrantee'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.

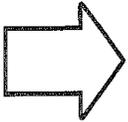
[Rev'd VOCA 11/2011]

4. I further certify that I will ensure that the Subgrantee will utilize the funds being provided by the Division of Criminal Justice to carry out the programs and activities specifically described in the application.

5. I further certify that I will ensure that the Subgrantee will, in utilizing the funds being provided by the Division of Criminal Justice, comply with any and all statutory and regulatory requirements pertaining to the use of such funds.

6. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are wilfully false, I am subject to punishment.

7. I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. §1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.



Signature

Robert M. Damming

Printed Name

Freeholder Director

Title

Date

Grant # VS-29-11

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS
AND
DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

© The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs;
and

(4) The penalties that may be imposed upon employees for drug abuse violations
occurring in the workplace;

© Making is a requirement that each employee to be engaged in the performance of
the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition
of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal
drug statute occurring in the workplace no later than five calendar days after such
conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under
subparagraph (d)(2) from an employee or otherwise receiving actual notice of such
conviction. Employers of convicted employees must provide notice, including position
title, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

Notice shall include the identification numbers(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under
subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including
termination, consistent with the requirements of the Rehabilitation Act of 1973, as
amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or
rehabilitation program approved for such purposes by a Federal, State, or local health,
law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through
implementation of paragraphs (a), (b), ©, (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, with 10 calendar days of the conviction, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

County of Gloucester, 2 South Broad Street

P.O. Box 337, Woodbury, NJ 08096

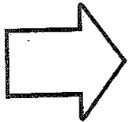
2. Application Number and/or Project Name:

VS-29-11

3. Grantee IRS/Vendor Number 21-6000660

4. Type/Print Name and Title of Authorized Representative

Robert M. Damminger, Freeholder Director



5. Signature

6. Date

STATE OF NEW JERSEY
VICTIMS OF CRIME ACT (VOCA)
GRANT PROGRAM

RESOLUTION OF PARTICIPATION

A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY IN THE VICTIMS OF CRIME ACT (VOCA) GRANT PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY.

WHEREAS, the County of Gloucester wishes to apply
Applicant's Unit of Government/Non Profit Organization

for funding for a project under the Victims of Crime Act (VOCA) Grant Program, and

WHEREAS, the Board of Chosen Freeholders has reviewed the
Applicant's Governing Body/Board of Directors

accompanying application and has approved said request, and

WHEREAS, the project is a joint effort between the Department of Law and Public Safety and Gloucester County Prosecutor's Office for the purpose described
Applicant's Unit of Government/Non Profit Organization

in the application;

THEREFORE, BE IT RESOLVED by the Gloucester Co. Freeholder Board that
Applicant's Governing Body/Board of Directors

1. As a matter of public policy County of Gloucester wishes to
Applicant's Unit of Government/Non Profit Organization
participate to the fullest extent possible with the Department of Law and Public Safety.
2. The Attorney General will receive funds on behalf of the applicant.
3. The Division of Criminal Justice shall be responsible for the receipt and review of the applications for said funds.
4. The State Office of Victim Witness Advocacy shall initiate allocations to each applicant as authorized.

**STATE OF NEW JERSEY
VICTIMS OF CRIME ACT (VOCA)
GRANT PROGRAM**

CERTIFICATION OF RECORDING OFFICER

This is to certify that the foregoing Resolution is a true and correct copy of a resolution which was duly and regularly introduced and finally adopted at the meeting of the County of Gloucester Board of Chosen Freeholders held on the Applicant's Governing Body/Board of Directors _____ day of _____, 20____ and duly recorded in my office; that all requirements of law pertaining to the conduct of said meeting and the passage of this resolution were observed; and that I am duly authorized to execute this certificate.

DATED this _____ day of _____, 20____

SEAL

Signature of Certifying Officer

Clerk

Title of Certifying Officer

Robert N. Dilella

Name of Certifying Officer

[Rev'd VOCA 11/2011]

Federal Financial Accountability and Transparency Act Information Form

To be completed by Subrecipient:

1. Agency Name: Gloucester County Prosecutor's Office
2. City: Woodbury 3. State: NJ
4. Congressional District: 5th 5. County: Gloucester
6. DUNS number (<http://www.dnb.com/us/>):
95-736-2247
7. Location of Primary Place of Performance of Project (if different than above):
City: _____ State: _____
Congressional District: _____ County: _____
8. Central Contractor Registration Completed (<http://www.ccr.gov/>): Yes: No:
If No, please explain: _____

9. The names and total compensation of the five most highly compensated officers of the entity (and parent if owned by another entity) if:
(i) the entity in the preceding fiscal year received —
(a) 80 percent or more of its annual gross revenues in Federal awards; and
(b) \$25,000,000 or more in annual gross revenues from Federal awards; and
(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986.

<u>Officer Name</u>	<u>Total Compensation</u>
#1 _____	_____
#2 _____	_____
#3 _____	_____
#4 _____	_____
#5 _____	_____

10. Signature of Agency Representative: _____
Gary Schwarz, Treasurer

To be completed by Division/SubGrantor:

1. Amount of Award: _____ 2. Federal: _____ 3. Match or State Share: _____
4. Award Title: _____
5. Award Number: _____
6. Transaction Type: _____ 7. CFDA Number: _____
8. Program Source: _____

GI

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE GLOUCESTER COUNTY
PLANNING INCENTIVE GRANT WITH THE STATE OF NEW JERSEY,
DEPARTMENT OF ENVIRONMENTAL PROTECTION - GREEN ACRES PROGRAM
IN THE AMOUNT OF AN ADDITIONAL \$900,000.00 FOR A NEW TOTAL GRANT
AGREEMENT AMOUNT OF \$7,650,000.00**

WHEREAS, the New Jersey Department of Environmental Protection, Green Acres Program (hereinafter referred to as the "State"), provides loans and/or grants to municipal and county governments, and grants to nonprofit organizations, for assistance in the acquisition and development of lands for outdoor recreation and conservation purposes (hereinafter the "Funding"); and

WHEREAS, the County of Gloucester (hereinafter the "County") desires to further the public interest by obtaining Funding in the amount of \$7,650,000.00 from the State in order to fund the following project(s): County of Gloucester, Open Space Preservation Plan, Planning Incentive Grant Program, at a cost of \$15,300,000.00.

NOW, THEREFORE, the Board of Chosen Freeholders of the County of Gloucester, State of New Jersey, resolves that the Freeholder Director, Robert M. Damminger, or the successor to the office of Freeholder Director, is hereby authorized to:

- (a) make application for such Funding;
- (b) provide additional application information, and furnish such documents as may be required; and
- (c) act as the authorized correspondent of and for the County; and

WHEREAS, the State shall determine if the application is complete, and in conformance with the scope and intent of the Green Acres Program, and notify the County of the amount of the Funding award; and

WHEREAS, the County is willing to use the State's Funding in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the State for the above named project;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Chosen Freeholders of the County of Gloucester as follows:

- 1. That the Freeholder Director of the County is hereby authorized to execute an agreement, and any amendment thereto, with the State known as the Gloucester County Open Space Preservation Plan;
- 2. That the County has its matching share of the project, if a match is required, in the amount of \$900,000.00;
- 3. That, in the event the State's Funding is less than the total project cost specified above, the County has the balance of funding necessary to complete the project;
- 4. That the County agrees to comply with all federal, state, and local laws, rules and regulations in its performance of this project; and
- 5. That this resolution shall take effect immediately.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, February 15, 2012, Woodbury, New Jersey.



THE COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

CERTIFICATION

I, Robert DiLella, Clerk of the Board of Chosen Freeholders of the County of Gloucester do hereby certify that the foregoing resolution is a true copy of a resolution adopted by the Board of Freeholders of the County of Gloucester at a meeting held on the 15th day of February, 2012.

IN WITNESS WHEREOF, I have hereunder set my hand and the official seal of this body this 15th day of February, 2012.

**Robert N. DiLella, Clerk
Board of Chosen Freeholders,
County of Gloucester**

61

Prepared By: _____
Robert J. Watson

Green Acres Program
Department of Environmental Protection
(609) 984-0570

AMENDMENT TO GREEN ACRES PROJECT AGREEMENT
BETWEEN
THE STATE OF NEW JERSEY
BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
GLOUCESTER COUNTY

_____ Green Acres Copy
_____ Local Government Unit Copy

File No. 0800-97-108
Dated: _____

AMENDMENT No. 6

6/14/2011

STATE OF NEW JERSEY
BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION
GREEN ACRES PROGRAM

AMENDMENT TO GREEN ACRES PROJECT AGREEMENT

MADE THIS _____ day of _____, 20___, between the State of New Jersey, by the Department of Environmental Protection, Green Acres Program, Mail Code 501-01, Post Office Box 420, Trenton, New Jersey 08625-0420, hereinafter "State", and the County of Gloucester, having its office at 1200 North Delsea Drive, Clayton, NJ 08312 hereinafter "Local Government Unit."

WITNESSETH:

WHEREAS, State and Local Government Unit have executed a Green Acres Project Agreement,

Project No: 0800-97-108
Dated: September 11, 2000
Project Name: Open Space Plan

(the "Project Agreement"); and

WHEREAS, State and Local Government Unit wish to amend only those provisions of the Project Agreement as marked with an "X"; and those not affected will be marked "N/A;"

NOW, THEREFORE, State and Local Government Unit, in consideration of the mutual promises made herein, hereby agree to perform in accordance with the provisions, terms and conditions of the Project Agreement and the amended provisions hereafter:

PROJECT PERIOD:

The Project Period of the Project Agreement and any subsequent extensions shall be deleted and substituted by the Project Period hereafter: (X)

The project period commenced on September 11, 2000 and shall terminate two years from the date this Project Amendment is executed by the last required signatory for the State (unless extended under N.J.A.C. 7:36-9.1(h) or N.J.A.C. 7:36-14.1(h))

PROJECT COST:

The Allocation of Project Cost of the Project Agreement shall be deleted and substituted with the Allocation hereafter: (X)

Funds directly from Local Government Unit	\$7,650,000	
Donation through Local Government Unit	\$0	
LOCAL SHARE		\$7,650,000
State Loan	\$0	
State Grant	\$7,650,000	
STATE SHARE*		\$7,650,000
OTHER SHARE		\$0
TOTAL COST FOR APPROVED PROJECT		<u>\$15,300,000</u>

***Funding Summary:**

		Grant	
P.L. 1999 C. 138	50/50% grant/loan award	\$1,650,000	Project Agreement
P.L. 2001 C. 63	50% matching grant award	\$500,000	Amendment #1
P.L. 2003 C. 241	50% matching grant award	\$800,000	Amendment #2
P.L. 2005 C. 10	50% matching grant award	\$800,000	Amendment #2
P.L. 2005 C. 186	50% matching grant award	\$800,000	Amendment #2
P.L. 2007 C. 27	50% matching grant award	\$600,000	Amendment #3
P.L. 2008 C. 76	50% matching grant award	\$600,000	Amendment #4
P.L. 2009 C. 98	50% matching grant award	\$1,000,000	Amendment #5
P.L. 2011 C. 90	50% matching grant award	\$900,000	Amendment #6
Total		<u>\$7,650,000</u>	

PROJECT SCOPE:

The Approved Project Scope of the Project Agreement shall be deleted and substituted by the Project Scope hereafter: (N/A)

PROJECT LOCATION:

A lot and block description of the premises to be acquired or developed in the Project Agreement shall be deleted and substituted by the Project Location hereafter: (N/A)

OPTIONAL PROVISIONS IMMEDIATELY FOLLOWING:

The following Optional Provisions of the Project Agreement shall be revised to include the additional Optional Provisions immediately attached hereafter:

- Schedule A (N/A)
- Schedule B (X) Special Conditions

ATTACHMENT

- Exhibit 1: Declaration of Encumbrance (X)

NOW, by the executed signatures below, the Local Government Unit and the State execute this Amendment to Green Acres Project Agreement and confirm that they are mutually bound by all provisions contained within this Amendment and the provisions, terms and conditions of the Project Agreement not amended herein.

LOCAL GOVERNMENT UNIT ATTORNEY

**LOCAL GOVERNMENT UNIT CHIEF
EXECUTIVE OFFICER**

Reviewed and approved

on January 31, 2012 By: _____
(signature)
August E. Kvestad _____ Robert M. Damminger, Freeholder
(signature) (print name and title) Director
August E. Kvestad, Asst. City Clerk Date: _____
(print name)

ATTACH AUTHORIZING RESOLUTION

**STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

By: _____
Amy Cradic, Assistant Commissioner for
Natural and Historic Resources

Date: _____

Reviewed and approved as to form on June 14, 2011
Paula T. Dow, Attorney General of New Jersey
By: Joan M. Scatton, Deputy Attorney General
Reviewed and approved as to form
By: State Treasurer (loan project only)

EXHIBIT 1

Declaration of Encumbrance

DECLARATION OF ENCUMBRANCE

THE COUNTY OF GLOUCESTER

TO

THE STATE OF NEW JERSEY
Department of Environmental Protection

Record and return to:

Department of Environmental Protection
Green Acres Program Mail Code 501-01
P. O. Box 420
Trenton, New Jersey 08625-0420

Attention: Robert J. Watson

Prepared by: _____
Robert J. Watson

6/14/2011

DECLARATION OF ENCUMBRANCE

This Declaration of Encumbrance is made this _____ day of _____, 20__, by the County of Gloucester ("Local Government Unit"), whose mailing address is 1200 North Delsea Drive, Clayton, New Jersey 08312.

The Local Government Unit makes this Declaration in consideration of the State of New Jersey, Department of Environmental Protection, Green Acres Program's agreement to provide funding in connection with:

Open Space Plan
Project # 0800-97-108
As approved on September 11, 2000

The attached exhibit to this Declaration is labeled "Recreation and Open Space Inventory," comprising 5 pages. This exhibit is incorporated into, and forms a part of this Declaration.

The Local Government Unit represents and warrants (a) that all lands described in the exhibit attached to this Declaration are held by it for recreation and conservation purposes, and (b) in accordance with N.J.S.A. 13:8A-1 et seq., N.J.S.A. 13:8A-19 et seq., N.J.S.A. 13:8A-35 et seq., N.J.A.C. 7:36-1.1 et seq., and all of the Green Acres Bond Acts (collectively, the "Green Acres Laws"), covenants, agrees, and declares that all lands described on the exhibit attached to this Declaration are subject to the covenants, restrictions, and conditions described in the Green Acres Laws, and further agrees that:

1. The Local Government Unit shall not dispose of or divert to a use for other than recreation and conservation purposes any lands described in the exhibit attached to this Declaration without the approval of the Commissioner and State House Commission.
2. Should lands held by the Local Government Unit for recreation or conservation purposes be, by mistake or inadvertence, omitted from the exhibit attached to this Declaration, such lands shall be subject to the terms and conditions of this Declaration to the same extent as though they had been included.

EXHIBIT 1 to DECLARATION
RECREATION AND OPEN SPACE INVENTORY

A Local Unit which receives a loan or grant from the State of New Jersey, Office of Green Acres shall not dispose of, or divert to a use for other than recreation and conservation purposes, any lands (1) acquired or developed with Green Acres or Federal Land and Water Conservation Fund assistance or (2) held by the Local Unit for recreation and conservation purposes at the "time of receipt of Green Acres funds" (the restricted lands) N.J.S.A. 13:8A-47. The primary purposes of this recreation and open space inventory (ROSI) are to document all restricted lands and to provide notice of the restrictions to title searchers.

Instructions

All restricted lands must be described on the completed ROSI by their block and lot identification numbers as shown on the current, official tax map and specify whether or not each parcel is funded or unfunded parkland. The Local Unit shall submit a tax map current as of the date of Green Acres application showing each parcel of parkland listed on the ROSI, with the approximate boundaries of each such parcel clearly marked in colored ink. Staff knowledgeable of the Local Unit's land use regulations and the uses of its land holdings must complete this ROSI. If only a portion of a current tax lot is to be restricted, the phrase *part of* or *portion of* shall be used on the ROSI. Deletion or omission of lands listed on previously submitted ROSI's is prohibited without prior written approval of the Office of Green Acres (See N.J.A.C. 7:36-20.3).

The completed ROSI must be duly executed and certified by the Local Unit's Chief Executive Officer and planning board chairperson (or equivalent). The page number and the total number of pages in the completed ROSI must be entered at the top right corner of each page.

All pages, including this Page 1 and the following Page 2, of the ROSI must be submitted.

Special Notes

Lands held by school boards, parking authorities, housing authorities, and similar public agencies without primary recreation or conservation responsibilities should not be inventoried unless they are also held for recreation and conservation purposes by the Local Unit.

If lands held by the Local Unit for recreation and conservation purposes are omitted from this ROSI by mistake, inadvertence, or otherwise, such lands shall be subject to the same terms and conditions, covenants, and restrictions as they would be if they were included. This ROSI, as completed and duly executed, shall be incorporated into, and be a part of, both (1) the Green Acres Project Agreement and (2) the Declaration of Encumbrance.

Recommendations

The Local Unit's planning board, and other boards or commissions, are encouraged to participate in the preparation and review of this ROSI. When preparing the ROSI, the listed parcels of parkland should be confirmed by reference to the tax maps that are required to be submitted as part of the Green Acres application (See N.J.A.C. 7:36-6.4(a)3ii or 12.4(a)4ii).

The Local Unit's governing body and planning board should designate, with appropriate descriptive labels, all lands listed on this ROSI in any revision or update of the following master plan elements: recreation plan, conservation plan, and land use plan.

The Local Unit's governing body should officially and permanently dedicate all lands held for recreation and conservation purposes. However, failure to do so shall have no effect on the validity of the Declaration.

Rev. 1/29/99

**EXHIBIT 1 to DECLARATION
RECREATION AND OPEN SPACE INVENTORY**

Definitions

For the purposes of this ROSI, the following definitions shall apply whenever the quoted words, or a form of the word are used:

“Declaration” means the recordable, written instrument executed by the Local Unit which declares that all of the Local Unit’s funded and unfunded parklands are subject to Green Acres restrictions.

“Development” means any improvement or physical alteration designed to expand or enhance the use of parkland for recreation and conservation purposes.

“Funded parkland” means parkland that a Local Unit has acquired or that a Local Unit has developed with Green Acres funding.

“Held” means owned, leased, or otherwise controlled (by the Local Unit for recreation and conservation purposes).

“Lands” means real property, including improvements, rights-of-way, riparian and other rights, easements, privileges, and any other rights or interests in, relating to, or connected with real property.

“Local Unit” means a municipality or county, or other local political subdivision of this State, or any agency thereof whose primary purpose is to acquire, administer, protect, develop, and maintain lands for recreation and conservation purposes.

“Parkland” means land acquired, developed, and/or used for recreation and conservation purposes.

“Recreation and conservation purposes” means the use of lands for parks, natural areas, forests, camping, fishing, reservoirs, water reserves, wildlife preserves, hunting, boating, winter sports and similar uses for either public outdoor recreation or conservation of natural resources, or both, pursuant to the Green Acres Bond Acts. This term also includes the use of historic areas pursuant to P.L. 1974, c.102; P.L. 1978, c.118; P.L. 1983, c.354; P.L. 1987, c.265; P.L. 1989, c.183; P.L. 1992, c.88; and P.L. 1995, c.204; and the use of historic buildings and structures pursuant to P.L. 1992, c.88 and P.L. 1995, c.204; and the use of ecological and biological study areas pursuant to P.L. 1989, c.183; P.L. 1992, c.88; and P.L. 1995, c.204.

“ROSP” mean the listing of all parcels of land held by a Local Unit for recreation and conservation purposes at the time of receipt of Green Acres funds, including a description sufficient to identify each such parcel.

“Time of receipt of Green Acres funds” means at all times beginning on the date of the letter from the Department under N.J.A.C. 7:36-6.7 or 12.5 notifying the Local Unit of the amount of the Green Acres funding award and ending on the date of receipt of the first transmittal of Green Acres funds.

“Unfunded parkland” means parkland, other than funded parkland, that is held by the Local Unit for recreation and conservation purposes at the time of receipt of Green Acres funds.

Legislative References

N.J.S.A. 13:8A-1 et seq.; N.J.S.A. 13:8A-19 et seq.; N.J.S.A. 8:A-35 et seq. (as amended and supplemented); N.J.A.C. 7:36-1 et seq.; 16 U.S.C. 460 s.1 et seq.

**EXHIBIT 1 to DECLARATION
RECREATION AND OPEN SPACE INVENTORY**

Local Unit: _____ County: Gloucester

NOTE: All lands held for recreation and conservation purposes (1) must be described by their block and lot identification numbers as shown on the current, official tax map and (2) keyed to a current, legible, official map of the Local Unit and current tax map of Local Unit. The official map used for this ROSI is named *Gloucester County Recreation and Open Space Inventory* and is dated December 2011.

Developed and Partially Developed Lands Held for Recreation and Conservation Purposes

(*If necessary, use the first page following & after Page 4 for additional developed and partially developed lands)

<u>Key</u>	<u>Municipality</u>	<u>Name</u>	<u>Block</u>	<u>Lot</u>	<u>Acres</u>	<u>Funded/ Unfunded</u>
1	Clayton	Scotland Run Park	2006	3	0.50	F
			2105	22	338.00	F
2	Glassboro	Bike Path	427	32	1.50	F
3	Greenwich	Greenwich Lake Park	253	1*	5.00	F
			253	3	0.27	F
			253	4	15.77	F
			253	5	11.86	F
			254	1*	34.80	F
			254	2*	8.78	F
4	Mantua	Pitman Golf Course	254	34	185.82	F
			254	39	39.78	F
5	Washington	Atkinson Memorial	50	1,2,2.01,3	57.75	F
	Washington	Atkinson Memorial	50	1.02	5.20	F
6	National Park*	Red Bank Battlefield	110	1&2	26.00	U

Subtotal of Acres on this page 731.03

Total Acres of developed and partially developed lands from all pages of this ROSI... 731.03

**EXHIBIT I to DECLARATION
RECREATION AND OPEN SPACE INVENTORY**

Local Unit: _____ County: Gloucester

NOTE: All lands held for recreation and conservation purposes (1) must be described by their block and lot identification numbers as shown on the current, official tax map and (2) keyed to a current, legible, official map of the Local Unit and current tax map of Local Unit. The official map used for this ROSI is named *Gloucester County Recreation and Open Space Inventory* and is dated December 2011.

Wholly Undeveloped Lands Held for Recreation and Conservation Purposes

(*If necessary, use the second page following & after Page 4 for additional wholly undeveloped lands)

Key	Municipality	Name	Block	Lot	Acres	Funded/Unfunded
A.	Clayton	Scotland Run Park	2005	4	50	Funded
	Clayton	Scotland Run Park	2005	5	9.8	Funded
	Clayton	Scotland Run Park	2005	6& 7	37.86	Funded
	Clayton	Scotland Run Park	2006	2	16.6	Funded
	Clayton	Scotland Run Park	2006	1	0.25	Funded
	Clayton	Scotland Run Park	2104	3	59.3	Funded
	Clayton	Scotland Run Park	2105	21	7.5	Funded
	Clayton	Scotland Run Park	502	3	1.2	Unfunded
B.	East Greenwich	Shady Lane	1401	Part of 6	85.57	Unfunded
C.	Elk	Elk	172	Part of 4	43.98	Unfunded
D.	Franklin	Scotland Run Park	102	11	15.32	Funded
	Franklin	Scotland Run Park	102	5	54.86	Funded
	Franklin	Scotland Run Park	103	6	2.44	Funded
	Franklin	Scotland Run Park	103	7	50	Funded
	Franklin	Scotland Run Park	103	48	94.33	Funded
	Franklin	Scotland Run Park	103	71	76.62	Funded
	Franklin	Scotland Run Park	103	72 (form. 72&73)	20.11	Funded
E.	Franklin	Unnamed park	5503	1	29.4	Unfunded
F.	Mantua	Pitman Golf Course	254	42	34.87	Funded
	Mantua	Pitman Golf Course	254.01	34.03	27.92	Funded
	Mantua	Pitman Golf Course	254	8.01 (Past pt of 8, 10,11,12&44)	24	Funded
			254	39.01	5.0	Funded
	Mantua	Pitman Golf Course	254	38	6.97	Funded
	Mantua	Pitman Golf Course	254	43.01	79.9	Funded
G.	Monroe	Scotland Run Park	12801	8	128	Funded
H.	National Park	Red Bank Battlefield	2	9	4.87	Unfunded
I.	South Harrison	South Harrison	36	1	58.33	Unfunded
		Total Acreage			975.00	

Subtotal of Acres on this page 1,025

Total Acres of wholly undeveloped lands from all pages of this ROSI..... 1,025

CERTIFICATION: I HEREBY CERTIFY that this Exhibit I to Declaration, comprising 5 total pages, is a complete and accurate listing of all lands held by the Local Unit, as of this ____ day of _____, 2012, for recreation and conservation purposes during the time of receipt of Green Acres funding. This ROSI is being submitted to Green Acres as part of the project entitled Gloucester County Amended Planning Incentive Grant 2012.

Chief Executive Officer of Local Unit
Date: _____

Richard Westergaard
Planning Board Chairperson (or equivalent)
Date: Jan 27 2012

**EXHIBIT 1 to DECLARATION
RECREATION AND OPEN SPACE INVENTORY
(Continued)**

Municipal Projects funded Through the County Program

<u>Key</u>	<u>Project</u>	<u>Municipality</u>	<u>Block</u>	<u>Lot</u>	<u>Acres</u>
M-1	Woodbury Park	Deptford	80	2	13.3
M-2	Thompson Park	East Greenwich	1004	33.02	27.09
	Thompson Park	East Greenwich	1004	31,32,33,33.01	31.46
M-3	Owens Fields	Glassboro	60/61	12/7	10
M-4	Glassboro Fields	Glassboro	427	16,31.01	36.3
M-5	Greenwich Park	Greenwich	108,109	5,4	29.13
	Greenwich Park	Greenwich	105	3	8.3
M-6	Walters	Harrison	34	49	44
M-7	Chestnut Branch	Mantua	158.07	27	21.89
M-8	Monroe Fields	Monroe	12501	1	92
M-9	Greenway	Washington	116.01	28.01	13.52
M-10	Moore Estate	West Deptford	356,356.26	3.01,3.01	123
M-11	Greenway	Woodbury Hts	75	2	1
M-12	Locke Ave Park	Woolwich	5	7	55
M-13	Locke Ave Park	Woolwich	5	new11	61.65
M-14	Jefferson	Logan	1003/1004	12/2	77.68
M-15	Newfield Park	Newfield	600	1	10.5
M-16	Steinberg-Besser	Deptford	599	19	7
M-17	Kadin	Mantua	274	1	122.73
M-18	Scafani-Johnson	Washington	20/20.01	3/3	46.5
M-19	Kammerer	Mantua	54	4	32.5
M-20	Genova	Monroe	13001	16	34.36
M-21	LaPalomente	Woolwich	5	4	91
M-22	Gattuso	Woolwich	5	5	10
M-23	Chestnut Branch	Mantua	160	9	50.27
M-24	Kings Lake , LLC	East Greenwich	1004	13,14,15,16,17,18	27
M-25	Nicotra/Caccavale	East Greenwich	104	2	49
M-26	Peaslee Estate	East Greenwich	1003	1	43
M-27	Craft-Stewart	Harrison	59/37/62	2,5,10,12/3/35	94
M-28	Fera Estate	Monroe	12401	21.01	17
M-29	Smith-Garrison	Washington	85.32	5,19,20.01,20.02, 21,21.01	124
Total Acreage					1,405.18
Subtotal of Acres on this page					1,405.18

SCHEDULE B

SPECIAL CONDITIONS

Structures acquired as part of this project must be used to support the use of an outdoor recreation or conservation facility or area. Prior to acquisition, Gloucester County must submit to Green Acres a written description of the proposed use of any structures on the property. The proposed use must comply with N.J.A.C. 7:36-4.4 and N.J.A.C. 7:36-25.7.

Within six months of acquiring property, Gloucester County shall inspect the project site for the presence of structures that are or may be historic properties. Within 60 days of completion of the inspection, Gloucester County shall provide to Green Acres and to the Department's Historic Preservation Office (Mail Code 501-04B, PO Box 420, Trenton, NJ 08625-0420):

1. A written notice of its findings; and
2. For any structure discovered on the project site that is or may be an historic property, a request for determination of potential eligibility for inclusion in the New Jersey Register of Historic Places. Whenever such a structure is identified, a copy of the written notice shall also be sent to the New Jersey Historic Trust, the county historical commission or advisory committee, the county historical society, the local historic preservation commission or advisory committee, and the local historical society if any of those entities exist.

The County may demolish or remove a structure acquired with Green Acres funding to create open space only after the County has obtained written approval from Green Acres. Such demolition may be subject to N.J.A.C. 7:36-25.6.